



SNOWY VALLEYS COUNCIL MEETING

LATE REPORTS

18 APRIL 2019

THE MEETING WILL BE HELD AT 2.00PM
IN THE TUMUT ROOM 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 A Councillor who has declared a pecuniary interest in a matter before the council but has withdrawn from the meeting because of that declaration is not counted in considering whether the meeting is quorate for that matter.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.

Livestreaming of Meetings

Please be aware that this meeting will be recorded and livestreamed.

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)

Residents, ratepayers, applicants, consultants or other persons may request to address Council in relation to any matter which is listed for consideration on a Council Agenda. A person will be permitted to address a meeting of the Council, if the Council so resolves.

- a) A Public Forum may be scheduled prior to each Ordinary Council Meeting.
- b) There is a time limit of five (5) minutes per speaker. One extension of time (maximum 1 minute) may be granted at the discretion of Chairperson. The subject matter only is to be discussed.
- c) Council may limit the number of speakers to address agenda items if there are a large number wishing to speak.
- d) Public Forum should not be used to raise questions, routine matters or complaints. Such matters should be forwarded in writing to Council where they will be responded to by appropriate Council officers.
- e) All requests to speak at a Council meeting must be received by the General Manager (or his or her delegate) no later than 12pm on the day of the Meeting and are listed in order of receipt. Accepting requests received after this time will be at the discretion of the Chairperson.
- f) Speakers on agenda items will be called to address Council by the Chairperson and must provide their full name and suburb of residence before speaking, so that these details can be recorded in the minutes.
- g) Councillor questions to speakers are at the discretion of the Chairperson and for clarification purposes only. Speakers are under no obligation to answer any question put to them.
- h) Speakers will be made aware that their address will be recorded and will be streamed live over the internet. The commencement of their public address will be their agreement of such recording.
- i) The Mayor/Chairperson has the discretion to withdraw the privilege to speak where a speaker makes inappropriate or offensive comments about another person.
- j) Speakers may use and distribute information; photos, maps etc. if submitted to and approved by the General Manager (or his or her delegate) by 12pm on the day of the meeting.



Thursday 18 April 2019
Snowy Valleys Council Chambers
76 Capper Street, Tumut
2.00pm

LATE REPORTS

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1. CONFIDENTIAL

10. MANAGEMENT REPORTS**10.7 SUPPORTING AND ADDITIONAL IP&R DOCUMENTS**

REPORT AUTHOR: DIVISION MANAGER STRATEGY & PLACE
RESPONSIBLE DIRECTOR: DIRECTOR STRATEGY, COMMUNITY AND DEVELOPMENT

EXECUTIVE SUMMARY:

This report simply captures and connects councillors with additional Integrated Planning and Reporting documents that have been accidentally omitted or completed shortly after the initial publication deadline.

These documents will serve to provide a clearer outline of the draft plans for the coming financial year and beyond.

RECOMMENDATION:**THAT COUNCIL:**

1. **Receive the report on supporting and additional Integrated Planning and Reporting documents.**
2. **Place these documents on public exhibition alongside the wider Integrated Planning and Reporting suite.**

BACKGROUND:

This report captures updated and additional Integrated Planning and Reporting documents that should be considered alongside the IP&R report and wider set of draft plans.

REPORT:

This report tables the following additional draft plans for council considerations within the Integrated Planning and Reporting discussion:

The Draft Operational Plan 2019/20 (in graphic design format)

The initial version included only the draft actions by strategic theme. This more progressed version includes much more explanation of the proposed actions, the key areas of focus, the major projects by town and a list of capital projects for the 2019/20 year.

The Draft Revenue Policy as an Appendix to the Operational Plan

The draft Revenue Policy is a standard appendix within the Operational Plan and this is attached for review.

Minor amendment to Delivery Program 2018-2021

This proposed amendment was discussed in the IP&R report but the actual amendment was accidentally left out of the initial Business Paper. The outline below explains why this is required.

Snowy Valleys Council has previously identified the need to establish a new special rate variation past 2020-21, within its 2018 and 2019 Long Term Financial Plan as 'planned' scenario. A new special rate variation will maintain revenue which is in place under the current special rate variation, accounting for approximately \$650,000 per annum. If Council were to lose this revenue, it is likely to have no option but to reduce its expenditure by reducing services, given it already has a considerable gap to bridge between revenue and expenditure. Feedback from the community during the Service Level Review project was that the community values each of the services

Council delivers. There are no clear opportunities to generate savings by reducing services given this community feedback.

To enable the application of a Special Rate Variation, Council must flag the intention to develop an application within its Delivery Program of which it will apply. The current Delivery Program does not consider a Special Rate Variation and therefore an additional page will need to be added to the adopted Delivery Program, as an addendum.

It is important to note that this addendum is an intention to apply only, and not necessarily to implement. The Special Rate Variation application process requires rigorous community consultation, and decisions of Council at multiple step in the process to continue with the application.

The addition of an addendum requires the updated Delivery Program to be open to public comment in parallel the other draft IP&R documents. The proposed amendment is one page and it is attached for reference.

