

Snowy Valleys Council



SNOWY VALLEYS COUNCIL MEETING BUSINESS PAPER 22 NOVEMBER 2018

THE MEETING WILL BE HELD AT 2.00PM
IN THE SNOWY VALLEYS COUNCIL CHAMBERS, 76 CAPPER STREET, TUMUT

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 A Councillor who has declared a pecuniary interest in a matter before the council but has withdrawn from the meeting because of that declaration is not counted in considering whether the meeting is quorate for that matter.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 22 November 2018
Snowy Valleys Council Chambers
76 Capper Street, Tumut
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 - 25 OCTOBER 2018.....3
5.2 BUSINESS ARISING

6. CORRESPONDENCE/PETITIONS

7. NOTICE OF MOTION/NOTICE OF RESCISSION

- 7.1 NOTICE OF MOTION - CLIMATE CHANGE REVIEW IN COUNCIL AREA..... 15

8. MAYORAL MINUTE

NIL

9. GOVERNANCE AND FINANCIAL REPORTS

- 9.1 LGNSW ANNUAL CONFERENCE 2018 - ALBURY 20
9.2 DRAFT COUNCIL ANNUAL REPORT 2017/2018..... 27
9.3 2019 COUNCIL MEETING CALENDAR 30
9.4 POLICIES FOR ADOPTION - COMPLAINTS MANAGEMENT POLICY, FRAUD AND
CORRUPTION CONTROL POLICY AND PETITIONS POLICY 32
9.5 COUNCILLOR AND STAFF INTERACTION POLICY FOR ADOPTION 37
9.6 QUARTERLY BUDGET REVIEW AS AT 30 SEPTEMBER 2018 45

9.7	STATEMENT OF INVESTMENTS AS AT 31 OCTOBER 2018	49
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10. MANAGEMENT REPORTS

NIL

11. MINUTES OF COMMITTEE MEETINGS

11.1	MINUTES - AUDIT RISK AND IMPROVEMENT EXTRAORDINARY COMMITTEE MEETING 17 OCTOBER 2018.....	53
11.2	MINUTES - TALBINGO PROGRESS ASSOCIATION MEETING 10 OCTOBER 2018.....	57
11.3	MINUTES - TUMBAFEST COMMITTEE MEETINGS - 10 OCTOBER 2018 AND 24 OCTOBER 2018	61

12. CONFIDENTIAL

12.1	RFT 2018/09 - SUPPLY OF BULK MATERIALS	75
12.2	RFT 2018/13 SEWER REHABILITATION TENDER	75

13. MEETING CLOSURE

5. CONFIRMATION OF MINUTES

5.1 Ordinary Meeting - 25 October 2018

Recommendation:

That the Minutes of the Ordinary Council Meeting held on 25 October 2018 be received and confirmed as an accurate record

**THE MINUTES OF THE COUNCIL MEETING HELD IN THE SNOWY VALLEYS
COUNCIL CHAMBERS, BRIDGE STREET, TUMBARUMBA, ON THURSDAY 25
OCTOBER 2018 COMMENCING AT 2:00pm**

PRESENT: Mayor James Hayes (Chair), Councillor Andrianna Benjamin, Councillor Cate Cross, Councillor Julia Ham, Councillor John Larter, Councillor Cor Smit.

IN ATTENDANCE: General Manager Matthew Hyde, Director Assets and Infrastructure Matt Christensen, Director Internal Services Robyn Harvey, Acting Director Strategy, Community and Development Phil Stone, Division Manager Finance and IT Sarah Pentland, Acting Executive Assistant Tracy Martin and Directorate Administrative Executive Support Michelle Duck.

1. ACKNOWLEDGEMENT OF COUNTRY

An acknowledgement of the traditional custodians of the land was delivered by the Mayor James Hayes.

2. APOLOGIES

Leaves of Absence have been received and accepted from Cr Pritchard and Cr Isselmann.

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

M283/18 RESOLVED:

That the apology from Cr Pritchard, Cr Isselmann and Cr Wright be received and noted and leave of absence be granted

Cr Cate Cross/Cr Julia Ham

3. DECLARATIONS OF INTEREST

Nil

4. PUBLIC FORUM

Nil.

The Mayor welcomed the Acting Director Strategy, Community and Development Phil Stone to the meeting.

5. CONFIRMATION OF MINUTES**M284/18 RESOLVED:**

That the Minutes of the Ordinary Council Meeting held on 27 September 2018 be received.

Cr John Larter/Cr Julia Ham

5.1 BUSINESS ARISING

Nil.

6. CORRESPONDENCE/PETITIONS

Nil.

7. NOTICE OF MOTION/NOTICE OF RESCISSION

Nil.

8. MAYORAL MINUTE**8.1 MAYOR REQUEST TO ATTEND LGNSW MAYORS' WEEKEND SEMINAR****M285/18 RESOLVED:**

That the General Manager and Deputy Mayor approve the attendance of Mayor James Hayes at the Local Government NSW Mayors' weekend seminar 24-25 November 2018 in Sydney. Approval made in accordance with the Payment of Expenses and the Provision of Facilities to Mayors and Councillors Policy.

Cr Julia Ham/Cr Andrianna Benjamin

9. GOVERNANCE AND FINANCIAL REPORTS**9.1 DONATIONS AND EVENT SPONSORSHIP POLICIES****M286/18 RESOLVED:**

THAT COUNCIL:

1. Receive the report on Donations and Event Sponsorship from Division Manager People Culture and Governance

2. Adopt the Donations Policy
3. Adopt the Event Sponsorship Policy
4. Undertake a commitment to communicate the adopted Donations Policy and Event Sponsorship Policy with directly affected organisations and committees

Cr John Larter/Cr Cate Cross

9.2 DRAFT PAYMENT OF EXPENSES AND PROVISION OF FACILITIES FOR MAYOR AND COUNCILLORS POLICY

M287/18 RESOLVED:

THAT COUNCIL:

1. Receive the report on Draft Payment of Expenses and Provision of Facilities for Mayor and Councillors Policy from the Director Internal Services.
2. Provide the community the opportunity to review and comment on the Draft Payment of Expenses and Provision of Facilities for Mayor and Councillors Policy by placing the document 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 policy.
4. Once adopted, the policy and operational procedures are communicated throughout the Council organisation ensuring staff are aware of the revised documents.

Cr Cor Smit/Cr Julia Ham

9.3 ADOPTION OF SNOWY VALLEYS COUNCIL ECONOMIC DEVELOPMENT STRATEGY

M288/18 RESOLVED:

THAT COUNCIL:

1. Receives the report on the adoption of the Snowy Valleys Council Economic Development strategy.
2. Adopts Preparing for Prosperity: Snowy Valleys Council Region Economic Development Strategy 2018 – 2022.

Cr Julia Ham/Cr Andrianna Benjamin

9.4 STATEMENT OF INVESTMENTS AS AT 30 SEPTEMBER 2018**M289/18 RESOLVED:**

THAT COUNCIL:

1. Receive that Statement of Investments as at 30 September 2018

Cr John Larter/Cr Andrianna Benjamin

9.5 DELEGATION OF AUTHORITY TO SIGN "STATEMENT BY COUNCIL ON ITS OPINION OF THE ACCOUNTS" FOR THE 2017/18 ANNUAL FINANCIAL STATEMENTS**M290/18 RESOLVED:**

That in accordance with Section 413 of the Local Government Act, and subject to endorsement from the Audit, Risk & Improvement Committee, Council resolve:

- 1 That its 2017/18 Annual Financial Statements are in accordance with:
 - a. The Local Government Act 1993 (as amended and the Regulations made there under);
 - b. The Australian Accounting Standards and Professional Procurements;
 - c. The Local Government Code of Accounting Practice and Financial Reporting;
 - d. That they present fairly the Council's 2017/18 operating result and financial position;
 - e. That the accord with Council's accounting and other records; and
 - f. That Council is not aware of any matter that would render this report false or misleading in any way.
- 2 To delegate authority to the Mayor, Deputy Mayor, General Manager and the Responsible Accounting Officer to sign the 'Statement by Council on its Opinion of the Accounts' (clause 215 of the Local Government General Regulation).
- 3 That the General Manager be 'authorised to issue' the 2017/18 accounts immediately upon receipt of the auditor's report.
- 4 To invite Council's Auditor to attend the November Ordinary Council Meeting to present the 2017/18 Financial Reports.
- 5 To note the changes to reserve balances for 2017/18.

Cr Julia Ham/Cr Andrianna Benjamin

10. MANAGEMENT REPORTS

2:16pm Division Manager Finance and IT Sarah Pentland left the meeting.

10.1 KHANCOBAN SHOPFRONT - REQUEST FOR PURCHASE

M291/18 RESOLVED:

THAT COUNCIL:

1. That the report on Khancoban Shopfront – Request for Purchase be received.
2. Approve the sale of Lot 5 in DP215605 through an Expression of Interest process
3. Delegate authority to the General Manager to assess and determine successful expression of interest bids for the sale of the assets, land and parcels Lot 5 in DP215605
4. Authorise the General Manager and Mayor to negotiate the sale price of the land parcels within 20% of the market appraisal, with parties meeting own costs
5. Delegate authority to the General Manager and Mayor to execute all sale documents and affix the Council seal to documentation required to complete the sale of the parcels

Cr John Larter/Cr Andrianna Benjamin

10.2 MANNUS LAKE BLUE-GREEN ALGAL BLOOM MANAGEMENT OPTIONS

M292/18 RESOLVED:

THAT COUNCIL:

1. Develop a Mannus Lake Blue Green Algae Response Protocol Policy.
2. Consider the allocation of \$49,000 at the 1st Quarter Budget Review to engage a suitably qualified consultant to undertake a 12 month study of Mannus Lake to:
 - i. Better understand the cause of algal blooms in the lake and;
 - ii. Provide recommendations of management to prevent future algal blooms.
3. Consider the allocation of \$5,000 each financial year for the purpose of water quality testing within future budget considerations.

Cr Julia Ham/Cr Andrianna Benjamin

10.3 SALE OF SURPLUS LAND PARCELS - GILBERT STREET, TUMBARUMBA**M293/18 RESOLVED:**

THAT COUNCIL:

1. That the report on Gilbert Street land sale be received.
2. Approve the sale of Lot 9 Section 16 in DP759003 and Lot 82 in DP630704 through an Expression of Interest process
3. Delegate authority to the General Manager to assess and determine successful expression of interest bids for the sale of the land parcels Lot 9 Section 16 in DP759003 and Lot 82 in DP630704
4. Authorise the General Manager and Mayor to negotiate the sale price of the land parcels within 40% of the market appraisal, with parties meeting own costs
5. Delegate authority to the General Manager and Mayor to execute all sale documents and affix the Council seal to documentation required to complete the sale of the parcels
6. That Council impose a building restriction to the land title over Lots 9 Section 16 in DP759003 and Lot 82 in DP630704 prior to sale of the parcels

Cr John Larter/Cr Cor Smit

10.4 PROPERTY BOUNDARY ADJUSTMENT - 40-44 CROMWELL STREET, ADELONG**M294/18 RESOLVED:**

THAT COUNCIL:

1. That the report on Property Boundary Adjustment – 40-44 Cromwell Street, Adelong be received.
2. That Council agree to facilitate the partial road closure and boundary adjustment as highlighted in the Gray Surveyors Plan dated 26 September 2017, on the basis of land transfer being of equal portion size.
3. That Council agree to meet costs associated with boundary adjustment, road closure and road gazettal.
4. Determine that parties are to meet their own legal costs
5. Share fund 50 % of the construction of new boundary fencing and delegate authority for the General Manager to negotiate scope of the boundary fence construction.
6. Sell or transfer land of equal value to the Owner of the affected Lot.

7. Delegate authority to the Mayor and General Manager to execute all documentation and, affix the Council Seal to all documentation, to facilitate the boundary adjustment, road closure and road gazettal.
8. Develops an amendment to the Roads Management Policy to formalise a policy position on road land matters.

Cr John Larter/Cr Andrianna Benjamin

10.5 SNOW VIEW ESTATE STAGE 3

M295/18 RESOLVED:

THAT COUNCIL:

1. Receives the report on Snow View Estate Stage 3
2. Consider allocating funds for the construction of Stage 3 Snow View Estate in the 2019/20 budget.
3. Commit to the subdividing of lots 31 and 32 (Snow View stage 2) into 3 allotments and endorse a funding allocation of \$5,000 for subdivision and infrastructure costs to be reimbursed from the sale of these allotments.

Cr Andrianna Benjamin/Cr John Larter

11. MINUTES OF COMMITTEE MEETINGS

11.1 MINUTES - FRIENDS OF TUMUT WETLANDS COMMITTEE HELD 18 SEPTEMBER 2018

M296/18 RESOLVED:

THAT COUNCIL:

1. Accept the report on the Minutes – Friends of Tumut Wetlands from Director Assets and Infrastructure.
2. Accept the record of discussion of the Friends of Tumut Wetlands Committee meeting held on Tuesday 18 September 2018.

Cr John Larter/Cr Andrianna Benjamin

11.2 MINUTES - TUMUT YOUTH COUNCIL COMMITTEE MEETING HELD 10 OCTOBER 2018

M297/18 RESOLVED:

THAT COUNCIL:

1. Accept the report on the Minutes – Tumut Youth Council Committee from

Director Strategy, Community and Development.

2. Adopt the Minutes of the Tumut Youth Council Committee meeting held on Wednesday 10 October 2018.

Cr John Larter/Cr Julia Ham

11.3 MINUTES - BATLOW DEVELOPMENT LEAGUE MEETING HELD 3 OCTOBER 2018

M298/18 RESOLVED:

THAT COUNCIL:

1. Accept the report on the Batlow Development League from Director of Internal Services.
2. Adopt the Minutes of the Batlow Development League meeting held on 3 October 2018.

Cr Cor Smit/Cr Julia Ham

11.4 MINUTES - FESTIVAL OF THE FALLING LEAF COMMITTEE - SEPTEMBER 2018

M299/18 RESOLVED:

THAT COUNCIL:

1. Accept the report on the Festival of the Falling Leaf Committee from Director Strategy, Community and Place.
2. Adopt the Minutes of the Festival of the Falling Leaf meeting held on 4 September 2018.

Cr John Larter/Cr Cate Cross

12. CONFIDENTIAL

M300/18 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 RFT 2018/06 RIVERINA HIGHLANDS BUILDING REFURBISHMENT
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.

12.2 TUMUT CARPARKING PROPOSAL

Item 12.2 is confidential under the Local Government Act 1993 Section 10A 2 (c) as it relates to information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business and Council considers that discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

12.3 RFT 2018/14 TUMBARUMBA CARAVAN PARK CAMP KITCHEN

Item 12.3 is confidential under the Local Government Act 1993 Section 10A 2 (c) as it relates to information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business and Council considers that discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

Cr Julia Ham/Cr Cate Cross

At this stage, the time being 2:30pm Council went into Confidential.