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

Integrated Planning and Reporting Framework:

CSP Outcome 2028

Theme 4: Communication & Engagement

Delivery Outcomes

4.1 Partner with local communities to create an ongoing culture of engagement to aid Council decision making

Operational Actions

4.1.2 Promote and build capacity of the community to access Council's

SUSTAINABILITY ASSESSMENT:

	Positive	Negative
Social	Ensuring adequate services are provided to the community and transparent planning provides confidence in Council's ability to deliver on the community's priorities.	The proposed DP amendment may cause concern and this will need to be captured and understood through engagement.
Environmental	Planning the provision of services that improve environmental outcomes within Council's area of influence.	Environmental impacts will need to be identified and managed closely given the scale of developments outlined in the Operational Plan.
Economic	The plans assist in improving community and investor confidence in the region through demonstration of gradual improvement in delivery and of key economic initiatives.	There may be a perception that Council needs to more than an enabler in Economic Development and SVC's role will need to be clearly outlined.
Governance	This report is required to demonstrate to the community and government the appropriateness and transparency of Council's decision making processes.	The community sentiment may include an ongoing theme around rejection of 'over-consulting' that will need to be countered through demonstration of progress and decisive action.

Financial and Resources Implications

Implications of these draft plans are captured in the draft Resourcing Strategy and Long Term Financial Plan.

Costs and Benefits:

N/A

Policy, Legal and Statutory Implications:

N/A

RISK MANAGEMENT – BUSINESS RISK/WHIS/PUBLIC:

Nil

OPTIONS:

These options for the Council are outlined in the IP&R report. These documents should be considered within those options.

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

The engagement and communications approach is outlined in the IP&R report.

Attachments

- 1 Draft 2019/20 Operational Plan (under separate cover) ➡
- 2 Draft Delivery Program amendment (under separate cover) ➡
- 3 Draft Revenue Policy (under separate cover) ➡

10. MANAGEMENT REPORTS**10.5 KHANCOBAN HALL**

REPORT AUTHOR: DIVISION MANAGER ASSET PLANNING & DESIGN
RESPONSIBLE DIRECTOR: DIRECTOR ASSETS AND INFRASTRUCTURE

EXECUTIVE SUMMARY:

The identification of bonded and friable asbestos instigated the closure of the Khancoban Hall in March 2018. The Hall has remained closed whilst an investigation was undertaken to identify the risk potential of the asbestos and the option of remediation works to address the issue explored. Assessments have now been completed.

Council Officers have been investigating a wider range of options for the Khancoban Hall taking into consideration its age, condition and expected remaining useful life. Due consideration has been given to two options: a refurbishment of the existing hall, or the demolition and construction of a new, fit for purpose facility. The following report details these options to Council for consideration.

RECOMMENDATION:**THAT COUNCIL:**

- 1. Receive the report on Khancoban Hall Options Study**
- 2. Proceed with the development of a business case for the construction of a new Community Hall for the township of Khancoban at an estimated cost of \$20,000**
- 3. Seek to fund the business case development for the Khancoban Community Hall within available budgets in the Third Quarter Budget Review**
- 4. Engage with Snowy Hydro Limited to investigate options for a joint discovery centre and community hall facility in Khancoban**

BACKGROUND:

The Khancoban Community Hall was constructed as part of the original Snowy Hydro Scheme. It was built to cater for a population of between 3,000 and 4,000 people to provide a recreational and community facility for the workers and their families. The transportable building was originally estimated to have a life span of 30-40 years when constructed in the 1960's.

Council commissioned a report into the presence of asbestos in the Khancoban Hall in April 2018 to better understand the costs and implications of maintaining or replacing the structure. The report found substantial amounts of both friable and bonded asbestos present in the Khancoban Community Hall.

The lagging that had encapsulated the asbestos fibres had been put in place prior to Council taking over the facility in 1995. Sources suggest that this process was undertaken around 1990, to make the building suitable for continued use for the Khancoban Community.

Council has received a letter raising concerns of the historical significance of the building, however the building is not heritage listed.

REPORT:

Council needs to consider the long term direction for the provision of a facility at Khancoban. The current hall has been closed for 12 months due to asbestos (friable and bonded) and the availability of alternative facilities is limited within the township.

The user groups of the facility included but were not limited to Badminton, Community Meetings (including with Council), Yoga, Exercise classes and as an Emergency Centre.

Consideration has been given to use of other facilities in the township, however the Khancoban Country Club has ceased trading and is currently closed, and the NPWS Visitors Information Centre only has a small meeting room suitable for use by 6-10 people.

Council Officers have been in initial discussions with Snowy Hydro Limited with regards to options to construct a new joint facility. The development of the concept of a joint facility has been given in principle support from Snowy Hydro Limited, as the company is interested in relocating its visitor/discovery centres away from its operational facilities.

Snowy Hydro Limited has recently entered into a lease agreement with Council to occupy the former grocery store at the Khancoban Shopping Centre for use of the Discovery Centre. This is under a short-term lease arrangement.

Given the length of time that has elapsed from the closure of the facility, there is an urgency for this matter to be considered and resolved.

Option: Reopening of Existing Hall

The principle concern with the Khancoban Hall is the presence of asbestos and the risk it poses to the users. Council Officers commissioned a consultant to determine the extent of works required to fully remove the bonded and friable asbestos. This consultancy included the identification of extent of asbestos and an associated risk assessment. Recommendations in the report indicate that the removal of the asbestos is the appropriate remedial action given extent of asbestos and its friable nature.

On the basis of this report, quotations were sought for the removal of the asbestos from the Khancoban Hall. Quotations were difficult to source, however one quote was received for a value of \$434,040. As a minimum, this will be the extent of work required for the hall to be reopened to the public.

Further to addressing the asbestos presence, consideration needs to be given to the further and ongoing maintenance requirements of the building. Having reached the end of its original intended useful life (40 years), the building condition and its maintenance requirements have increased considerably, including roof leaks and deterioration of internal walls. The operational costs of heating the building are high due to the exposed ceiling and the outdated and inefficient heating and cooling systems. Addressing these concerns has not been explicitly itemised, however a conservative estimate to address the roofing concerns and pressing maintenance issues is estimated to be approximately \$220,000.

Whilst these issues are obvious, consideration also needs to be given to structural elements of the building. Whilst there is no indication of the building being structurally compromised, prior to any substantial investment in maintenance and operational activities, a detailed assessment is recommended to ensure value for money is achieved, and the structure will achieve a substantial useful life following any overhaul works. A reasonable extension of useful life for such as asset would be above 40 years.

Were Council to seek to maintain the existing building, it would be prudent as a first step to quantify the full scope of works required, including priority works and itemised costings. This scoping would provide the basis for an investment business case to proceed with works to preserve the current structure.

If the direction were provided to proceed with maintaining the existing building, work to develop the scope of works could proceed immediately, and following this, work could occur relatively quickly compared to construction of a new hall.

Option: Demolition of Existing Facility and Construction of New Hall

Demolition of the existing hall has been subject to a quotation, and has been costed at \$390,000. This demolition does include removal of all asbestos, as well as removal of all building and structural components.

It will be noted that the amount for demolition is less than removal of asbestos alone. Demolition of buildings are generally undertaken where any suitable material will be salvaged and sold by the company undertaking the demolition. This typically is costed into the price provided by the contractor and as such, reduces the cost of the works to the client. Furthermore, removal of asbestos is somewhat easier during demolition, as works can be undertaken to remove components blocking ease of access to the asbestos.

Construction of a new facility has only been considered on the basis of a new joint facility with Snowy Hydro Limited. Initial concepts have been drafted, and a preliminary costing schedule has been developed from these concepts. The estimated cost within this schedule is \$1,463,000. This project is entirely dependent upon the successful securing of grant funds.

It is important to note that this estimate has been developed within the identify stage in the project pipeline, and as such it is appropriate to consider this costing with an appropriate contingency. It is recommended, for the purpose of this report, to utilise a contingency amount of +50% to the costing, revising the estimate of costs to \$2,200,000. Refinement of this estimate can be made as further development of the project is realised and the assumptions used are confirmed or modified.

An advantage of constructing a new facility is that the whole of life costs will be less given the modernisation of the building resulting in reduced operational costs and maintenance requirements which would be considered insignificant when compared to the maintenance and upkeep costs for the current facility.

Furthermore, a new facility is able to be developed to suit the needs of the community, including an opportunity to develop small and large meeting spaces into the design. This leads to enhanced use, allows for the partitioning of space to reduce costs of heating and cooling.

Construction of a new facility is not without disadvantage, and planning, design and construction of new public facilities typically takes up to 18 months (for a project of this size). Additionally, the intent to this point has been to seek to partner with Snowy Hydro Limited to have a joint facility. At this point, it is not clear what the timeframes of Snowy Hydro Limited are for the new discovery centre.

Similarly, the project is dependent upon the successful securing of grant funds to meet Council's share of the cost for a joint-venture facility with Snowy Hydro Limited. It is unknown at this time what suitable grant programs are available for such a project.

Given the community does not have an alternative facility to use for recreational purposes or meetings, this poses a risk around reduced level of service for a prolonged period of time.

Next stages

It is recommended that Council proceed with planning and development of a project for a new community facility for Khancoban. Should Council agree with this recommendation, funding will need to be sought from external agencies to assist in construction of the new asset.

The next stage of project development is the site assessment, final concept design and business case development. This stage will form the primary basis for applications for funding opportunities, and will provide a stable position for final design delivery.

Timeframes and cost of delivery of this option are as follows:

Project Phase	Cost	Timeframe (finish date)
5 – Site Assessment	\$20,000	July 2019
6 – Detailed Concept		
7 – Planning Approvals*	\$136,000	November 2019
8 – Detailed Design and Specification*		February 2020
9 - Construction Procurement*	\$2,200,00	May 2020
10 – Construction Delivery*		October 2020
Demolition of Existing*	\$400,000	October 2020
11 – Commission*	\$50,000	November 2020

* subject to external grant funding

Timelines for project deliverables after phase seven are subject to funding availability. Should funding not be available, these timelines would need to correspond to the length of time elapsed to gain the funding.

Further, it should be noted that the estimate for construction and commission of the new facility has incorporated a 50% contingency amount, based on an initial concept design.