12.1 RFT 2018/06 RIVERINA HIGHLANDS BUILDING REFURBISHMENT**M301/18 RESOLVED:**

That Council:

1. Resolve in accordance with Section 55 of the NSW Local Government Act 1993 to accept the tender of Adaptive Interiors for the provision of services for the Riverina Highlands Building Refurbishment Project for the lump sum amount of \$518,063.18 Inc. GST.
2. Advise the unsuccessful tenderers in writing
3. Authorise the General Manager to enter into a contract with Adaptive Interiors for the provision of services for the Riverina Highlands Building Refurbishment Project

Cr John Larter/Cr Andrianna Benjamin

12.2 TUMUT CARPARKING PROPOSAL**M302/18 RESOLVED:**

THAT COUNCIL:

1. Receive the report on the Tumut Carparking proposal to acquire land.
2. Authorise the General Manager or delegate to continue private negotiations with the owners of Part Lot 22 DP1097085; and Part Lot 2

- DP222218 Wynyard Street Tumut, to purchase that land by private agreement up to the budget allocation.
3. In the event that no binding agreement has been entered into by November 12, 2018 for the purchase by Council of Part Lot 22 DP1097085; and Part Lot 2 DP222218 Wynyard Street Tumut, (collectively the Acquisition Land), Council resolves to:
 - a) Compulsorily acquire any part of the Acquisition Land which is not the subject of a binding agreement for purchase; and
 - b) Make an application (whether before or after November 12, 2018) to the Minister for Local Government the Compulsory Acquisition (Just Terms) Compensation Act 1991 to compulsorily acquire any parts of the Acquisition Land which is not the subject of a binding agreement for purchase.
 4. Council authorise the General Manager (or delegate) to write to the Minister for Local Government and the Chief Executive of the Office of Local Government to advise of Council's intention to compulsorily acquire all or part of the Acquisition Land in the event that no binding agreement to purchase any property forming part of the Acquisition Land is entered into on or before November 12, 2018.
 5. Council authorise the General Manager (or delegate) to undertake such work as is necessary to obtain the required approvals or agreements from relevant State or Crown Authorities to compulsorily acquire all or parts of the Acquisition Land.
 6. Council delegate any administrative or incidental functions to the General Manager (or delegate) in order to implement the above resolutions
 7. Council acknowledge for the avoidance of doubt, that nothing in this resolution prevents Council continuing negotiations with the proprietors of all or parts of the Acquisition Land after;
 - a) November 12, 2018; or
 - b) An application has been made to the Minister for Local Government and the Governor pursuant to Part 12 for the compulsory acquisition of all or parts of the Acquisition Land.
 8. Endorse the placement of Council seal on contract of sale documents

Cr John Larter/Cr Andrianna Benjamin

12.3 RFT 2018/14 TUMBARUMBA CARAVAN PARK CAMP KITCHEN**M303/18 RESOLVED:**

THAT COUNCIL:

1. Receive the report on assessment of tender RFT2018/14 for Tumbarumba Caravan Park Camp Kitchen
2. Resolve in accordance with Clause 178(3) of the NSW Local Government (General) Regulation 2005 not to accept any tender for the Tumbarumba Caravan Park Camp Kitchen Project
3. Resolve in accordance with Clause 178(3)(f) of the NSW Local Government (General) Regulation 2005 to carry out the requirements of the proposed contract itself
4. Resolve in accordance with 178(4)(b) of the Local NSW Local Government (General) Regulation 2005 not to invite fresh tenders, noting that it is considered inviting fresh tenders would not enable the Council to achieve its objectives for the Project
5. Advise the tenderers in writing that their tenders were not accepted
6. Authorise the General Manager to enter into a contract with a contractor for the subject to the successful outcome of negotiations.

Cr Julia Ham/Cr Andrianna Benjamin

M304/18 RESOLVED:

That at this stage, the time being 2:44pm Council returned to Open Council.

Cr Cate Cross/Cr Julia Ham

There being no further business to discuss, the meeting closed at 2:49pm.

7. NOTICE OF MOTION/NOTICE OF RESCISSION**Item 7.1 NOTICE OF MOTION - CLIMATE CHANGE REVIEW IN COUNCIL AREA**

Author: Phil Stone
CLR GEOFF PRITCHARD

COUNCILLOR RECOMMENDATION: (Notice of Motion)**THAT COUNCIL:**

1. Undertakes an urgent review of its Community Strategic Plan with view to protect its community from climate change, addressing the issue at Council level. The first step could be to undertake a SWOT analysis. (Strengths / Weaknesses / Opportunities / Weaknesses)

GENERAL MANAGERS RECOMMENDATION: (Acting Director Strategy, Community & Development)**THAT COUNCIL:**

1. Notes the Notice of Motion and corresponding officers comment.
2. Not undertake a review of the Community Strategic Plan, as there has been intensive community consultation undertaken in 2017 and 2018 to inform the plan's development and adoption.
3. Consider the concerns of the Notice of Motion in the Operational Program review process.

Notes:

This report provides an analysis of Council's strategic direction and operational progress with regards to responding to climate change as an anticipatory response to Clr Pritchard's Notice Of Motion regarding the recent Intergovernmental Panel on Climate Change (IPPC) Report.

Officers Comment:**Notice of Motion Contextual Preamble:**

The Intergovernmental Panel on Climate Change IPCC released its 5th Report on the effects of Global Warming 1.5 degrees Celsius on the 8th of October 2018.

It states that the world stands on the brink of failure when it comes to holding climate change to moderate levels and that there is only a decade to try and cut emissions. All scenarios for keeping global warming to 1.5C would involve cutting the use of coal-powered electricity to practically nothing by 2050. The scenarios also require carbon dioxide removal, changes to agriculture and forestry land use, as well as bioenergy with carbon capture and storage, to keep warming to 1.5C.

Ninety-one authors and review editors from 40 countries prepared the Intergovernmental Panel on Climate Change (IPCC) report and their verdict is that every extra bit of warming makes a difference.

The world has already warmed by about 1C above pre-industrial levels and is likely to reach 1.5C between 2030 and 2052 if it continues to increase at the current rate.

The report is groundbreaking in that it looks at the impacts of keeping global warming to 1.5 degrees Celsius, compared to 2C. The overriding message between the lines of the report is that we must lead our lives within the means of the planet.

REPORT:

A review of Council's Strategic Direction and Operational Plan has been undertaken to identify strategic direction and operational activity to address climate change within Council's sphere of influence. Councils typically provide a "lead by example" approach to issues of global significance, in this case climate change, given that their ability to wield more larger-picture policy levers are quite restricted and local government resources are constrained to the local area.

In line with this approach, Council has developed a Community Strategic Plan 2028 that dedicates one of its five strategic themes to environmental leadership - "Theme 5: Our Environment - We care and protect our natural environment to ensure future generations can experience and enjoy its beauty."

Subsequently, Council's Operational Plan for the 2018/2019 year has developed a series of objectives to mitigate the impact of climate change, falling generally under land use planning, conservation and direct mitigation of Council's carbon footprint. The following items in the Operational Plan are considered to be a direct or indirect response to climate change on behalf of Council and the Snowy Valleys community:

1.1.09	Implement CBD Parking Strategy across Snowy Valleys Council <i>Influence more efficient use of vehicles through streamlined car park planning and implementation in the town centres of Snowy Valleys.</i>
1.3.08	Implement actions in the Adelong Falls Management Plan, Conservation Strategy <i>Direct ecological conservation in the Adelong Falls area</i>
1.3.13	Investigate establishment of a significant tree register for the LGA <i>Ensuring trees are a continued feature of urban centres with appropriate management strategies in place</i>
1.9.04	Develop new draft Local Environment Plan by June 2019 <i>An integrated and more contemporary Local environmental Plan</i>
2.1.07	Advocate for increased investment in softwood plantations and the opening up of new land for plantings <i>Influencing regional investment in softwood plantations for increased economic output whilst creating carbon syncs</i>
2.1.19	Advocate for increased feral animal control to better support the agricultural industry <i>Direct intervention to preserve and mitigate the risks of feral animals in our environment</i>
2.2.02	Investigate funding programs that increase opportunities to take advantage of the natural landscape for recreation <i>Indirect action to increase the preservation of the natural landscape as a key feature and visitor drawcard for Snowy Valleys</i>

3.1.01	Develop and implement strategy to reduce Council's carbon footprint <i>Direct action to reduce Council's footprint</i>
3.1.02	Investigate opportunities to utilise clean energy in Council's operations <i>Direct action to reduce Council's footprint</i>
3.1.04	Promote the small scale Renewable Energy Scheme to the community <i>Direct action to reduce Council's footprint and lead by example</i>
3.3.02	Develop an environmental risk profile for landfill sites <i>Direct action to reduce Council's footprint and pollution risk</i>
4.6.11	Advocate for a softwood 'centre of excellence' <i>Advocacy work in support of Action 2.1.07</i>

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

Integrated Planning and Reporting Framework:

CSP Outcome 2028

Theme 3: Our Environment

Delivery Outcomes

3.1 Demonstrate leadership in environmental sustainability by reducing Council's carbon footprint and supporting the use of clean energy

Operational Actions

3.1.1 Develop and implement strategy to reduce Council's carbon footprint

SUSTAINABILITY ASSESSMENT:

	Positive	Negative
Social	Providing leadership to the community regarding appropriate action within Council's span of influence	There is still some community debate on anthropomorphic climate change, so this action may be perceived negatively by parts of the community
Environmental	Taking appropriate action to minimize Council's energy and emission footprint	Some actions are beyond Council's sphere of influence and therefore disappointing the amount of action that Council can undertake
Economic	Taking appropriate action to minimize Council's energy and emission footprint and also assisting the community to do so, also has positive economic effect.	All activity of council consumes its limited resources, however this operational plan has been developed to not compromise financial sustainability
Governance	Council delivers transparency through responding to global issues such as climate change according to its community's needs	Some members of the community may not be comfortable or happy that Council is responding.

Financial and Resources Implications:

The 2018-2019 Operational Plan has been supported by an adopted budget of Council within the requirements of the *Local Government Act 1993*.

Costs and Benefits:

Nil

Policy, Legal and Statutory Implications:

Councils are required to develop a Community Strategic Plan under s402 of *the Local Government Act 1993*, by 30 June following the election of the Council.

Where the General Manager considers a Motion has legal, strategic, financial or policy implications which need to be taken into account, the General Manager may provide an officers comment with a Notice of Motion on the business paper, under Snowy Valleys Council's Code of meeting Practice.

RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:

Risk has been considered appropriately within the Community Strategic Plan and the 2018-2019 Operational Plan.

OPTIONS:

Council has the option to note the activity underway or resolve a different direction for Council to take.

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Not applicable

Attachments

- 1 Notice of Motion - Climate Change Review in Council Area - Clr G Pritchard [↓](#)

NOTICE OF MOTION

As provided by Clause 241 (1) (a) of the Local Government (General) Regulation 2005, I give notice that the following motion be placed on the Council Agenda for the Ordinary Meeting of Council, to be held on Thursday, 22 November 2018

SUBJECT: Climate Change review in Council area

Motion –

“In view of the just released IPPC report on climate change Snowy Valleys Council undertake an urgent review of its community strategic plan with view to protect its community from climate change, addressing the issue at Council level. The first step could be to undertake a SWOT analysis. (Strengths / Weaknesses / Opportunities / Weaknesses)”

Councillor	Geoff Pritchard
Signature	
Date:	22 November 2018
Councillor	
Signature
Date:

9. GOVERNANCE AND FINANCIAL REPORTS**9.1 LGNSW ANNUAL CONFERENCE 2018 - ALBURY**

REPORT AUTHOR: GENERAL MANAGER
RESPONSIBLE DIRECTOR: GENERAL MANAGER

EXECUTIVE SUMMARY:

The LGNSW Annual Conference was held in Albury from 21 to 23 October 2018. This report serves to update the Councillors on the information presented at the conference.

RECOMMENDATION:**THAT COUNCIL:**

- 1. Receive the report on the LGNSW Annual Conference from the General Manager.**

BACKGROUND:

The conference was attended by Mayor Cr Hayes, Deputy Mayor Cr Larter and Councillors Ham, Isselmann, Smit and the General Manager. The conference Program is attached for Councillors information.

REPORT:

In addition to the program Councillors and the General Manager attended a meeting prior to the conference start regarding the Provision of Health Services organised by the Gwydir Shire Council giving their experience and talking about options for health services in regional areas.

The information was very interesting and a summary has been provided for consideration of the Health Services Committee that Council has resolved to establish. In particular there were some great examples of where Councils can lobby for changes that may currently impede the provision of services in rural regional areas.

The Conference started with concurrent sessions and Councillors spread out across these sections:

- Presentation on past AR Bluett Award Winning Councils – Cr Isselmann and Matt Hyde
 - Some really inspiring stories of progressive improvement in Council;
 - community projects and internal capability growth over a 3 year period
 - Has both a City and Country component – both former Councils have been a winner in the rural category;
 - Has an informative benefit of collating the everyday success stories in Local Government that don't typically get collated and recognised;
 - Nominations require a significant amount of work and demonstrated improvement of finalised projects needs to be provided;
 - Something current on the list for consideration for Snowy Valleys to lodge an application in the future and it will require dedicated resource commitment throughout the organisation;

The following information provides an update on some of the sessions:

- Address from Cr Scott – President LGNSW
 - Success stories in advocacy around Joint Organisations, Electoral Laws, end to forced amalgamations and Libraries
 - Strengthened relationship with the state
 - Local governments employ 55,000 people across the state
- Conference Business – attached to the report is a list of resolutions made at the conference:
 - Extremely professionally chaired session for the business papers which made the session much more informative than it has been in the past
 - A copy of the final resolutions are attached
 - Of specific interest to the Snowy Valleys was resolutions on:
 - De-amalgamation (covered in a separate report to be presented in early 2019)
 - Drought relief
 - Timber bridge funding
 - Impact of river levels on tourism
 - Waste Management
 - Illegal waste dumping
 - Climate change
 - State-wide library management system for all NSW councils
 - Health in rural areas
 - Stronger Country Communities Fund
 - Joint Organisations – ongoing funding
- Smart Places Presentation
 - Smart cities are ones that use data and integrated technologies that transform services and quality of life
 - Three generations
 - Technology driven – how the city interacts with people
 - Technology driving future vision
 - Equity, social inclusion and enhancing co-ordination
- Waste – Crisis or Opportunity
 - Launch of the LGNSW Save our Recycling campaign
 - Can be funded from the \$727 million current collected by the state for Waste Management
 - Issue is a lot of products are recyclable but they actually need to be recycled

- Call for development of onshore processing of recyclable material
 - Food waste is 30-60 % of most waste found in MGBs
 - Comment that most waste to energy projects were very inefficient if just producing energy – most successful projects actually produce heat too and emissions largely depend on what is being burnt in the facility
- The Last Man Standing – Steven Bradbury OAM
 - Very inspiring story which can be summarised to success being a lot of hard work and maintaining a positive outlook even in adversity
 - As usual there is a lot more to Steven's story of success than most Australians would know – from his business, personal family, and sporting successes
 - As with all motivational speakers there were some funny experiences that really struck a chord.