Partnerships to deliver on this project need to be considered, in particular seeking agreement with Snowy Hydro Limited with relation to a joint facility. Discussions in this regard have been positive to date, however, no official commitment from either party has been formalised.

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

Integrated Planning and Reporting Framework:

CSP Outcome 2028

Theme 5: Our Infrastructure

Delivery Outcomes

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

Operational Actions

5.1.1 Complete the 2017/2018 infrastructure maintenance and

SUSTAINABILITY ASSESSMENT:

	Positive	Negative
Social	Provision of a facility that is customised to meet the community needs for recreation and meeting space Opportunity for a symbol of pride for the community	Construction of a new facility is funding dependent, and may take a long period to deliver. If this circumstance were to eventuate, the community may be without a facility for a long period
Environmental	Construction of a new facility will enable a reduction in	If the hall remains as it is with no remediation or

	Positive	Negative
	carbon footprint Proposal to demolish existing building will include removal of asbestos from building	demolition, it will deteriorate reducing local amenity, and become a hazard to the public
Economic	Provision of a new facility offers the opportunity to entice people into the Khancoban Township and engage on a cultural level with visitors and the community	Cost to deliver the project is significant and appropriate justification through business case development is required prior to commitment to proceed
Governance	Justification and planning of the project are proposed to be undertaken to ensure sound decisions are made with regard to progressing the project	Progression of the project will be undertaken on sound governance principles. No negative impacts are perceived

Financial and Resources Implications

No budget has been allocated for realisation of either of the two options contained within this report. Council may choose to reallocate funding through the third quarter budget review process to fund works. Opportunities for this include savings made within the pool operations budget for 2018/19 season, or savings made in facilities capital works.

The cost of both options is summarised as follows:

Option: Build New Facility		Option: Refurbish Existing Facility	
Item	Cost	Item	Cost
Site Assessment	\$20,000	Structural Building Assessment	\$5,000
Final Concept		Major Maintenance as Identified	(Unknown)
Business Case		Asbestos Removal	\$434,040
Detail Design	\$136,000		
Planning		Roof Replacement and Identified Maintenance Works	\$220,000
Construction	\$2,200,000		
Commission			
Demolish Existing	\$400,000		
Total	\$2,806,000	Total	\$659,040

With the recommendation, it is proposed to develop the business case to determine viability of construction of a new facility. Once the business case has been received, decision to proceed to further project phases can be determined or; revert to maintaining the current facility.

Costs and Benefits:

Comparison of whole of life costs is an important aspect of considering the option to proceed with.

Option: Build New Facility	
Benefits New facility catering for current and future needs New facility will provide a minimum useful life of 100 years Cost of operations and maintenance will be reduced given modernisation and newer technologies with heating and cooling Universal access will be achieved through facilities which comply with access standards Opportunities for visual amenity improvement and integration with CBD beautification work	
Costs (Estimated)	
Capital Construction (all elements to deliver)	\$2,806,000
Annual Operations (electricity, water, rates)	\$14,000
Annual Maintenance (mowing, general maintenance)	\$2,500
Annual Depreciation	\$17,600

Option: Refurbish Existing Facility	
Benefits Existing facility is a part of the community and its history Location of existing facility is located well in relation to the pool and surrounding amenity Existing facility has abundance of space for activities	
Costs	
Refurbishment Known elements costed, structural assessment will determine if additional required	\$659,040
Annual Operations (electricity, water, rates)	\$20,000
Annual Maintenance (mowing, general maintenance)	\$2,500
Annual Depreciation	\$26,300

Policy, Legal and Statutory Implications:

The appropriate management and disposal of asbestos is legislated. Council are in the process of developing a combined, complete asset register. Exercise of duty of care has been undertaken with the isolation of the building from public use until such time as the facility can be made safe.

The Khancoban Community Hall is not listed as a Local or State Heritage item and therefore is not restricted in its management or use. Informal enquiry of heritage status have indicated that no benefits and minimal external funding methods would be available should listing occur, but additional management would be required.

RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:**Identified Risk Matrix**

Risk Theme	Commentary
Service Delivery	Reduction in service is currently being experienced, and is expected to continue until such time as delivery of a new facility or reopening of the existing facility is undertaken.
Human Resources	Nil significant risk identified
Work Place Health and Safety	Presence of asbestos is of serious consequence. Isolation of the asbestos has occurred through closure of the hall. Removal of the asbestos must be undertaken by accredited contractors
Financial	Costs have been estimated based on a mixture of quotations and appropriate contingency (+50%). Further refinement of cost estimate will be undertaken with project development. Risk is mitigated with contingency
Environmental	Building aesthetics is important, consideration of heritage elements has been considered within the options report
Stakeholders	Engagement with Snowy Hydro Limited at this stage has been informal in nature and no binding agreement has been agreed to on a joint proposal
Corporate Governance and Compliance	Nil significant risk identified
Reputation	Continued reduced access to community facilities may cause reduced reputation within the community
Political	Nil significant risk identified
Projects	With the recommendation, appropriate project development will mitigate risks with regards to effective project delivery.

OPTIONS:

Council may determine to undertake refurbishment of the facilities for a known estimated cost of \$659,040. Assessment of further maintenance needs may increase this cost of works, of which will need to be considered once the report was received.

Council may opt to do nothing and keep the Khancoban Community Hall closed. Were Council to do nothing, this is likely to cause dissatisfaction within the Khancoban community due to reduced service level.

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Whilst discussions with the community have taken place, to date no formal means of engagement have been undertaken. A meeting was held in September 2018 with community members in attendance to seek agreement on a direction on the Khancoban hall. Indicators from this meeting were that the community would like to see a new hall constructed.

Consultation with Snowy Hydro Limited has been positive, with work undertaken to develop a draft concept. No formal agreement has been reached on the project at this stage, and no commitment to proceed with the option has been confirmed.

Engagement with Snowy Hydro Limited as a possible project partner can be undertaken immediately.

Should Council agree with the recommendation, Council will need to undertake engagement with the community on the developed concept and associated business case to seek input from the community with regards to the facility purpose, and the funding of the proposal. This will be undertaken through an engagement strategy which will be developed following Council decision on these options.

Attachments

- 1 Asbestos Report (under separate cover) [⇒](#)
- 2 Quotation for Asbestos Removal (under separate cover) - Confidential
- 3 External View of Proposed Hall [↓](#)
- 4 Layout of Proposed Hall [↓](#)
- 5 Received Letter regarding heritage concerns [↓](#)



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EXTERIOR VIEW 1
1:3.04



2
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EXTERIOR VIEW 2
1:3.04



3
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EXTERIOR VIEW 3
1:3.04

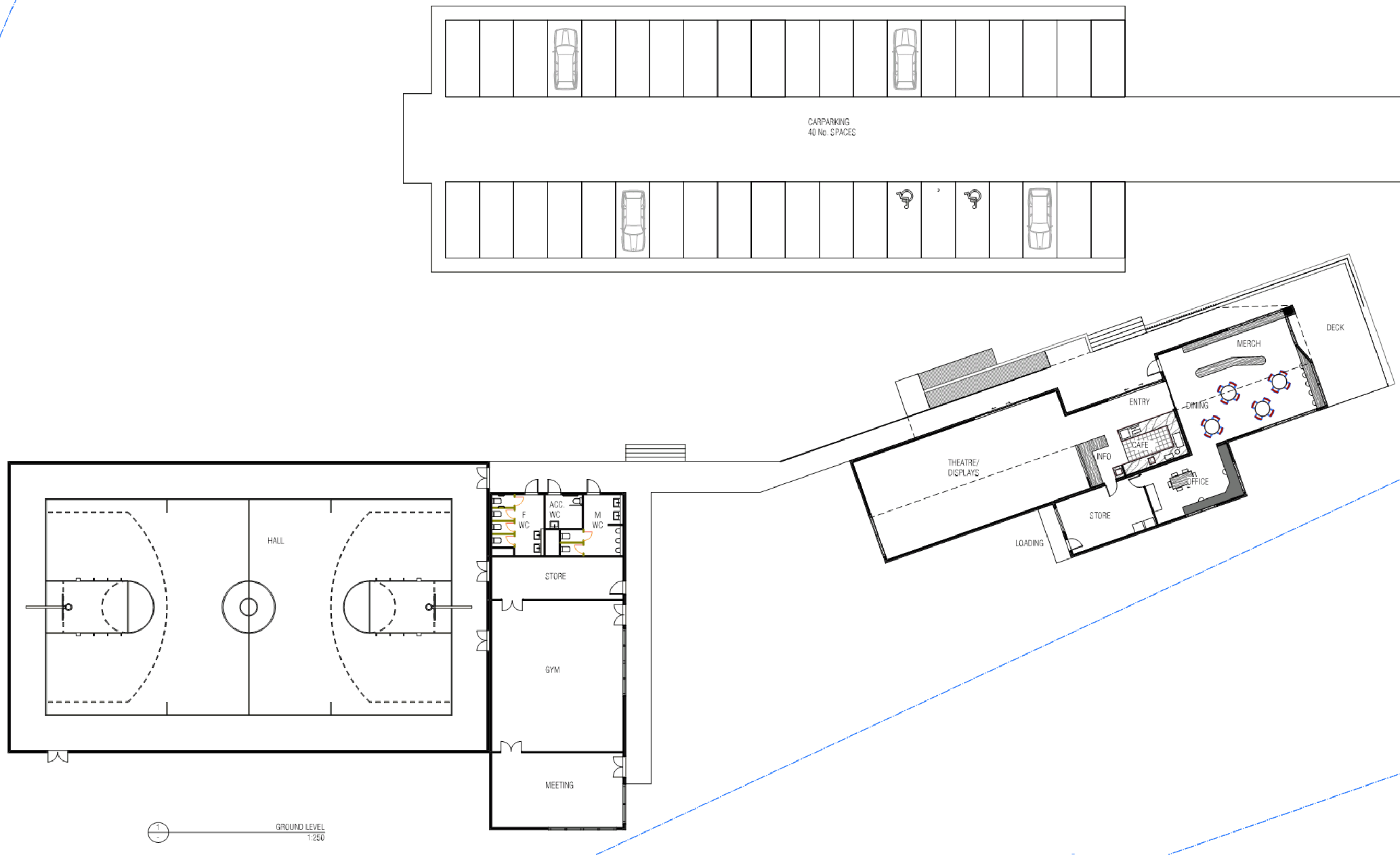


4
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EXTERIOR VIEW 4
1:3.04

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KHANCOBAN VISITOR CENTRE
SNOWY VALLEYS COUNCIL
ALPINE WAY KHANCOBAN NSW 2642
08-Apr-19