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

Integrated Planning and Reporting Framework:

CSP Outcome 2028

Theme 4: Communication & Engagement

Delivery Outcomes

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

Operational Actions

4.6.2 Review and update Advocacy Plan

SUSTAINABILITY ASSESSMENT:

	Positive	Negative
Social	The benefits of social inclusion were discussed in most presentations	Resource allocation capacity to ensure inclusion varied in Councils
Environmental	The waste presentations and information from the politicians covered impact on the environment	Current funds put in by Council's to the Waste levy are not being returned to the community
Economic	The relationship of smart cities being a transformational key to our communities and their economies	Funding programs
Governance	Many government agencies were represented in the trade exhibition area and advised they were available to support our processes	Support needed for careful management of a campaign for constitutional recognition of local government

Financial and Resources Implications

Attendance at the conference was within the budget allowances and it was noted that affordability is much when the conference is offered in regional areas.

Costs and Benefits:

Councillors receive information not only from the presentations but also networking with other Council's, state government departments and industry providers.

Policy, Legal and Statutory Implications:

Attendance was as per the Councillors Payment of Expenses and Provision of Facilities for Mayor and Councillors Policy.

RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:

The risk of not attending the conference is that Councillors won't be kept up to date on important issues currently being faced.

OPTIONS:

1. That Council not receive the report
2. That Council add additional actions to the resolutions

COUNCIL SEAL REQUIRED:

N/A

COMMUNITY ENGAGEMENT AND COMMUNICATION:

An update on relevant sessions has been provided to the Executive Team and Councillors in attendance have updated other Councillors at workshops.

Attachments

- 1 LGNSW Program [↓](#)
- 2 LGNSW Resolutions (under separate cover) [⇨](#)



Local Government NSW Annual Conference 2018

Sunday 21 – Tuesday 23 October 2018

Main conference venue is Albury Entertainment Centre, QEII Square, Swift Street, Albury

This program is correct at the time of publication; speakers and program details may have changed due to unforeseen circumstances.

DRAFT PROGRAM (as of 23 August 2018)

SUNDAY 21 October	
10.00am – 4.00pm	Bump in sponsors to set up trade exhibition Partners tour program on the website
1.00pm – 4.30pm	Registration opens in Albury Convention Centre foyer
2.00pm – 4.00pm	Workshop 1 - AR Bluett Award winning councils in 2016 and 2017, a special presentation in Convention Centre Theatrette 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
Transfer bus loop from 5.15pm	Bus will loop from main conference venue in QEII Square to Noreuil Park Registration opens at this event
5.30pm – 7.30pm	President's Opening Ceremony followed by Welcome Reception at Noreuil Park Foreshore, Noreuil Parade Albury (off Wodonga Place). This is an outdoor event. Welcome to Country Welcome from the Mayor of Albury Welcome from LGNSW President Cr Linda Scott Address from Welcome Reception Sponsor, NSW Department of Planning and Environment
Monday 22 October – Business Session Day 1 / AEC Theatre and Convention Centre	
7.30am – 5.00pm	Registrations open in Albury Convention Centre
8.15am – 9.00am	Distribution of voting materials and electronic handsets Trade exhibition opens in Albury Convention Centre
9.15am – 9.45am	Address from The Hon Gladys Berejiklian MP , Premier of NSW
9.45am – 11.00am	Address from Cr Linda Scott , President of LGNSW Opening of the Federal 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 Business session and consideration of motions

	Opening of the State Conference, chaired by Cr Linda Scott , including adoption of standing orders, presentation of the auditor's report, general financial and operating report to members
	Business sessions and consideration of motions
11.00am – 11.30am	Morning tea in trade exhibition area in Albury Convention Centre, sponsored by Local Government Super
11.30am – 1.00pm	Consideration of conference business continued, chaired by LGNSW President
1.00pm – 2.00pm	Lunch in trade exhibition, sponsored by Local Government Super General Managers Lunch at the Retro Lane Café, QEII Square, 525 Swift Street, sponsored by StateCover: Updates from local government businesses - StateCover, Local Government Super and Local Government Procurement
2.00pm – 3.30pm	Consideration of conference business continued, chaired by the President
3.30pm – 4.00pm	Afternoon tea in trade exhibition area, sponsored by Local Government Super
4.00pm – 4.30pm	Address from the Hon Gabrielle Upton MP , Minister for Local Government
4.30pm – 5.00pm	Consideration of conference business continued, chaired by LGNSW President Collection of all electronic handsets and motions voting cards Conference business session closes
5.00pm – 6.00pm	Delegate networking function in trade exhibition area
6.00pm	Trade exhibition closes
7.30pm – 11.00pm	Conference Dinner, Marquee QEII Square
7.30pm	Doors open
7.45pm	Delegates seated and entrée served
8.00pm	LGNSW President introduces Elite Sponsor, StateCover Mutual Limited
8.10pm	LGNSW President and Elite Sponsor present the AR Bluett Awards, Outstanding Service Awards and Executive Certificates for elected members
8.35pm	Main course served
9.35pm	Entertainment and dancing
11.00pm	Close
Tuesday 23 October – Business Session Day 2 AEC Theatre and Convention Centre	
7.30am – 5.00pm	Registration opens
7.30am – 8.45am	Australian Local Government Women's Association (ALGWA NSW) Breakfast Retro Lane Café, QEII Square, 525 Swift Street. Special Guest Speaker: Sarah Garnett , founder, The Footpath Library
8.15am – 4.00pm	Trade exhibition opens in Albury Convention Centre
9.00am – 9.05am	Introduction by Ms Ellen Fanning , Master of Ceremonies

9.05am – 9.20am	Address from The Hon Dr John McVeigh MP , Federal Minister for Local Government (invited)
9.20am – 9.30am	Facilitated questions from the conference to the Minister
9.30am – 9.35am	Short address from Premier Sponsor, Office of the NSW Small Business Commissioner & Service NSW
9.35am – 9.50am	Address from Mr Stephen Jones , Federal Shadow Minister for Local Government
9.50am – 10.00am	Facilitated questions from the conference to Mr Jones
10.00am – 10.20am	Address from Cr Linda Scott , LGNSW President, on Association Initiatives
10.20am – 10.30am	Treasurer's report
10.30am – 11.00am	Morning tea in trade exhibition area, sponsored by Environment Protection Authority
11.10am – 12.45pm	Smart Places
11.15am – 11.40am	Facilitated by Simon Hunter , Executive Director, Strategy and Planning, Infrastructure NSW
11.40am – 12.05pm	<ul style="list-style-type: none"> Smart cities and towns: what, why and how? – Adam Beck, Executive Director, Smart Cities Council Australia New Zealand
12.05pm – 12.30pm	<ul style="list-style-type: none"> Smart data: what local government needs to know to thrive – Geof Heydon, Associate at CreatorTech and Chair of Platforms and Interoperability at the Internet of Things Alliance Australia
12.30pm – 12.45pm	<ul style="list-style-type: none"> How to implement smart strategies to give your residents better options – Chris Isles, Executive Director, Planning, Place Design Group
12.45pm – 1.35pm	Lunch in the trade exhibition area, sponsored by Environment Protection Authority
1.35pm – 1.40pm	Short address from Distinguished Sponsor Environment Protection Authority
1.40pm – 1.55pm	Address from The Hon Peter Primrose MLC , Shadow Minister for Local Government
1.55pm – 2.10pm	Facilitated questions from the audience to Mr Primrose
2.10pm – 3.00pm	Keynote Address: Waste: Crisis or Opportunity? Craig Reucassel , War on Waste Host
3.00pm – 4.00pm	Keynote address: The Last Man Standing Steven Bradbury OAM
4.00pm – 4.30pm	Afternoon tea and delegate networking function in trade exhibition area
Close of Conference	

9. GOVERNANCE AND FINANCIAL REPORTS**9.2 DRAFT COUNCIL ANNUAL REPORT 2017/2018**

REPORT AUTHOR: STRATEGIC PLANNING & ENGAGEMENT OFFICER
RESPONSIBLE DIRECTOR: ACTING DIRECTOR STRATEGY, COMMUNITY & DEVELOPMENT

EXECUTIVE SUMMARY:

Council's annual report is one of the primary documents that council uses to demonstrate its accountability to its community. The annual report focuses on Council's achievement in implementing the Delivery Program.

Council is required to prepare an annual report within five months of the end of the financial year, place the report on the website and submit the report to the Office of Local Government by 30 November.

The Snowy Valleys Council Annual Report 2017/18 has been prepared in accordance with the requirements of the Local Government Act and Regulation.

RECOMMENDATION:**THAT COUNCIL:**

- 1. Adopts the draft Snowy Valleys Council Annual Report 2017/18**
- 2. Council's 2017/18 Audited Financial Statements be attached to, and form part of, the adopted Annual report 2017/18 once they are received;**
- 3. Extend the invitation to the auditor to present the Audited Financial Statements to the public at the December Ordinary Council meeting.**
- 4. A copy of the 2017/18 Annual Report be submitted to the Office of Local Government by 30 November 2018.**

BACKGROUND:

The Annual Report provides Council with the opportunity to report to the community and government stakeholders on its achievements and accomplishments over the past financial year against those objectives contained in the Delivery Program.

Council is required to publish an Annual Report within 5 months of the end of the financial year and submit a copy of the Annual report, supplemented by Council's audited Financial Statements by 30th November each year.

REPORT:

The Snowy Valleys Council Annual Report 2017/18 has been prepared in accordance with the Local Government Act, The local Government (General) Regulation and the Office of Local Government's Integrated Planning and reporting Guidelines.

A report on Council's progress in implementing its Delivery Program and the effectiveness of the services that Council undertakes is included in the report along with mandatory statutory reporting requirements.

Council's 2017/18 Audited Annual Financial Statements are to form part of the Annual Report once they are received from the NSW Audit Office. At the October Ordinary Meeting of Council a

resolution was passed to invite the Auditor to present the statements to the public. Due to the delay in receiving the Auditor's report, the invitation to the Auditor to present the Annual Financial Statement including the Auditor's report to the public is to be extended to the December Ordinary Meeting of Council.

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

Integrated Planning and Reporting Framework: CSP Outcome 2028

Theme 4: Communication & Engagement

Delivery Outcomes

4.3 Council has sound organisational health and has a culture which promotes action, innovation, accountability and transparency

SUSTAINABILITY ASSESSMENT:

	Positive	Negative
Social	Ensuring adequate services are provided to the community and transparent reporting provides confidence in Council's ability to deliver on the community's priorities.	Some projects and initiatives have not been delivered as first planned and therefore may provide a source of contention for the community
Environmental	Reporting on the provision of services that improve environmental outcomes within Council's area of influence	Nil
Economic	The Annual report assists in improving community and investor confidence in the region through demonstration of gradual improvement in delivery and of key economic initiatives	There are some carry over initiatives which have not been delivered as planned, which may impact community and investor sentiment.
Governance	This report is required to demonstrate to the community and government the appropriateness and transparency of Council's decision making processes	Transparency and accuracy of reporting may be a source of community criticism

Financial and Resources Implications

Nil

Costs and Benefits:

Nil

Policy, Legal and Statutory Implications:

Local Government Act 1993 Act s428 (1)

Within 5 months after the end of financial year, prepare a report as to council's achievements in implementing its delivery program and the effectiveness of the principal activities undertaken in achieving the objectives at which those principal activities are directed at.

Local Government Act s 428 (3)

The Annual Report must be prepared in accordance with the Integrated Planning and Reporting Guidelines (IP & R)

Local Government Act s 428 (5)

Copy of council's annual report must be posted on the council's website and be provided to the Minister for Local Government (via OLG).

RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:

Nil

OPTIONS:

No options are considered necessary and the Annual Report is a requirement under the Local Government Act 1993.

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:**Internal Consultation**

A project team was established to deliver the report, consisting of subject matter experts, to ensure the Draft Annual Report is delivered within the statutory timeframe.

The consultation involved providing regular progress reporting to the executive team on content and formatting of the document.

Councils Division Managers provided updated status reports on the progress with the achievement of actions as contained in the Delivery Program.

Attachments

- 1 2017-18 Annual Report (under separate cover) [⇒](#)

9. GOVERNANCE AND FINANCIAL REPORTS**9.3 2019 COUNCIL MEETING CALENDAR**

REPORT AUTHOR: GOVERNANCE SUPPORT OFFICER
RESPONSIBLE DIRECTOR: DIRECTOR INTERNAL SERVICES

EXECUTIVE SUMMARY:

To present the 2019 Calendar of meeting dates for consideration and adoption by Council.

RECOMMENDATIONS:**THAT COUNCIL:**

- 1. Receive the report on the 2019 Council Meeting Calendar from Director Internal Services.**
- 2. Adopt the 2019 Council Meeting Calendar complete with Committee dates.**
- 3. The December Ordinary Council meeting to be moved from the 19 December 2019 to the 12 December 2019 due to it falling near the Christmas break.**

BACKGROUND:

At the 27 September 2018 Council resolved:

M254/18 RESOLVED:*THAT COUNCIL:*

- 1. Receive the report on meeting dates for 2019*
- 2. Approve ordinary meeting dates for 2019 as follows:*
 - Thursday 21 February 2019*
 - Thursday 21 March 2019*
 - Thursday 18 April 2019*
 - Thursday 16 May 2019*
 - Thursday 20 June 2019*
 - Thursday 18 July 2019*
 - Thursday 15 August 2019*
 - Thursday 19 September 2019*
 - Thursday 17 October 2019*
 - Thursday 21 November 2019*
 - Thursday 19 December 2019*
- 3. Approve the cancellation of the meeting in January 2019 unless there are extenuating circumstances and the Mayor deems it necessary to call a meeting*

Cr Margaret Isselmann/Cr Julia Ham

REPORT:

The Meeting Calendar for all meetings during 2019 is presented to Council for consideration and adoption. The calendar will be a fixed schedule and the only allowance for change will be from a Council Meeting or the Chair of the Committee changing the date due to circumstances that require the meeting date to be changed.

Councillors and Committee members will be notified of any change in a meeting date.

The calendar provides dates for all meetings that Council has control over and other important dates/external meetings. Meeting dates will continue to be notified and updated via 'The Hub', Council's Update in the newspapers and on Council's website.

The calendar contains times, dates and venues for Ordinary meetings and Committee meetings.

By listing all these meetings it provides certainty to Councillors, Staff and the community as to when meetings will take place.

A copy of the adopted calendar will be available in each of the town libraries and at Councils offices for viewing by the public.