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KHANCOBAN VISITOR CENTRE
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australian working party for
documentation and conservation
of buildings, sites and neighbourhood
of the modern movement

do.co.mo.mo_australia

30 November 2018

The Mayor & Councillors
Snowy Valleys Council
P.O. Box 61
TUMBARUMBA NSW 2653

Dear Councillors,

Khancoban Community Hall

Docomomo Australia is the Australian branch of Docomomo International (an international organisation currently headquartered in Lisbon) which has member branches in 62 countries and is one of the advising organisations to UNESCO regarding modern architectural heritage. Docomomo is charged with identifying, documenting and conserving buildings, sites and neighbourhoods of the Modern Movement.

On behalf of Docomomo Australia I write to you regarding the proposed demolition of the Khancoban Community Hall, of which we were informed by a group of concerned ratepayers.

Khancoban is a planned community constructed for the Snowy Mountains Authority (SMA). The SMA commissioned Melbourne architects, Yuncken Freeman, to design the layout of the town and, in addition, the firm designed a number of the important public buildings in the town (such as the accommodation hostel, the bank and the Scandinavian-inspired town shops). As yet we have not found confirmation that they designed the community hall but we believe it to be of aesthetic significance as well as of historical and social significance as defined under the NSW Heritage Act. Yuncken Freeman Brothers was an important Melbourne firm remembered for Melbourne buildings such as the Sidney Myer Music Bowl, BHP House, Eagle House and their renowned small glass box architectural office building in King Street, Melbourne. Their architectural creations are just as modern, vibrant and relevant today as they were when they were constructed in the period of post-war growth and optimism.

The Community Hall is an integral part of the town which itself is an excellent built example of the tenets of post-war Modernism. These include the simplicity of form as a symmetrical, flat-roofed, composition of two rectangular prisms and the external expression of the supporting steel structure that, not only creates column- and beam-free internal space, but also visually demonstrates the structural forces supporting the building. The layout of the town reflects the then current thinking in town planning with the layout of the streets following the contours and minimising through roads (much as was done in Sydney's Castlecrag before the war and in the post-war expansion of Canberra's suburbs and satellite towns).

We would consider the demolition of the Community Hall to be a needless destruction of an important architectural and heritage item within a town that is one of the few complete, intact 1960s towns that has few non-original intrusions into the townscape. In our opinion the town, its buildings and landscape are worthy of being recognised on statutory heritage registers/inventories. The Khancoban public buildings are excellent examples of the work of one of Melbourne's prominent Modernist architectural firms of the post-war period and are worthy of retention and re-invigorated re-use. We note that Council has purchased the General Store building and trust that this important town shopping centre will be retained

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Telephone: +61 (0)2 9929 6782

australian working party for
documentation and conservation
of buildings, sites and neighbourhood
of the modern movement

do.co.mo.mo_australia

with its original appearance intact. We also note that Council has restored the Rose garden and applaud Council's commitment to the restoration and conservation of these important town elements. The retention of all the 1960s buildings in the town would be a unique opportunity to market the town as a Modernism tourist destination in addition to its other natural and seasonal tourist attractions. The demolition of the Community Hall would lessen the town's tourist potential in addition to creating a visual and social "missing tooth" in the fabric of the town.

Khancoban could be promoted as a tourist destination to aficionados of the architecture of the 1950s and 1960s as an intact town of that period, in addition to its other tourist attractions.

Yours faithfully



Dr Scott Robertson, BScArch, BArch(Hons), MBEnv, PhD
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phone: 02 9439 7779

copies:
NSW Heritage Council
National Trust of Australia (NSW)

11. MINUTES OF COMMITTEE MEETINGS**11.10 MINUTES - AERODROME COMMITTEE MEETING - 12 MARCH 2019**

REPORT AUTHOR: SURVEY & DESIGN ENGINEER
RESPONSIBLE DIRECTOR: DIRECTOR ASSETS AND INFRASTRUCTURE

RECOMMENDATION:**THAT COUNCIL:**

- 1. Receives the report on the Aerodrome Committee Meeting**
- 2. Note the Minutes of the Aerodrome Committee meeting held on Tuesday 12 March 2019.**
- 3. Adopt the following recommendation/s from the minutes:**
 - a. Adopt the DRAFT Aerodrome Committee Terms of Reference.**
 - b. Adopt Option 1 – ‘Fly Neighbourly’ in the En Route Supplement Australia.**
 - c. Facilitate a site visit to the aerodrome with RFS representatives, Aerodrome Committee, and relevant stakeholders to discuss the operations and issues arising from the recent firefighting operations.**
- 4. Call for a further report on the following recommendations of the Aerodrome Committee:**
 - a. Commit to the beautification and improvement of the main entrance and upgrade of existing rural fencing along Wee Jasper Road.**
 - b. Consider upgrading the fencing around the runway.**
 - c. Consider completing the upgrade of runway and apron lighting.**

BACKGROUND:

This report has been prepared in response to a number of recommendations passed by the Aerodrome Committee and to accompany minutes from the meeting on the 12 March 2019.

At its meeting dated 12 March 2019, the Aerodrome Committee considered the following matters:

- DRAFT Aerodrome Committee Terms of Reference
- Changes to the ERSA
- Committee to meet with RFS and relevant stakeholders to review the performance of the Aerodrome and discuss issues arising from the recent firefighting operations.
- Improvement of the main entrance to the Aerodrome.
- Upgrade of the fencing around the runway.
- Completion of the partially installed runway and apron lighting.

REPORT:**Proposed Changes to ERSA Helicopter Conditions**

Some concerns have been raised from residents to the South of the Aerodrome with regards to noise from Helicopter take-off and landing. The committee was provided with three options

to modify the En Route Supplement Australia (ERSA) which provides guidance to pilots of appropriate manoeuvring around the aerodrome.

The committee at the meeting opted to replace the current limitations in the ERSA, to be replaced with a clause for "Fly Neighbourly". This clause is commonly used in the ERSA and encourages considerate operation of aircraft when negotiating areas of the aerodrome.

Recent Emergency Use of Aerodrome

There have been a number of complaints to councillors and staff during firefighting operations this season. A number of issues were discussed at the Aerodrome Committee meeting and it was decided that due to the multiple stakeholders involved, the committee should meet with them to discuss and then report back recommendations to Council.

An understanding of the issues, coupled with the Tumut Aerodrome Masterplan will enable Council to pursue funding opportunities to improve the functionality of the aerodrome during emergency periods.

Improvements to the Aerodrome

During the course of the meeting, the committee members were encouraged to provide items of concerns with regards to the Aerodrome Infrastructure. Several points were discussed including:

- Improvements to the entry of the aerodrome
- Lighting/security cameras at the aerodrome carpark
- Upgrade of lighting for the runway and apron
- Catheads at no.17 end of runway.
- Gates and airside security.
- Small maintenance shed.

These items vary in nature of investment requirements and it is recommended a further report be presented to Council to consider these recommendations of the committee.

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

Integrated Planning and Reporting Framework:

CSP Outcome 2028

Theme 5: Our Infrastructure

Delivery Outcomes

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

SUSTAINABILITY ASSESSMENT:

	Positive	Negative
Social	Fly neighbourly principles encourage considerate operations, allowing flexibility of use at the aerodrome within a principles base	Fly neighbourly is not prescriptive and some complaints may still be received
Environmental	None foreseen	None foreseen
Economic	None foreseen	None foreseen
Governance	None foreseen	None foreseen

Financial and Resources Implications

Nil with recommendation

Costs and Benefits:

Nil with recommendation

Policy, Legal and Statutory Implications:

Nil with recommendation

RISK MANAGEMENT – BUSINESS RISK/WHIS/PUBLIC:

Nil significant risk with recommendation

OPTIONS:

Council may consider different alternative options.

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Changes to the ERSA will be forwarded to Aerodrome Users through letters to local aerodrome operators, hangar lessees and Tumut Aeroclub

Attachments

- 1 Minutes - Aerodrome Committee Meeting - 12 March 2019 [↓](#)

**MINUTES
AERODROME COMMITTEE**
TUESDAY, 12 MARCH, 2019
MEETING COMMENCEMENT: 5:30pm

PRESENT:

Participants:	Present:	Apology:	Absent:
Clr John Larter (Delegate)	<input checked="" type="checkbox"/>		
Design Engineer – Geoffrey Rotgans (Delegate)	<input checked="" type="checkbox"/>		
Fred Kell	<input checked="" type="checkbox"/>		
Peter Wilson		<input checked="" type="checkbox"/>	
Graham Smith	<input checked="" type="checkbox"/>		
David Francis		<input checked="" type="checkbox"/>	
Craig Cullinger		<input checked="" type="checkbox"/>	
Bridget Ryan	<input checked="" type="checkbox"/>		
Tom Moxey	<input checked="" type="checkbox"/>		

Council staff in attendance were **Edward Greig**.

APOLOGIES:

AC01 RESOLVED that the apologies from Peter Wilson, David Francis, & Craig Cullinger be received.

Graham Smith / Tom Moxey

CONFIRMATION OF MINUTES:

AC02 RESOLVED that the minutes of the **Aerodrome Committee** held on **14-March-2017** be accepted as read.

Bridget Ryan / Graham Smith

BUSINESS ARISING FROM MINUTES:

Nil

DECLARATIONS OF INTEREST AND REPORTABLE POLITICAL DONATIONS:

Nil

COMMITTEE REPORTS:

Aerodrome Matters for March 2019 (.)

Aerodrome Committee Terms of Reference

1. RECOMMENDATION

That the Council adopt the DRAFT Aerodrome Committee Terms of Reference.

Tom Moxey / Bridget Ryan

**MINUTES
AERODROME COMMITTEE****TUESDAY, 12 MARCH, 2019**Fly Neighbourly in ERSA**2. RECOMMENDATION**

That the Council replace the existing 'Noise Abatement Procedures' to helicopter operations in the En Route Supplement Australia (ERSA) with a general 'Fly Neighbourly' policy.