The following external meetings are included as they are relevant for Councillors attention:

- The National General Assembly - ALGA – 16–19 June 2019 - Canberra
- The LG NSW Conference – 14–16 October 2019 – Warwick Farm

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

Integrated Planning and Reporting Framework: CSP Outcome 2028

Theme 4: Communication & Engagement

Delivery Outcomes

4.5 Council demonstrates strong leadership through a governance framework which drives progress towards achieving the community vision

SUSTAINABILITY ASSESSMENT:

Nil

Financial and Resources Implications

Nil

Costs and Benefits:

Nil

Policy, Legal and Statutory Implications:

Nil

RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:

The meeting calendar ensures forward planning for Council business and decision making

OPTIONS:

Nil

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Not applicable

Attachments

- 1 DRAFT 2019 Meeting Calendar (under separate cover) [⇒](#)

9. GOVERNANCE AND FINANCIAL REPORTS**9.4 POLICIES FOR ADOPTION - COMPLAINTS MANAGEMENT POLICY, FRAUD AND CORRUPTION CONTROL POLICY AND PETITIONS POLICY**

REPORT AUTHOR: DIVISION MANAGER PEOPLE, CULTURE & GOVERNANCE
RESPONSIBLE DIRECTOR: DIRECTOR INTERNAL SERVICES

EXECUTIVE SUMMARY:

The People, Culture & Governance Team has drafted the following policies for adoption

- Complaints Management Policy
- Fraud and Corruption Control Policy
- Petitions Policy

Consultation with key stakeholders was undertaken in preparing the above documents. All SVC staff have been given the opportunity to consider these documents and provide feedback. These policies were endorsed by the Executive Leadership Team on 28 August 2018. All policies have been out on public exhibition for 28 days from Monday 8 October to Monday 5 November 2018 with 2 submissions received and suggestions implemented.

RECOMMENDATIONS:**THAT COUNCIL:**

1. **Receives the report on Complaints Management, Fraud and Corruption Control and Petitions from Division Manager People Culture and Governance.**
2. **Adopt the Complaints Management Policy (SVC-COR-PO-037-01) and rescind the following as superseded policies:**
 - a) **Complaints Management Policy – TSC-C-PO-042-03 (Former Tumbarumba Shire Council)**
3. **Adopt the Fraud and Corruption Control Policy (SVC-EXE-PO-040-01) and rescind the following as superseded policies:**
 - a) **Fraud Policy – TSC-RM-PO-047-02 (Former Tumbarumba Shire Council)**
 - b) **Fraud and Corruption Prevention Policy – Gov.04 (Former Tumut Shire Council)**
4. **Adopt the Petitions Policy (SVC-COR-PO-042-01)**

BACKGROUND:

The **Complaints Management Policy** has been drafted in conjunction with NSW ombudsman guidelines to establish a set of principles, processes and responsibilities for the management of complaints by Council, establishing a triage mechanism which refers complaints to the correct pathway for handling and investigation. The Complaints Management Policy is designed to work in harmony with the Internal Reporting Policy and the Fraud and Corruption Control Policy amongst others.

The **Fraud and Corruption Control Policy** has been drafted to uphold the requirements of the *Independent Commission Against Corruption (ICAC) 1998 Act (NSW)* and to address issues related to risk management in accordance with the *Local Government Act 1993 (NSW)*.

The **Petitions Policy** is a new policy and is not covered under legislation. However, the Local Government Act 1993 encourages and assists the effective participation of local communities in the affairs of local government. Council deals with petitions in keeping within this principle. At Council's Ordinary Meeting held on 28 June 2018, Council resolved to develop a petitions policy and guidelines for Snowy Valleys Council.

REPORT:

Council's adoption of the **Petitions Policy** provides a clear statement to our residents that Snowy Valleys Council welcomes petitions as one way in which people can let us know their concerns, share their vision and lobby for improved facilities and services.

Council's adoption of the **Complaints Management Policy** will provide a clear statement to our residents that Council will handle complaints fairly, efficiently and effectively. Council's Complaint Management System is intended to:

- enable Council to respond to issues raised by people making Complaints in a timely and cost-effective way
- enhance public confidence in Council's administrative process
- provide information that can be used by Council to deliver quality improvements in our services, employees and complaint handling

Council's adoption of the **Fraud and Corruption Control Policy** will clearly demonstrate that Snowy Valleys Council does not and will not tolerate fraudulent practices either by its own employees or , contractors or others working for Council and will not tolerate others using fraudulent practices against Council, its employees or the functions and services it provides.

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

Integrated Planning and Reporting Framework:

CSP Outcome 2028

Theme 4: Communication & Engagement

Delivery Outcomes

4.5 Council demonstrates strong leadership through a governance framework which drives progress towards achieving the community vision

Operational Actions

4.5.2 Develop and implement a fraud and corruption framework

SUSTAINABILITY ASSESSMENT:

	Positive	Negative
Social	Residents will have a clear of understanding of policies & how to utilise the system if needed.	Nil
Environmental	Nil	Nil
Economic	Nil	Nil
Governance	Compliance with legislation. Enabling ongoing improvements for our community	Nil

Financial and Resources Implications

Failure to adopt and implement the policies in a timely manner leaves Council at risk of non-compliance with legislation and failure to meet community standards and expectations. These failures can carry significant financial penalty as well as reputational and compliance risk.

Costs and Benefits:

There are negligible costs associated with any of the listed policies.

The **Complaints Management and Fraud and Corruption Control** are revisions to existing Council policies and will not have significant impact on resources. In regards to the **Petitions Policy**, there are only 1-2 petitions per year, therefore no additional cost or resource implications can be foreseen.

The benefits associated with the **Complaints Management Policy** and the **Fraud and Corruption Control** policy are due to having one adopted policy that the organisation can now follow, rather than the existing policies from the former Councils. The benefit associated with the **Petitions Policy** is to guide the community as to how petitions will be considered.

Policy, Legal and Statutory Implications:

The above policies were drafted in regards to the following:

Complaints Management

- Complaint Management Framework 2015 (NSW Ombudsman)
- Complaint Handling Model Policy (NSW Ombudsman)
- Unreasonable Complaint Conduct Model Policy 2012 (NSW Ombudsman)
- National Competition Policy (National Competition Council in regards to competitive neutrality)

Fraud and Corruption

- Public Interest Disclosures Act 1994 (NSW)
- Local Government Act, 1993 (NSW)
- Independent Commission Against Corruption Act 1998 (NSW)

Petitions

- Petitions to Council are not specifically covered by legislation. However, the Local Government Act 1993 encourages and assists the effective participation of local communities in the affairs of local government. Council deals with Petitions in keeping with this principle.
- Privacy and Personal Information Protection Act 1998

RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:

The above policies form an important part of managing risk in fraud and corruption prevent and complaints.

OPTIONS:

Council not adopt the following policies

- Complaints Management Policy
- Fraud and Corruption Policy
- Petitions Policy

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:Internal Consultation

Internal consultation was undertaken within the Governance Team in regards to all policies. Key stakeholders were also consulted for each the separate policies including the following

- Division Manager Finance and IT
- Coordinator of HR & Risk
- Coordinator Governance and Risk
- Coordinator Customer Service

Policies went to Executive Leadership Team for discussion on 28/8/18. Internal exhibition was conducted with all staff given the opportunity to review and provide feedback.

External Consultation

All policies have been out on public exhibition for 28 days from Monday 8 October to Monday 5 November 2018 with 2 submissions received via website as per below. Notification of public exhibition was via newspaper, social media, website and radio.

Sunday 28 October 2018

Submission 1.**Which policy are you commenting on:**

Petitions Policy

Feedback received	Action taken
4.3 to include a reference to the petition being (or not), a matter that can be determined by council.	Feedback provided has been incorporated into the Policy

Submission 2**Which policy are you commenting on:**

Fraud and Corruption Policy

Feedback received	Action taken
I believe it could benefit with more explicit guidance in relation to Councillors' role and governance practices as well. Where the expectations table is clear around employees, there is no reference to Councillors.	Feedback provided has been incorporated into the Policy

Attachments

- 1 DRAFT Complaints Management Policy SVC-COR-PO-037-01 (ID2000108) (under separate cover) ⇒
- 2 DRAFT Fraud and Corruption Control Policy SVC-EXE-PO-040-01 (ID2000423) (under separate cover) ⇒
- 3 DRAFT Petitions Policy SVC-COR-PR-042-01 (ID2006002) (under separate cover) ⇒

9. GOVERNANCE AND FINANCIAL REPORTS**9.5 COUNCILLOR AND STAFF INTERACTION POLICY FOR ADOPTION**

REPORT AUTHOR: DIVISION MANAGER PEOPLE, CULTURE & GOVERNANCE
RESPONSIBLE DIRECTOR: DIRECTOR INTERNAL SERVICES

EXECUTIVE SUMMARY:

A recent external review of councillor and staff interaction recommended that a report be presented to Council with sufficient details to ensure clear understanding of appropriate interaction between councillors and staff.

On this basis, the Councillor and Staff Interaction Policy has been reviewed. This policy provides a framework for Councillors in conducting their civic duties by providing clear parameters around the ability to interact and receive information from authorised Council staff, ensuring appropriate governance controls are in place.

Consultation with the Executive Leadership Team was undertaken in reviewing this policy. Further, this policy was discussed at a Councillor Workshop on 8 November 2018.

RECOMMENDATIONS:**THAT COUNCIL:**

1. **Receive the report on Draft Councillor and Staff Interaction Policy from the Director Internal Services.**
2. **Adopt the Councillor and Staff Interaction Policy (SVC-EXE-PO-020-02) and rescind the following as superseded policies:**
 - a) **Provision of Information and the Interaction between Councillors and Staff (Former Tumut Shire Council)**
 - b) **Interaction Between Councillors and Staff Policy – TSC-EXE-PO-066-02 (Former Tumbarumba Shire Council)**

BACKGROUND:

Under section 223 of the Local Government Act 1993, the role of the governing body is focused on civic leadership, financial sustainability, integrated planning and reporting, as well as consultation with the community and strategy. Council staff are to assist Council in achieving this.

The Councillor and Staff Interaction Policy provides a framework for Councillors in conducting their civic duties by providing clear parameters around the ability to interact and receive information from authorised Council staff, ensuring appropriate governance controls are in place.

In accordance with Council's Code of Conduct, Councillors and staff are expected to conduct their interactions with each other with respect, professionalism, honesty and to a high standard of ethical behaviour.

REPORT:

The objectives of this policy are to:

- Ensure that Councillors receive advice to assist them in the performance of their civic duty in an orderly, courteous and regulated manner.
- Ensure Councillors have adequate access to information in order for them to exercise their statutory roles.
- Ensure Councillors have clarity on which staff they can communicate with and the processes for contacting staff.
- Ensure staff understand their obligations with regard to providing information to Councillors and the set service standards.
- Maintain transparent decision making and governance arrangements.

The aim of this policy is to facilitate a positive working relationship between Councillors as elected representatives of the community and the staff employed to administer the operations of Council.

It is important to have an effective working relationship that recognises the important but differing contribution both parties bring to their complementary roles.

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:**Integrated Planning and Reporting Framework:****CSP Outcome 2028**

Theme 1: Towns and Villages

Delivery Outcomes

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

SUSTAINABILITY ASSESSMENT:

	Positive	Negative
Social	This policy provides a high standard of transparency and accountability	Nil
Environmental	N/A	N/A
Economic	Adherence to these principles will reduce the need to use resources in investigating and managing issues	Nil
Governance	Compliance with legislation and good governance principles	Nil

Financial and Resources Implications

Failure to adopt and implement the policies in a timely manner leaves Council at risk of non-compliance with legislation and failure to meet community standards and expectations. These failures can carry significant financial penalty as well as reputational and compliance risk.

Costs and Benefits:

There is no cost related to the implementation of this policy. Benefits include the awareness and clarification to both Councillors and staff on how they can interact with each other

Policy, Legal and Statutory Implications:

- Local Government Act 1993
- Local Government Amendment (Governance and Planning) Act 2016
- Code of Conduct
- Fraud and Corruption Prevention Policy

RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:

Provides clarity on appropriate Councillor and Staff interaction and reduces risk of adverse incidents.

OPTIONS:

Council not endorse the Councillor and Staff Interaction Policy.

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Communication across Council will be carried out in as part of implementation of the policy via email, education and awareness workshops etc.

This Policy will be placed on Council's external website after adoption.

Attachments

- 1 DRAFT Councillor and Staff Interaction Policy SVC-EXE-PO-020-02 (ID2008318) [↓](#)



Title	Councillor and Staff Interaction Policy
Category	Administrative Policy
Number & Version	SVC-EXE-PO-020-02
Owner	People, Culture & Governance
Status	DRAFT
Endorsed by	Executive Leadership Team
Approved by	General Manager
Effective date	<Insert effective date>
Due date for review	TBA
Keywords	Councillor, Interaction, Staff

Disclaimer

*Please note that this policy may not be current as Snowy Valleys Council (Council) regularly reviews and updates its policies and procedures. The latest controlled version can be found in Council's Records Management System or contact Council's Coordinator Governance and Risk on policy@snowyvalleys.nsw.gov.au for a hard copy of the latest version. **A hard copy of this electronic document is uncontrolled.***

Where there is a delegation identified in this policy, the reader will need to confirm if an alternative delegation exists in the Delegations Register. To the extent that there is any conflict perceived between the delegation/s identified in this policy and of those contained in the Delegations Register, then the delegation/s in the Delegations Register takes precedence. The General Manager will, if necessary, be the sole arbiter in resolving any issues of conflict.

1 PURPOSE

To promote a positive working relationship between Councillors and Council Staff (staff) of Snowy Valleys Council (Council) by ensuring;

- Councillors receive advice to assist them in the performance of their official functions in an orderly, courteous and regulated manner
- Councillors have adequate access to information to exercise their official functions
- Councillors have clarity on which staff they can communicate with and the process for contacting staff
- Staff understand their obligations in providing information to Councillors
- Transparent decision making and governance processes

2 SCOPE

This Policy applies to Councillors and staff, including contract and casual employees engaged by Council.

3 POLICY STATEMENT

The *Local Government Act 1993* defines the roles and responsibilities of the Mayor and Councillors, and specifies that the General Manager is to direct staff in the performance of their duties. Interactions between Councillors and staff are necessary to facilitate well-informed decisions and the provision of Council services.

In accordance with Council's *Code of Conduct*, Councillors, Administrators and staff are expected to conduct their interactions with each other with respect, professionalism, objectivity, honesty and to a high standard of ethical behaviour. This Policy supplements the Code and nominates the Council staff that Councillors may access to exercise their civic leadership and represent the views of the community.

4 DEFINITIONS

For the purpose of this Policy, definitions of terms are provided below:

Councillor – a person elected or appointed to civic office and includes a Mayor

Public Officer – Director of Internal Services

5 POLICY CONTENT

5.1 ACCESS TO COUNCIL STAFF BY COUNCILLORS

All access to staff by Councillors, other than the General Manager, is to be authorised by the General Manager. Only those staff nominated by the General Manager can provide advice to Councillors. Should a member of staff be acting in any of the nominated positions, the person so acting will be a nominated officer unless otherwise determined by the General Manager.

Councillors may also approach staff designated to support Advisory Committees of Council and any other body in which a Councillor(s) is a delegate of Council, for advice in relation to the activities of that Committee or body. Such staff may contact Councillors involved to advise, or seek advice, in relation to the activities of that Committee.

5.2 COUNCILLOR AND COUNCIL STAFF INTERACTION

Councillors must not attempt to direct staff in the performance of their duties or request that staff undertake work on their behalf.

A Councillor or member of staff must not take advantage of their official position to improperly influence other Councillors or members of staff in the performance of their civic or professional duties for the purpose of securing private benefit for themselves or for another person.

Staff should only provide information to, or respond to a request from a Councillor if their Director or the General Manager has given approval.

5.3 APPROPRIATE STAFF CONTACTS

The General Manager authorises the following staff interaction:

- Contact between Councillors and Directors for matters specific to the relevant Director's area of individual responsibility
- Contact with Customer Service Staff for standard service requests
- Contact with the Councillor Liaison Officer for Council meeting agendas, claims for expenses and other general enquiries
- The Mayor may contact the Executive Assistant to the General Manager and the Executive Officer for information
- Contact with other specific staff is appropriate as part of a Councillor's role on a Council Committee, at Council events or meetings, and similar situations
- In some instances, the General Manager or Directors will direct individual staff to contact Councillors to provide specific information or clarification relating to a specific matter

5.4 PERSONAL INTERACTION BETWEEN COUNCILLORS AND STAFF

Whilst this policy and the *Code of Conduct* govern the interactions between Councillors and staff, it does not prevent Councillors and staff from communicating generally. From time to time, Councillors and staff may be present at social and community events. In such situations, both parties must refrain from discussing matters relating to Council business.

6 ACCESSING INFORMATION

The General Manager and the Public Officer are responsible for ensuring that Councillors and administrators can gain access to information necessary for the performance of their official functions. The General Manager and Public Officer are also responsible for ensuring that members of the public can access publicly available Council information under the *Government Information (Public Access) Act 2009*.

Information relating to accessing information is available in the *Code of Conduct*. Councillors are required to treat all information provided by staff appropriately and to adhere to any confidentiality requirements. If a Councillor is unsure of whether a document or advice is confidential, they should seek advice from the General Manager or Public Officer. Where possible, staff will clearly identify information which is confidential to assist Councillors in the appropriate handling of such information.

7 Phone Calls – Residents

Residents seeking assistance should be directed to Council's Customer Service Team on 1300 275 782 between Monday to Friday 8.30am to 5.00pm.

It is not appropriate for Councillors to provide residents with a staff member's direct contact details. Similarly, staff will not provide residents with Councillors contact details, other than the details which Councillors have designated for public use.

8 PERSONAL ENQUIRIES

Councillors and staff must follow the same process as all other members of the public if they require information, action or advice in relation to a personal or private matter.

9 SOCIAL MEDIA

Councillors and staff should be mindful of the following issues when using Social Media:

- Privacy
- Confidentiality
- Discrimination, Bullying and Harassment
- Misrepresentation of Snowy Valleys Council
- Improper interactions between Councillors and staff
- Seeking or obtaining advantage or preferential treatment because of their position or role

Councillors and staff should refer to the Media Policy on representing Snowy Valleys Council on Social Media.

10 BREACH OF THIS POLICY

The protocols governing Councillor access to information and Council resources are incorporated in the *Code of Conduct*. Non-compliance with this Policy may be considered a breach of the *Code of Conduct* and will be dealt with in accordance with the *Procedures for the Administration of the Code of Conduct* or disciplinary policies.

11 RESPONSIBILITIES

General Manager

- Approval of this policy and the consideration of resources towards its implementation
- Consider and possibly approve requests and /or actions under this policy

Directors

- Oversee the implementation of this policy within their Directorate to ensure consistency, fairness and equity
- Consider and possibly endorse requests and/or actions under this policy

Division Managers

- Implementation of this policy within their division
- Monitoring of compliance with this policy
- Consider and make recommendations to the relevant Director in relation to this policy

People Culture and Governance

- Ensure this policy is communicated to all staff and is implemented fairly and equitably

Public Officer

- Ensure that Councillors and Administrators can gain access to information necessary for the performance of their official functions
- Ensuring that members of the public can access publicly available Council information under the *Government Information (Public Access) Act 2009*.

Councillors and Staff

- Compliance with this policy

12 RELEVANT LEGISLATION

Government Information (Public Access) Act 2009

Local Government Act 1993

Local Government Amendment (Governance and Planning) Act 2016

13 RELATED POLICIES/DOCUMENTS

Code of Conduct SVC-RP-STY-001

Procedures for the Administration of the Code of Conduct SVC-RP-STY-002

14 SUPERSEDING POLICY / PROCEDURE NUMBER AND TITLE

Interaction between Councillors and Staff Policy Gov.22 (former Tumut Council policy)

Provision of Information and the interaction between Councillors and Staff Policy TSC-EXE-PO-066-02 (former Tumbarumba Council policy)

15 REVISION HISTORY

Date	Version Number	Activity log	Resolution Number	Resolution date
		Adopted Ordinary Council Meeting	M134/17	24.08.2017
14.7.2017	0	Prepared by Governance Support Officer		

16 CONTACT OFFICER

Position: Division Manager People, Culture and Governance

Section: People, Culture and Governance

9. GOVERNANCE AND FINANCIAL REPORTS

9.6 QUARTERLY BUDGET REVIEW AS AT 30 SEPTEMBER 2018

REPORT AUTHOR: COORDINATOR FINANCIAL STRATEGY AND REPORTING
RESPONSIBLE DIRECTOR: DIRECTOR INTERNAL SERVICES

EXECUTIVE SUMMARY:

This report is to provide a summary of Council's financial performance against budget as at 30 September 2018.

RECOMMENDATION:

THAT COUNCIL:

1. Receive and adopt the 1st Quarter Budget Review as at 30 September 2018;
2. The Revenue, Expenditure and Capital Budget adjustments as noted in the attached 1st Quarter Budget Review be adopted and the budgets adjusted.

BACKGROUND:

Clause 203 (1) of the Local Government (General) Regulation 2005 requires Council's responsible account officer to prepare and submit a quarterly budget review statement to the governing body of Council.

The Quarterly Budget Review Statement is designed to reflect the information normally prepared annually as part of the financial statements on a quarterly basis.

All Directors and Division Managers are required to monitor their budgets on a continual and frequent basis throughout the financial year and adjustments are recommended as required.

The 2018/19 annual budget was adopted on 28 June 2018.

REPORT:

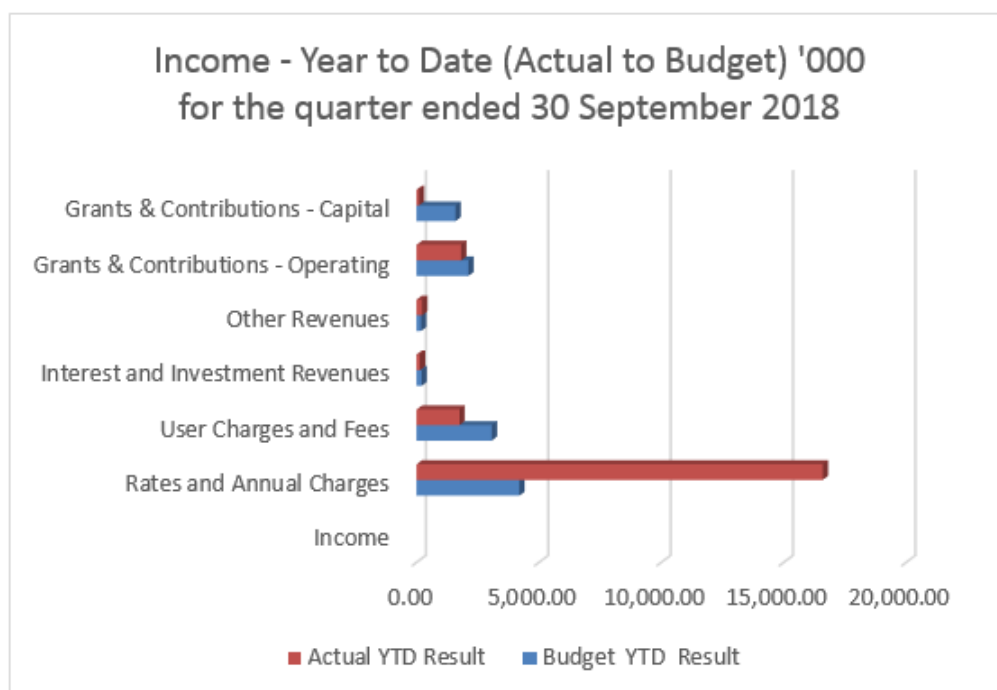
The commentary and recommendations in this report should be read in conjunction with 1st Quarterly Budget Review attached.

1 July 2018 to 30 September 2018 Summary:

	Original Budget 2018/19	Variations for this Sep Qtr	Projected Year End Result	Budget YTD	Actual YTD
Income					
Rates and Annual Charges	16,796		16,796	4,199	16,597
User Charges and Fees	12,284		12,284	3,071	1,751
Interest and Investment Revenues	821		821	205	137
Other Revenues	740		740	185	231
Grants & Contributions - Operating	8,457		8,457	2,114	1,824
Grants & Contributions - Capital	7,365	-1,000	6,365	1,591	95
Total Income from Continuing Operations	46,463	-1,000	45,463	11,366	20,635

Expenses	Original Budget 2018/19	Variations for this Sept Qtr	Projected Year End Result	Budget YTD	Actual YTD
Employee Costs	16,619	40	16,659	4,165	4,268
Materials & Contracts	10,475	-16	10,459	2,615	3,795
Depreciation	11,336		11,336	2,834	2,834
Other Expenses	4,347	20	4,367	1,092	1,851
Total Expenses from Continuing Operations	42,777	44	42,821	10,705	12,748
Net Operating Result from Continuing Operations	3,686	-1,044	2,642		7,887
Net Operating Result Before Capital Items	-3,679		-3,723		7,792

Income



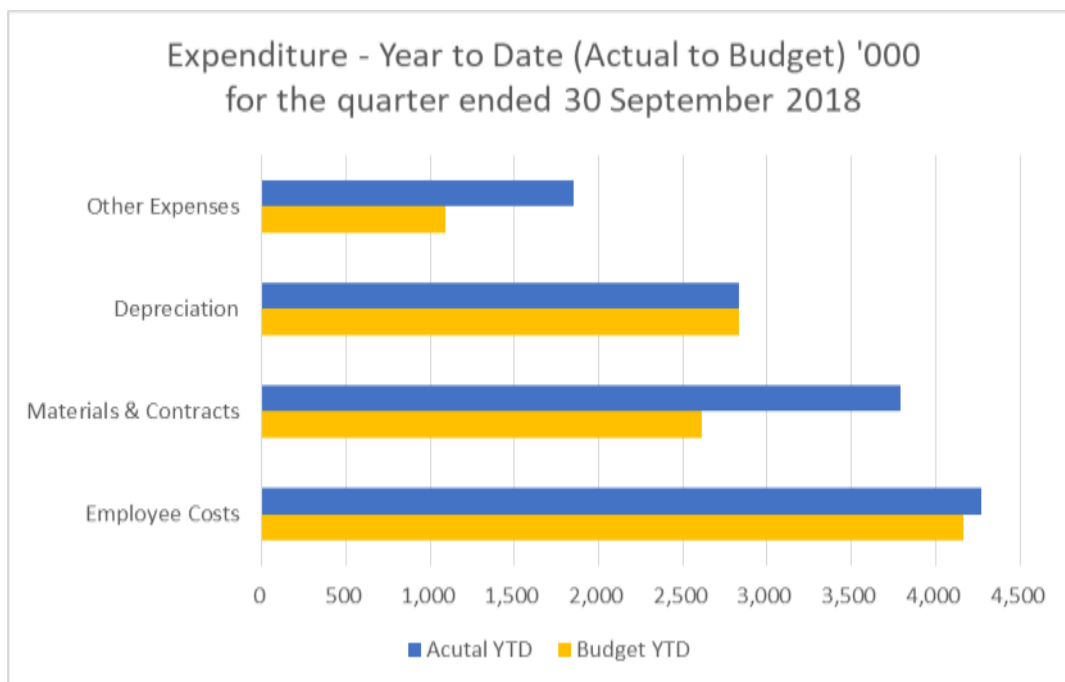
25% of the year has elapsed at the end of the 1st quarter and we note that 46% of proposed income has been received. 80% of the income received pertains to rates and annual charges which is expected to be received in line with the raising of ordinary rates and annual service charges in July.

Operating and capital grants are expected to be received during the financial year, with a substantial portion received once a project is acquitted. Thus it is to be expected that income is insignificant for grants during the first quarter.

The two major impacts on the user charges and fees are:

- User fees and charges are derived from water usage charges with income expected during December and June being the major billing cycles.
- Roads and Maritime Ordered Works and Construction Contracts are not generally programed by the client during July to September due to the programming and finalisation of works for that year.

Expenditure



Operating expenditure is currently at 29% which is satisfactory at the first quarter.

- Employee costs are tracking slightly over the expected 25% and will be monitored closely over the next quarter;
- Other expenses are greater than budget however the major factor is insurance which has been fully expended for 2018/19;
- The annual contribution to Riverina Regional Libraries has contributed to the over spend in materials and contracts, previously this expense was paid bi-annually;
- Maintenance works are planned during months whereby construction works (capital works) are not scheduled, therefore the expectation that there would be higher materials and contracts in the operating statement during the 1st and 4th quarter.

Capital

6% of the capital works budget has been expensed which is acceptable as capital works are not favourable during the first quarter due to weather conditions. Capital works are increasingly scheduled for the 2nd and 3rd quarter.

Water Fund

The water fund has received 32% of the expected income. Water usage sales are the major source of income and will increase when the water usage is charged. One quarter of water notices has been raised for the former Tumbarumba Council, with the former Tumut Council billing currently on bi-annual cycle and income will be recognised in the 2nd and 4th quarter. Expenditure for the water fund is 17% of the budget.

Sewer Fund

Sewer annual charges are raised in July therefore it is anticipated that income would reflect this and it is currently 91%. The remainder of the income for the sewer fund will be raised during the year with the water usage charges by billing the sewer usage discharge. 19% of the expenditure budget has been expensed.

At the completion of the 1st quarter the information contained in the attached report is satisfactory across all areas which is expected at this early stage as outlined above. The coming quarterly review will continue to monitor and assess Council'

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

Integrated Planning and Reporting Framework:

CSP Outcome 2028

Theme 4: Communication & Engagement

Delivery Outcomes

4.3 Council has sound organisational health and has a culture which promotes action, innovation, accountability and transparency

SUSTAINABILITY ASSESSMENT:

Financial and Resources Implications

Monitoring of the Quarterly Budget Review enables timely financial management

Costs and Benefits:

N/A

Policy, Legal and Statutory Implications:

Clause 203 (1) of the Local Government (General) Regulation 2005 requires Council's responsible account officer to prepare and submit a quarterly budget review statement to the governing body of Council.

RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:

Quarterly reporting allows Council to keep informed of the progress of the budget to actual income and costs.

OPTIONS:

N/A

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Matters arising from this report that require further communication will be addressed at the meeting or taken on notice and a response will be provided

Attachments

- 1 1st Quarterly Budget Review - 1 July - 30 September 2018 (under separate cover) [⇒](#)

9. GOVERNANCE AND FINANCIAL REPORTS

9.7 STATEMENT OF INVESTMENTS AS AT 31 OCTOBER 2018

REPORT AUTHOR: COORDINATOR FINANCIAL STRATEGY AND REPORTING
RESPONSIBLE DIRECTOR: DIRECTOR INTERNAL SERVICES

EXECUTIVE SUMMARY:

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

RECOMMENDATION:

THAT COUNCIL:

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

BACKGROUND:

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.

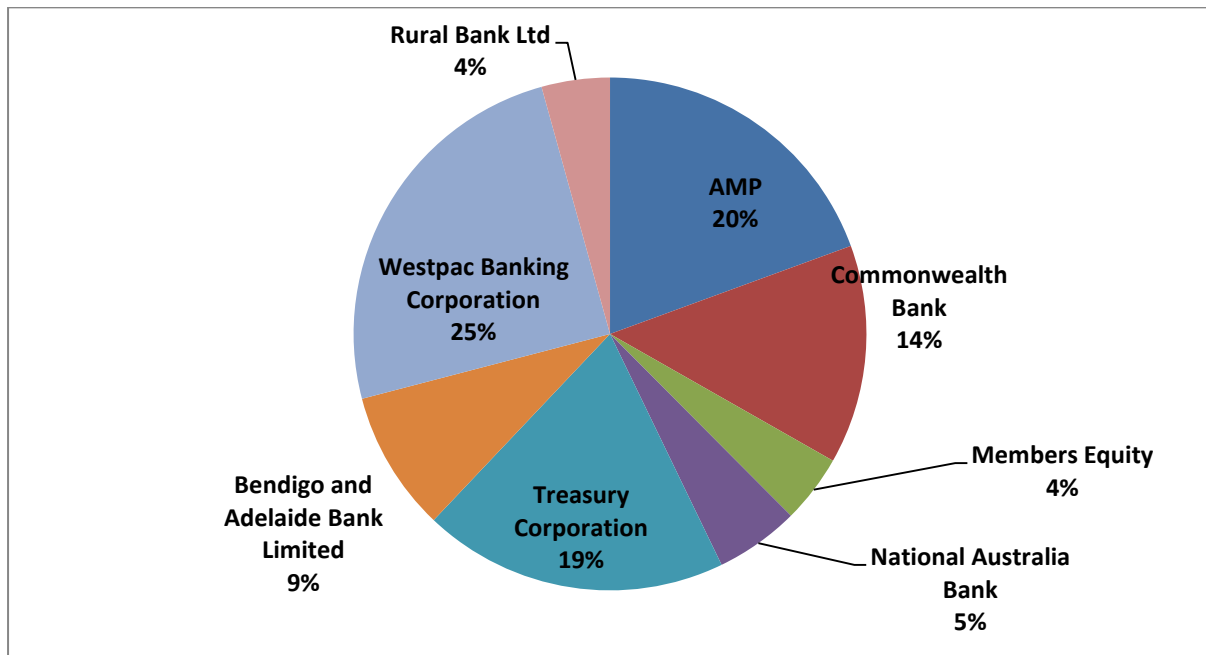
REPORT:

The following table lists Council's cash and investments as at 31 October 2018.

Combined Cash & Investments Table		as at		31/10/2018				
Cash & 11am at call Accounts	Branch	Balance Invested \$	Type	Interest Rate%	Maturity Date	% of Total Portfolio	% of Category	Rating
Commonwealth Bank	IWD	13,303	IWD Gen	1.40%		0.0%	0.1%	A-1+
AMP	IWD	519,729	IWD BSA	1.80%		1.1%	3.1%	A-1+
AMP	IWD	1,000,000	31d notice	2.30%		2.2%	5.9%	A-1
National Australia Bank	Tumbarumba	49,849	W/Acct	1.50%		0.1%	0.3%	A-1+
Commonwealth Bank	Tumut	901,552	W/Acct	1.40%		1.9%	5.3%	A-1+
Commonwealth Bank	IF share	490,650	At Call (BOS)	1.50%		1.1%	2.9%	A-1+
Commonwealth Bank	SCF-share	334,008	At Call (BOS)	1.50%		0.7%	2.0%	A-1+
Commonwealth Bank	Tumut	4,672,886	At Call (BOS)	1.50%		10.1%	27.6%	A-1+
<i>Sub Total Cash & 11 am at Call Accounts</i>		7,981,978		1.61%		17.2%	47.2%	
TCorp Investments (at Call)	Branch	Balanced Invested \$	Type	Monthly Interest Rate%	Financial Year Interest Rate (to date)	% of Portfolio	% of Category	Rating
Treasury Corporation	SCF -CashFund (1147)	524,643	at call	0.20%	0.78%	1.1%	3.1%	Treas
Treasury Corporation	SCF - ST IncomeFund (1148)	1,052,896	at call	0.22%	0.87%	2.3%	6.2%	Treas
Treasury Corporation	Tumut (1170)	3,142,723	MTGF	-1.65%	-0.18%	6.8%	18.6%	Treas
Treasury Corporation	Tumut (1171)	4,212,469	LTGF	-4.45%	-1.75%	9.1%	24.9%	Treas
<i>Sub Total TCorp Investments at call</i>		8,932,730		-1.42%		19.2%	52.8%	
Total Cash & At Call Investments		16,914,709		0.60%		19.2%	100.0%	

Term Deposits & Commercial Bills	Branch	Balance Invested \$	Lodgement Date	Interest Rate%	Maturity Date	% of Portfolio	% of Category	Rating
Westpac Banking Corporation	307	2,000,000	2/08/2018	2.80%	2/11/2018	4.3%	6.8%	A-1+
Members Equity	SCF-3	1,000,000	23/05/2018	2.77%	19/11/2018	2.2%	3.4%	A-2
AMP	SCF-5	1,000,000	20/04/2018	2.70%	15/01/2019	2.2%	3.4%	A-1
Bendigo and Adelaide Bank Limited	IF 2	500,000	16/01/2018	2.65%	16/01/2019	1.1%	1.7%	A-2
Westpac Banking Corporation	306	2,000,000	23/07/2018	2.94%	23/01/2019	4.3%	6.8%	A-1+
Westpac Banking Corporation	308	2,000,000	2/08/2018	2.83%	2/02/2019	4.3%	6.8%	A-1+
Members Equity	311	1,000,000	29/08/2018	2.70%	25/02/2019	2.2%	3.4%	A-2
Bendigo and Adelaide Bank Limited	302	250,000	9/03/2018	2.60%	11/03/2019	0.5%	0.8%	A-2
Bendigo and Adelaide Bank Limited	302	250,000	9/03/2018	2.60%	11/03/2019	0.5%	0.8%	A-2
Bendigo and Adelaide Bank Limited	SCF-1	1,057,811	12/07/2018	2.80%	8/04/2019	2.3%	3.6%	A-2
Bendigo and Adelaide Bank Limited	SCF-2	1,057,811	12/07/2018	2.80%	8/04/2019	2.3%	3.6%	A-2
Bendigo and Adelaide Bank Limited	310	1,000,000	29/08/2018	2.70%	29/05/2019	2.2%	3.4%	A-2
Rural Bank Ltd	305	2,000,000	25/06/2018	2.91%	25/06/2019	4.3%	6.8%	A-2
National Australia Bank	TDCT 278	411,140	27/06/2018	2.80%	26/06/2019	0.9%	1.4%	A-1+
AMP	304	1,500,000	17/07/2018	2.85%	17/07/2019	3.2%	5.1%	A-1
Westpac Banking Corporation	SCF-4	2,500,000	23/07/2018	2.98%	23/07/2019	5.4%	8.5%	A-1+
AMP	315	2,000,000	29/10/2018	2.65%	26/07/2019	4.3%	6.8%	A-1
Westpac Banking Corporation	IF-1	1,000,000	24/08/2018	2.90%	24/08/2019	2.2%	3.4%	A-1+
AMP	295	1,000,000	14/09/2018	2.80%	14/09/2019	2.2%	3.4%	A-1
Westpac Banking Corporation	313	2,000,000	18/09/2018	2.90%	18/09/2019	4.3%	6.8%	A-1+
AMP	277	2,000,000	19/09/2018	2.80%	19/09/2019	4.3%	6.8%	A-1
National Australia Bank	314	2,000,000	29/10/2018	2.73%	29/10/2019	4.3%	6.8%	A-1+
Total TD's and CB's		29,526,763		2.69%		63.58%	100.0%	
Total Cash & Investments		46,441,471				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 decreased by \$2.19m from the previous month. Significant income received during the month included the following:

- RMS payments \$1.4m

Significant expenditure in addition to salaries and wages included funds expended on:

- IT Equipment (Servers) \$351.2k
- Grahamstown Rd \$316.9k
- Fleet costs \$181.6k
- Vehicle replacement \$179.2k
- Brindabella Road \$121.6k
- Low Carbon Loan repayment \$54k
- Khancoban Rose Garden \$47.5k
- Electricity Costs \$41k
- Chemicals \$35k
- Jack Ryan Structure (final Payment) \$27.8k

Changes to term deposits for the month of October included:

- \$2m lodged with NAB for 12 months at 2.72%
- \$2m lodged with AMP for 270 days at 2.85% (with Incentive CPG)

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

Integrated Planning and Reporting Framework: CSP Outcome 2028

Theme 4: Communication & Engagement

Delivery Outcomes

4.3 Council has sound organisational health and has a culture which promotes action, innovation, accountability and transparency

SUSTAINABILITY ASSESSMENT:

N/A

Financial and Resources Implications

Investments are taken out based upon the best rate on the day and after consideration of spreading our risk across various institutions as per our Investment Policy and section 625 of the Local Government Act 1993 (NSW)

Costs and Benefits:

Financial Costs	Financial Benefits	Benefits	Opportunities
N/A	Increased revenue	Higher returns to ensure sustainability of Council	Higher returns on investments are always sought
N/A	Maximise return on investments	Funding of projects	Council reputation is supported by good investment decision making
N/A	N/A	N/A	N/A

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/WHS/PUBLIC:

Monthly reporting of investments keeps Council informed of the current cash situation and the return on investment.

OPTIONS:

N/A

COUNCIL SEAL REQUIRED:

N/A

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Matters arising from this report that require further communication will be addressed at the meeting or taken on notice and a response will be provided

ATTACHMENTS

Nil

11. MINUTES OF COMMITTEE MEETINGS**11.1 MINUTES - AUDIT RISK AND IMPROVEMENT EXTRAORDINARY COMMITTEE MEETING 17 OCTOBER 2018**

REPORT AUTHOR: GOVERNANCE & COMPLIANCE OFFICER
RESPONSIBLE DIRECTOR: DIVISION MANAGER PEOPLE, CULTURE & GOVERNANCE

RECOMMENDATIONS:**THAT COUNCIL:**

1. **Accept the report on the Minutes of the Audit Risk and Improvement Committee Extraordinary meeting from Division Manager People, Culture and Governance..**
2. **Adopt the Minutes of the Audit Risk and Improvement Committee meeting held on 17 October 2018.**

BACKGROUND:

The objective of the Audit Risk and Improvement Committee (Committee) is to provide independent assurance and assistance to the Snowy Valleys Council on risk management, control, governance, and external accountability responsibilities.

REPORT:

The Committee's responsibility is to satisfy itself that the annual financial reports comply with relevant Australian Accounting Standards and supported by appropriate management sign-off on the statements and the adequacy of internal controls.

This extra ordinary meeting was organised to allow the committee to determine that the annual financial statements are complete and comply with the current accounting standards.

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:**Integrated Planning and Reporting Framework:
CSP Outcome 2028**

Theme 4: Communication & Engagement

Delivery Outcomes

4.4 Provide a high level of customer service to the community

Operational Actions

4.5.6 Convene Internal Audit Committee meetings quarterly

SUSTAINABILITY ASSESSMENT:

Nil

Financial and Resources Implications

N/A

Costs and Benefits:

Council are provided with a high level of confidence in the governance and financial management of the organisation.

Policy, Legal and Statutory Implications:

Council has established an Audit Risk and Improvement Committee which functions under the guidelines issued in 2010 under the Local Government Act.

RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:

The Committee understands the business of the Council and the risks it manages on a daily basis. This includes financial management and comprehensive and expert review of annual financial statements is an important part of managing Council risk.

OPTIONS:

Nil

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Nil

Attachments

- 1 Minutes - Audit Risk and Improvement committee extra ordinary meeting held 17 October 2017 [↓](#)

**THE MINUTES OF THE EXTRA-AUDIT, RISK & IMPROVEMENT COMMITTEE
MEETING HELD IN THE COUNCIL CHAMBER BRIDGE STREET, TUMBARUMBA OR
TUMUT ROOM 76 CAPPER STREET TUMUT, ON WEDNESDAY 17 OCTOBER 2018**

COMMENCING AT 10.07am

PRESENT: David Maxwell (Chairperson), Glenyce Francis (External Member), Alyson Forsyth (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: Ian Chaffey (External Member), Brad Bohun (Crowe Horwath).

IN ATTENDANCE: Libby Turner (Minute Taker)

1. APOLOGIES

ARI.23 RESOLVED that apologies from Alyson Forsyth (External Member), Lawissa Chan (Audit Office) and Jan Michael (Audit Office) be received and accepted.

Glenyce Francis / Cllr Julia Ham

Some difficulty were experienced with telephone arrangements and connection was lost with Brad Bohun between 10.37am and 11.27am.

1.1 DELCARATIONS OF INTEREST

N/A

2. MINUTES OF PREVIOUS MEETINGS

N/A

3 BUSINESS ARISING

Nil

4. AGENDA ITEMS

**4.1 DRAFT 2017-18 FINANCIAL STATEMENTS
RESOLVED:**

ARI.24 That the Committee reports to Council as follows:

1. It has considered the draft Annual Financial Statements, Special Purpose Reports and Special Schedules and asked such questions as it considerate of Council's finance staff and auditors in attendance, and is satisfied with the responses received.

2. The members of Audit Risk & Improvement Committee be advised of any late changes to the draft statements; the Chairman to confirm the acceptance of these changes to the General Manager.
3. Subject to the above, the Committee is not aware of any matter which would prevent the Council from executing the certificates to the Annual Financial Statements and Special Purpose Reports required by section 413(2)(c) of the Local Government Act 1993.
4. While the reports contain matters which the Committee will follow up in the future, there are no matters to which the Committee wishes to draw Council's attention at this stage.
5. That staff be commended on completion.

Clr Julia Ham / Glenyce Francis

5 GENERAL BUSINESS

ARI.25 RESOLVED:

That the following items, while not affecting the accuracy on presentation of the statements under review, be listed on the Audit follow up Matrix for future consideration;

- ◆ Categorisation of financial instruments,
- ◆ Headworks contributions,
- ◆ Reserves.

David Maxwell / Glenyce Francis

6 NEXT MEETING

The next meeting of the Audit Risk & Improvement Committee is scheduled for 7 November 2018 in Tumbarumba.

ARI.26 RESOLVED:

That a leave of absence for the Audit Risk & Improvement Committee meeting on 7 November 2018 be granted to Glenyce Francis.

Clr Julia Ham / David Maxwell

There being no further business to discuss, the meeting closed at 11.45am.

11. MINUTES OF COMMITTEE MEETINGS**11.2 MINUTES - TALBINGO PROGRESS ASSOCIATION MEETING 10 OCTOBER 2018**

REPORT AUTHOR: GOVERNANCE & COMPLIANCE OFFICER
RESPONSIBLE DIRECTOR: DIVISION MANAGER PEOPLE, CULTURE & GOVERNANCE

RECOMMENDATIONS:**THAT COUNCIL:**

- 1. Accept the report on the Talbingo Progress Association from Division Manager People, Culture and Governance.**
- 2. Adopt the Minutes of the Talbingo Progress Association meeting held on 10 October 2018.**

BACKGROUND:

The Talbingo Progress and Ratepayers Association objectives are to provide civic leadership to the Talbingo community and to stimulate the ongoing economic community, social and cultural prosperity of the community of Talbingo and its environs.

REPORT:

This meeting was an informal meeting held to discuss the following matters and for Council to provide an update on these matters:

- Walking Track in Talbingo
- Shopping Centre covered seating
- Green Waste
- Batlow link road
- Wheel Chair access rollovers
- Flag Poles for Cenotaph grant application
- Community energy Project
- Talbingo Cemetery
- Public access to toilets at Talbingo School
- Street and Public Plantings
- Hume and Hovell Walking Track
- Community focus committee
- 8.8 Million Amalgamation grant
- Miles Franklin Park public toilets
- Financial updates were also provided by way of the Treasurers report.
- Correspondence
- Items of General Business included the Terms of Reference and Tattoo

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

Integrated Planning and Reporting Framework:

CSP Outcome 2028

Theme 4: Communication & Engagement

Delivery Outcomes

4.5 Council demonstrates strong leadership through a governance framework which drives progress towards achieving the community vision

Operational Actions

4.5.9 Provide support to volunteer groups and section 355 committees

SUSTAINABILITY ASSESSMENT:

Financial and Resources Implications

Nil

Costs and Benefits:

Nil

Policy, Legal and Statutory Implications:

Nil

RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:

Nil

OPTIONS:

Nil

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

N/A

Attachments

- 1 Minutes - Talbingo Progress Association 10 October 2018 [↓](#)



Talbingo Progress And Ratepayers Association.



The Secretary
PO. Box 6
TALBINGO NSW 2720

ABN: 12 881 275 246

MINUTES OF THE INFORMAL MEETING HELD WEDNESDAY 10 October 2018

Meeting Opened : 7.45

PRESENT:

Lorraine Oliver	Solly Seidl	John Weckert	Lindsay Raymond	Leanne Dunn
Bob Erskine	Terrance Patterson	Allen Leggett	James Smith	Frank McCorry
Ross Shield	Joy Otto	Glenda Chapman	Robyn Harvey	Russ Davis
Regina Roach	Jo Erskine			

APOLOGIES:

Darren Dunn	Leanne Leggett	Gary Bilton	Cate Cross	Herbie Trager
Mary Trager				

CHAIRPERSON: Regina Roach

ACCEPTANCE OF PREVIOUS MINUTES:

RESOLVED: Moved James Smith, 2nd Joy Otto

BUSINESS ARISING FROM THE MINUTES:

Walking Tracks in Talbingo: – Walking sheets review. Ongoing.

Cycle way: – Letter Received. Committee, James Smith, Bob Erskine and Gary Bilton to follow up & report to next meeting.

Shopping Centre Covered Seating: – Robyn Harvey reported council are working on it.

Green Waste: - Held over until the new waste management officer is able to attend meeting.

Batlow Link Road: - Closed until November. Robyn Harvey to follow up and report.

Wheel Chair access rollovers: - Ongoing Glen McGrath to follow up.

Flag Poles for Cenotaph Grant Application: - Ongoing Chris Blake. Jo to follow up

Community Energy Project: - Ongoing Gary Bilton to follow up.

Talbingo Cemetery: - Ongoing. Robyn stated "It's on the list"

Public Access to toilets at Talbingo School: -Letter received from Russell Graham, Director Educational Leadership.

Street & Public Place Plantings: - Ongoing Glen McGrath to follow up.

Hume & Hovell walking track & cycle way: - James to continue follow up.

Community Focus Committee: - James Smith, Bob Erskine, Russ Davis & Leanne Dunn. It is proposed the committee will meet with Robyn Harvey on 20th October.

8.8 Million Amalgamation Grant: - Ongoing.

Miles Franklin Park Public Toilets: renovation/upgrade: - Ongoing.

TREASURER'S REPORT:

Lorraine distributed a copy of the September 2018 report to all present. **Opening Balance:** \$7,637.52. **Income:** Book Trolley: \$111.95. **Expenditure:** \$35.20. **Closing Balance:** \$7,809.86. The cash reserve balance was \$10,653 after adding interest of \$4.08. Moved: Lindsay Raymond 2nd Russ Davies

Motion to continue funding for the Talbingo Talkabout
Moved Lindsay Raymond. 2nd: Russ Davies

CORRESPONDENCE:

Snowy Valleys Council: Meeting, Business Paper 27 Sept 2018
Snowy Valleys Council: Meeting, Business Paper Attachments Under Separate Cover, 27 Sept 2018
Snowy Valleys Council: Expressions of Interest: Community Sounding Board.
Snowy Valleys Council: Proposal for renewal of sign for Jack Bridle Memorial Cycle/Walkway
Russell Graham: Director Educational Leadership.
Re; public access to school toilets for library users. 20 Sept 2018
Correspondence Accepted
Moved Ross Shield. 2nd Joy Otto

GENERAL BUSINESS:

Terms of Reference: - A copy of new terms of reference document to be emailed to members for comment.
Tattoo on track for Sat 24th November 2018.

The next meeting will be held on Wednesday 6 February 2013 at the Country Club meeting room at 7.30pm.

Meeting Closed: 9.15pm

11. MINUTES OF COMMITTEE MEETINGS**11.3 MINUTES - TUMBAFEST COMMITTEE MEETINGS - 10 OCTOBER 2018 AND 24 OCTOBER 2018**

REPORT AUTHOR: GOVERNANCE & COMPLIANCE OFFICER
RESPONSIBLE DIRECTOR: DIVISION MANAGER PEOPLE, CULTURE & GOVERNANCE

RECOMMENDATIONS:**THAT COUNCIL:**

1. **Accept the report on the Tumbafest committee meeting minutes for 10 October 2018 and 24 October from Division Manager People, Culture and Governance**
2. **Adopt the Minutes of the Tumbafest committee meeting held on 10 October 2018 and 24 October 2018.**
3. **Approve the nomination of the following committee members to the Tumbafest committee:**
 - **Martin Burke**
 - **Edward Lauder**
 - **Christopher Blake**
 - **Julie Giddings**
 - **Andrew Rae**
 - **Richard Cottam**
 - **Jaqueline Lauder**
 - **Sue Goldspink**
4. **Consider the proposed amended Tumbafest Committee Terms of Reference with the following proposed changes:-**
 - a) **Appointed committee members not needing approval by Council**
 - b) **Change the language in section 7(c) by adding the word “if” on points two (2) and three (3)**
 - c) **Media coverage and confidentiality – change to give the committee authority make comment.**

BACKGROUND:

The Tumbafest committee was established with the responsibilities for the Strategic and future planning of the Tumbafest Festival held in February annually.

The Tumbafest committee develop and implement operational aspects of the festival relying upon volunteer support to deliver a successful festival.

REPORT:

The committee discussed the following at its meeting held on 10 October 2018.

Correspondence – Terms of Reference and committee nomination forms.

The following applications were received from interested community members for nomination to the Tumbafest Committee;

- Martin Burke
Applicant Qualifications: B.Surv UNSW. Registered Lands Surveyor
Reasons for Membership: Interest in promoting Tumbafests. Tumbafest is a great event.
- Edward Lauder
Applicant Qualifications: Ex Retailer – Member of Tumbarumba Turf Club. 33 years President St Vincent de Paul.
Reasons for Membership: Love of the event and what it brings to our community.
- Christopher Blake
Applicant Qualifications: Committee member 14 years. RSA. Accounting Certificate.
Reasons for Membership: Local Resident.
- Julie Giddings
Application Qualifications: None mentioned.
Reasons for Membership: None mentioned.
- Andrew Rae
Applicant Qualifications: None mentioned.
Reasons for Membership: Member of Tumbarumba Community.
- Richard Cottam
Applicant Qualifications: None mentioned.
Reasons for Membership: Representative of Tumbarumba Vignerons Association.
- Jacqueline Lauder
Application Qualifications: Attending Music events. Organising general merchandise.
Reasons for Membership: Enjoy the Tumbafest event and wish to be involved in its organisation.
- Sue Goldspink
Application Qualifications: RSA
Reasons for Membership: Working on the bar at Tumbafest.

Update from the Event Coordinator – Ratification of the Events Coordinator Contract, SVC bank interest and Destination Riverina Murray funding.

Subcommittee updates were provided for the following: Main stage, Sponsorship, Children's activities, Market and food stalls and Merchandise.

General Business items raised:

Bridges at the Creekscape – The committee is exploring ideas for a new bridge to be established and utilised with disabled access.

Marquees – Hire to schools and Three Bridges committee.

Accommodation – Bookings for artists.

Mannus Inmates – confirmation for assistance at Tumbafest setup.

Welcome to Country – Provider booked.

The committee discussed the following at its meeting held on 24 October 2018.

Correspondence – SVC small grants submission, Stall applications and proposed amendments the Terms of Reference.

The committee has proposed to Council to endorse their amended Terms of Reference and allow the committee to appoint members without having the approval of Council. This would contradict the normal practice for Section 355 committees of Council which is written in the draft guidelines for management of Section 355 committees.

Committee members provided applications to become a members of a committee forms which are attached to this report. An application was also received from Councillor Julia Ham, which is not attached as her membership is as a delegate of Council by resolution, and a nomination form is not required.

As Council has the discretion to appoint community members to section 355 committees and request each committee to have a current charter that describes the specific objectives that Council has delegated to the committee. In legal terms, section 355 committees act on behalf of Council and Council is responsible for everything that section 355 committee's do whilst acting in accordance with their committee charters. If committee's act outside of their charters, then members may be liable for those actions.

The Tumbafest committee has also requested that they be given delegation to speak to the media in relation to matters that concern the Tumbafest event only. Committee members are not permitted to speak to the media on any Council matters in their capacity as a Committee member. However Council may delegate to the committee the responsibility of promoting the Tumbafest event only. No other Section 355 committee has been extended a delegation to talk directly to the media.

The Event Coordinator provided an update to the committee discussing food stalls and food stall fees. The Coordinator highlighted the limited access to electricity supply.

Subcommittees provided updates on the Main Stage events, Sponsorship, children's activities, Market and Food stalls and merchandise.

General business discussions around the gazebo's hire. Noting that the Gazebo's were used for the school reunion and Tooma market day. The Anglican Church has also requested to use the gazebos with the Tumbafest committee supporting the waiving of hire fees for this event. The committee will revisited the hire fees for gazebos in the future.

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

Integrated Planning and Reporting Framework:

CSP Outcome 2028

Theme 4: Communication & Engagement

Delivery Outcomes

4.5 Council demonstrates strong leadership through a governance framework which drives progress towards achieving the community vision

Operational Actions

4.5.9 Provide support to volunteer groups and section 355 committees

SUSTAINABILITY ASSESSMENT:

Nil

Financial and Resources Implications

Nil

Costs and Benefits:

Nil

Policy, Legal and Statutory Implications:

Local Government Act 1993

RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:

OPTIONS:

Nil

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

N/A

Attachments

- 1 Tumbafest Committee minutes - 10 October 2018 [↓](#)
- 2 Tumbafest Committee minutes - 24 October 2018 [↓](#)
- 3 Draft Terms of Reference - Tumbafest Committee [↓](#)

Tumbafest Committee Minutes

Meeting 10 October 2018

Tumbarumba Council Chambers



1. Attendance/Apologies					
Alison Dennis	Apology	Richard Cottam	Present	Karly Fynn	Present
Andrew Rae	Present	Sue Goldspink	Present	Julia Ham	Present
Chris Blake	Present	Jackie Lauder	Present	Bruce Wright	Apology
Desley Kendall	Apology	Julie Giddings	Present	Kylie Bradley	Present
Helen Taylor		Sue Goldspink	Present	Martin Brown	
Ed Lauder	Present	Martin Burke	Present	Irene Lauder	Apology

Meeting Open: 5:05pm

Agenda Item	Topic	General Discussion	Actions
2. Previous Minutes Actions Arising	Actions Arising	<ul style="list-style-type: none"> Kids Activities – to be discussed as agenda item Terms of Reference – Starting new ToR. – Karly to look at blank ToR and updated Constitution and go through with SVC 2 for 1 ticket – feedback from 2018 was not to do this again as there were too many logistical challenges 	Karly to confirm if we need a constitution as well or just the ToR
	Previous Minutes	Confirmation of minutes	Chris moved Richard seconded
3. Correspondence	Terms of Reference	<ul style="list-style-type: none"> ToR – committee membership forms provided to those present. Karly will email them to those not in attendance to complete and return at next committee meeting. 	Committee members to complete and return to next committee meeting if have not already done so.
4. Update from Event Coordinator	Contract	<ul style="list-style-type: none"> Ratification of Event Coordinator Contract. 	Motion by Chris that Event Coordinator contract be accepted by the committee. Seconded by Jackie.
	Bank Interest	<ul style="list-style-type: none"> SVC Bank Interest – Julia will follow up. 	Julie
	Funding	<ul style="list-style-type: none"> DNSW Funding – Karly has spoken with Destination Riverina Murray who have encouraged Tumbafest to apply for the Event Development fund again 	Karly to investigate criteria and put application together
5. Sub Committee Updates	Main Stage	<p>Went through line up list and confirmed performers for Saturday and Sunday:</p> <p>Saturday 23 February</p> <ul style="list-style-type: none"> Heatstroke Tumbarumba Pipes & Drums (awaiting on confirmation) Official Opening King River Rising Moreland City Soul Revue ill Prepared Duck Race Darren Middleton (from Powderfinger) Raise Your Glass (Pink tribute band) <p>Sunday 24 February</p> <ul style="list-style-type: none"> Praisefest (awaiting on confirmation) The Bridge Burners Simon Kinny-Lewis Darren Jack Bex Marshall Duck Race 19TWENTY <p>Mark Olive – issues getting in touch with management. Deadline of next committee meeting at which point committee will lock in an alternative.</p>	Karly to investigate Miguel and Chris White
	Sponsorship	<p>Updated agreement for 2019 complete</p> <p>Updated Major agreements – working through changes with Karly Bendigo Bank confirmed and happy to continue</p> <p>Chris spoke with Hyne – hopefully a representative will be in town this week to meet with Ed and Chris – happy to come on board. Not in favour of building a laminated bridge.</p> <p>Snowy Hydro – new person in role - happy to look at contract and discuss further</p>	

Agenda Item	Topic	General Discussion	Actions
		<p>Costas – want a contract. 2018 was \$1500 for naming rights to the Cooking tent. Look at sponsorship of cooking tent this year for \$3k-\$4k. Look at sole naming rights and if not look at 2 naming sponsors for smaller amounts.</p> <p>Big Screen – if sponsor provides content as per specs that Soundfits require we will utilise advertisements.</p> <p>Chris formulated a list of other potential sponsors. Ed suggested Crawford Glass from Tumut.</p> <p>Look to cross promote with Man from Snowy River as it is on after Tumbafest – utilise Tumbafest to promote Snowy River.</p>	
	Children's Activities	<p>Will have a teleconference between Desley, Julia and Karly to discuss options. Look to include wellness activities</p> <p>Creek - can this be utilised more for kids. Build a boat at home and bring it to float down the river. – kites</p> <p>Kite and boat making workshop</p> <p>Pump Track work starting next week – BMX person (Cameron Whyte – Cam Whyte BMX) Can the official opening of the Pump Track occur at Tumbafest.</p>	Committee to write to GM SVC to see if Pump Track opening can occur at Tumbafest.
	Market & Food Stalls	<p>Market Stalls</p> <p>Three Bridges at Tooma – need to make contact with their stall holders. Cards handed out at Henty.</p> <p>Karly to update applications for 2019 and send to Julie.</p> <p>Food Stalls</p> <p>Karly to update applications for 2019 and send to Ed</p> <p>Karly to provide list of enquiries made to Ed</p>	Karly to update documents and send through to relevant sub committees
	Merchandise	<ul style="list-style-type: none"> Need ideas 	
6. General Business	Bridges	<ul style="list-style-type: none"> Wines wont work in new location if we don't get another bridge Bridge needs to comply engineering requirements for it to be utilised for disabled access. Existing bridge too steep and narrow for disabled use as per Council sign at the bridge. Coates hire has bridges. Needs to be a path onto it not a lip etc so wheelchairs can access – get prices. – Karly to get quotes – how long does it have to be hired from. Tumba outfitters has a bridge building business – Julie to talk to him 	<p>Karly to get bridge quotes for hiring</p> <p>Julie to talk to Tumba Outfitters to get ideas/options</p>
	Marquees	<ul style="list-style-type: none"> Marquees – three bridges want to hire our marquees – 3 November Jackie to check out how many we have. 6 being used for a school event. 	
	Accommodation	<ul style="list-style-type: none"> Book Three Bears Book accommodation (Club Motel) - for ones we are paying for. Give other artists list of accommodation options to make bookings. Karly to book own accommodation -thurs to Mon. 	Karly to book
	Mannus Inmates	<ul style="list-style-type: none"> Confirm Inmates – Karly has made contact late September but no response. Chris to provide updated contact. 	
	Welcome to Country	<ul style="list-style-type: none"> Imogen Radford to do Welcome to Country – did as a welcome not an acknowledgement. Mobile number is 0484261334 	

Meeting Close: 6:45 pm

Next meeting date: Wednesday 24th October 2018, 5pm at Council Chambers

Tumbafest Committee Minutes

Meeting 24 October 2018

Tumbarumba Council Chambers



1. Attendance/Apologies					
Allison Dennis	Present	Richard Cottam	Apology	Karly Fynn	Present
Andrew Rae	Present	Sue Goldspink	Apology	Julia Ham	Present
Chris Blake	Present	Jackie Lauder	Present	Bruce Wright	Apology
Desley Kendell	Present	Julie Giddings	Apology	Kylie Bradley	Present
Helen Taylor	Present	Irene Lauder	Present	Martin Brown	Apology
Ed Lauder	Present	Martin Burke	Present		

Meeting Open: 5:05pm

Agenda Item	Topic	General Discussion	Actions
2. Previous Minutes Actions Arising	Actions Arising	<ul style="list-style-type: none"> Nil 	
	Previous Minutes	Accepted	Moved: Jackie Seconded: Irene
3. Correspondence	Stall applications	<ul style="list-style-type: none"> A lot of applications have been coming in for food stalls – refer to Markets & Food Stalls Committee 	
	SVC Small Grants Terms of Reference	<ul style="list-style-type: none"> Letter received from SVC requesting form be lodged for Small Grants funding. Chris already lodged this and will provide Kayla with a copy of the completed form. Draft received and circulated to members for comment. Changes agreed to include: <ul style="list-style-type: none"> Appointed members not needing to be approved by Council In section 7C change the language around ceasing to hold if by adding "if" so and so occurs Media coverage and confidentiality – change to give the Committee authority 	Chris to provide Kayla with a copy of the completed form Draft terms of reference accepted based on these changes. Moved: Julia Seconded: Alison
4. Update from Event Coordinator	Stall fees	<p>Karly suggested that the fees for stalls – both food and markets be increased. It was resolved that the cost for food stalls remain as is but the suggested increase for market stalls from \$80 to \$90 be referred to Julie as lead member of the Market & Food stall sub-committee.</p> <p>Changes to the application form stressing the power equipment requirements and limited access to electricity were suggested by Karly. The purchase of portable power poles was also discussed.</p>	<p>Karly to refer proposed increase for market stalls to Julie</p> <p>Karly to draft a new application form for stall holders</p> <p>Ed to get a quote for portable power poles</p>
5. Sub Committee Updates	Main Stage	<p>Mark Olive's agent wants 3 people included in the entourage and Martin has had difficulty in trying to set up a meeting with the agent to finalise anything. All agreed that this needs resolving, a date to be provided to them and if no acceptable response the Committee will follow-up with another Chef. Karly reported on the performers who are finalised (contracts signed and returned):</p> <ul style="list-style-type: none"> Heatstroke King River Rising Ill Prepared Darren Middleton Raise Your Glass Simon Kinny-Lewis Darren Jack 19TWENTY <p>Performers still to be followed –up (contracts sent but not received back):</p> <ul style="list-style-type: none"> Tumbarumba Pipes & Drums Moreland City Soul Revue Praisefest The Bridge Burners Bex Marshall <p>Karly has booked accommodation for performers requiring it at The Club Motel.</p>	Karly to email Mark Olive's agent with terms giving them until Monday 29 October to respond.
	Sponsorship	<p>Costa wants to know who the guest chef is and would also like to see the contract.</p> <p>Chris has organised a phone link-up in November with the Hyne representative. Chris has spoken with the Snowy Hydro about redrafting their contract. Bendigo Bank has agreed to the sponsorship contract as have SVC and this should be finalised by next week.</p>	

Agenda Item	Topic	General Discussion	Actions
	Children's Activities	Pump track will be officially opened at the end of November. It was agreed that a pump track instructor should be engaged to take advantage of the new facility and families should be encouraged to bring along their children's bikes. It is also an ideal opportunity for a bike shop to sponsor/have a stall next to this activity Meeting to be organised to progress other activities.	Desley, Julia and Karly to liaise and set a meeting date for next week. Children's Committee to engage pump track instructor Sponsorship Committee to approach bike shops – Tumut, Wagga or Albury
	Market & Food Stalls	Currently there are approximately 11 food stalls and 2 market stall holders that have expressed interest in being part of the Festival. Target 15 to 16 Food Stalls, otherwise sales are not viable and there is limited power. Target for market stalls is 50-60. Need 2 coffee stalls -2 applications but the preference is to have at least one local provider. Coffee stalls need to be reminded to focus only on serving coffee/tea as this is in high demand over the weekend and the Committee wants to limit wait times. It was suggested that we consider another coffee stall near the children's activities.	Kayla to meet personally with Laura from Nest to complete food stall application form.
	Merchandise	<ul style="list-style-type: none"> Jackie and Karly agreed to meet to discuss ideas 	Jackie and Karly to meet and discuss
6. General Business	Gazebo's	<ul style="list-style-type: none"> Used for school reunion Tooma market day have requested use of the gazebo's and round tables. Profits from this event go to a charity The Anglican Church has also requested gazebos for their next charity event and this was supported noting no hiring charge Price of hiring for charities vs for profit events discussed. It was suggested that the Committee consider a motion re: hiring tables for community functions with no monetary transactions noting that prices cannot undercut other hirers 	<p>Need to be collected from the school</p> <p>Jackie to advise them to complete the hiring form from SVC</p> <p>Andrew to check the price of hiring tables with Council and advise Jackie</p> <p>Price of hiring tables to revisited in future</p>

Meeting Close: 6:30 pm

Next meeting date: Wednesday 7th November 2018, 5pm at Council Chambers



Tumbafest Committee

Draft

DRAFT Terms of Reference

ToR No: SVC-TofR-[]-[]
(Number to be obtained from CSO)

1. NAME

The name of the Committee is the Tumbafest Committee. The Tumbafest Committee is a Section 355 Committee of Snowy Valleys Council.

2. STATUS

Being a Section 355 committee, the Tumbafest 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 plan, organise and execute the Tumbafest event and associated activities.

5. OBJECTIVES OF THE COMMITTEE

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

The Tumbafest Committee is responsible for:

- (1) Strategic and future planning of Tumbafest
- (2) Developing and implementing operational aspects of the festival
- (3) Policy Decisions surrounding the festival
- (4) Financial planning and decisions
- (5) Management of the Events Coordinator
- (6) Coordination of the festival program, operations and delivery
- (7) Signing contracts
- (8) Complying with legal and governance requirements
- (9) Risk management planning

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.

a) DECISION MAKING PROCEDURES

- (1) All motions that are put to the meeting must have a mover and a seconder. The motion should first be discussed and, following the discussion, it should

be put to the meeting. The meeting then votes on the motion and, if adopted by the meeting, it becomes a resolution of the Tumbafest Committee and the Committee must act on it.

- (2) Once a motion is adopted, it will be noted in the minutes which of the members are responsible for seeing that it is acted on.

7. MANAGEMENT AND OPERATION OF THE COMMITTEE

a) STRUCTURE / MEMBERSHIP

- 1) The Committee shall be comprised of a minimum of seven (7) of citizen/community representatives, all Committee members must make application to be a registered approved volunteer of Council. Committee members who are not staff of Council are to abide by Council's Volunteer Policy and Guidelines, the General Manager or nominated delegate and One (1) Councillor and One (1) Council representative.

b) APPOINTMENT AND SELECTION OF MEMBERS

The Tumbafest Committee will call for applications from community members within the Council area for all community member positions. The Tumbafest Committee will recruit and select committee members if, and when required, and will notify Council upon the selection of new Committee members.

c) TERM

The term should initially be for four years 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 Tumbafest 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) PRESIDENT AND VICE PRESIDENT

The President 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 Vice President 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 key responsibility of the President is facilitating the operations of the committee. The duties of the chairperson include:

- Providing coordination, guidance and leadership to ensure the successful functioning of the committee
- Representing the committee in the public domain
- Ensuring the administrative and other tasks from meeting are carried out

Specifically during meetings, the President is responsible for ensuring:

- Meetings are correctly convened
- A quorum is present for all decisions
- Meeting decisions are recorded properly in the minutes
- The maintenance of order at the meetings
- The business of the meeting is conducted

If the President is absent from any meeting, the Vice President will fill-in for the President.

The President may vote on any motion considered by the meeting and in the event of a tied vote; the President may exercise a second or casting vote.

e) SECRETARIAT

The Secretariat 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 and perform the Secretariat duties for the Committee.

f) EVENTS COORDINATOR

The Events Coordinator is employed by Snowy Valleys Council, through funding provided in the Tumbafest budget. Under the Tumbafest Committee's direction, the Events Coordinator provides event coordinator support to the Tumbafest Committee to ensure that Tumbafest activities and events are successful and profitable.

g) COUNCIL STAFF MEMBERS ON COMMITTEES

Snowy Valley's Council staff members who attend Committee meetings shall, unless they are on the committee as a community member:

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

h) 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 President.

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.

i) QUORUM

A quorum of the Committee will be half of the appointed voting members present plus one (a simple majority).

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

- i. 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;
- ii. continue as an Inquorate discussion (refer 5i).

j) 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.

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) DECISIONS AND VOTING

- i. The Committee's business is conducted on a simple majority vote by those appointed members present.
- ii. Each appointed member of the Committee present at any meeting shall have one vote on any matter.
- iii. Major decisions and recommendations will be referred to Council for adoption prior to implementation by the Committee.
- iv. The Committee shall make recommendations to Council on matters that relate to the objectives of the Tumbafest Committee for the Snowy Valleys Shire.

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.

8. 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.

- i. Meetings will be monthly from May through September, fortnightly from October through December and weekly during January and February. Debriefs and meetings are held as required during March.
- ii. The Tumbafest Annual General Meeting is held in April each year at which time the committee is to advise Office Bearers and Committee Membership to Snowy Valleys Council.
- iii. Meetings are held in the Snowy Valleys Council Chambers Tumberumba pending availability.

- iv. 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.

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 the authority to make comments, develop and deliver media and marketing campaigns relevant to the Tumbafest event only.

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

The Committee does not have the authority to make comments on behalf of Snowy Valleys Council, unless specifically related to the Tumbafest event.

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.

11. FINANCE

A record of the financial transactions of the Committee will be maintained by Council's finance team and reported to the committee at (select one) each meeting or monthly.

Receipting, purchasing and tendering of goods and services shall be conducted in accordance with Council's internal financial control procedures.

12. 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.

13. 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.

14. DISSOLUTION

Council may at any time dissolve the Committee.

15. 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.

16. SUPERSEDING POLICY NO AND TITLE

Tumbafest Constitution

17. TERMS OF REFERENCE PREPARED AND AMENDED BY:

Title of officer

18. HISTORY TABLE

Version No	Approval Date	Resolution Number	Date to be Reviewed
1.0			

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 RFT 2018/09 - SUPPLY OF BULK MATERIALS

Item 12.1 is confidential under the Local Government Act 1993 Section 10A 2 (d)i and (d)ii 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 information that would, if disclosed, confer a commercial advantage on a competitor of the council and Council considers that discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

12.2 RFT 2018/13 SEWER REHABILITATION TENDER

Item 12.2 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.