Graham Smith / Tom Moxey

CORRESPONDENCE:
Nil**GENERAL BUSINESS:**Site Visit to Aerodrome**3. RECOMMENDATION:**

That Council facilitates a site visit to the aerodrome with RFS representatives, Aerodrome Committee, and relevant stakeholders to discuss the operations and issues rising from the recent firefighting operations.

Graham Smith / Bridget Ryan

Beautification and Improvement of Main Entrance**4. RECOMMENDATION:**

That Council commits funds to the beautification and improvement of the main entrance and upgrade of existing rural fencing along Wee Jasper Road.

Bridget Ryan / Tom Moxey

Upgrade of Fencing around Runway**5. RECOMMENDATION:**

That Council commits funds to the upgrade of fencing around the runway.

Graham Smith / Fred Kell

Upgrade of Runway and Apron Lighting**6. RECOMMENDATION:**

That Council commits funds to complete the upgrade of runway and apron lighting.

Fred Kell / Tom Moxey

1. General discussion regarding lighting / security cameras at the airport carpark.

**MINUTES
AERODROME COMMITTEE**

TUESDAY, 12 MARCH, 2019

2. General discussion regarding catheads at no.17 end of runway.
ACTION: Council Design Engineer to follow up with maintenance crew.
3. General discussion regarding gates and airside security.
4. General discussion regarding the proposal of a small maintenance shed. The proposed location of Lot 7 (intersected by the access road) raised no objections. Recommended to match the same colour of the existing buildings on site.

NEXT MEETING

The next meeting will be held on 11 June 2019.

CLOSED:

The meeting closed at 7:28pm.

ATTACHMENTS

1. Aerodrome Committee DRAFT Terms of Reference: No: SVC-TofR-007-01
2. MEMO - Proposed Changes to Tumut Aerodrome ERSA.

**MINUTES
AERODROME COMMITTEE****TUESDAY, 12 MARCH, 2019****Aerodrome Committee
DRAFT Terms of Reference**

ToR No: SVC-TofR-007-01

1. NAME

The name of the Committee is the Aerodrome Committee.

The Aerodrome Committee is an advisory committee to Snowy Valleys Council.

2. STATUS

Being an advisory committee, the Aerodrome 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.

2. PURPOSE

The purpose of the committee is to:

- Provide a forum for discussion of strategic planning issues relevant to the Tumut Aerodrome;
- Provide appropriate advice and recommendations on strategic matters relevant to the Tumut Aerodrome.

3. OBJECTIVES OF THE COMMITTEE

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

The focus of the Committee shall be on long-term strategic planning, with the outcome being recommendations for inclusion in Council's Community Strategic Plan and its Delivery Program. Discussions should consider funding priorities, service levels and planning for a sustainable future.

The Community Strategic Plan is a ten year plan developed and endorsed by the Council, which identifies the main priorities and aspirations of the Snowy Valleys community.

The Delivery Program is a four year program detailing those activities to be undertaken by the Council, which achieve the objectives of the Community Strategic Plan.

The development of these plans is a legislative requirement of Council.

Furthermore, the Aerodrome Committee shall provide comment on aerodrome matters, as presented in Aerodrome Committee reports.

Exclusions:

The Aerodrome Committee is not responsible for the day-to-day administration and operation of the Tumut Aerodrome. Any administrative and operational concerns shall be referred to Council through appropriate customer service channels.

SVC-TofR-007-01
Draft Aerodrome Committee Terms of Reference

Page 1 of 6

Adopted:
Reviewed:

**MINUTES
AERODROME COMMITTEE****TUESDAY, 12 MARCH, 2019**

Where a matter is deemed significant enough to warrant discussion and/or a recommendation to Council, it may be raised at a Committee meeting.

4. 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.

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

The Committee shall be comprised of eight (8) of citizen/community representatives, the General Manager or nominated delegate and one (1) Councillor/s. It is desirable that there is a representation from the entire Snowy Valleys Community, a reasonable gender balance and age distribution on the Committee.

b) APPOINTMENT AND SELECTION OF MEMBERS

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

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

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 Aerodrome Committee may cease to hold office:

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

d) CHAIRPERSON

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

In the absence of the Chairperson, the Committee shall elect a Deputy Chairperson for that meeting.

e) SECRETARIAT

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

f) COUNCIL STAFF MEMBERS ON COMMITTEES

Snowy Valleys Council staff members who attend Committee meetings shall:

- Not be considered as part of the quorum;
- Have no voting rights

**MINUTES
AERODROME COMMITTEE****TUESDAY, 12 MARCH, 2019**

- Not be able to enact the role of Chairperson or Vice Chairperson at any meeting;
- Be considered as an ex-officio member of the committee at all times.

g) PECUNIARY INTERESTS AND CONFLICTS OF INTEREST

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

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

h) QUORUM

A quorum of the Committee will be four (4) number of appointed voting members present.

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

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

i) INQUORATE MEETINGS

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

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

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

j) DECISIONS AND VOTING

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

For consensus:

If it is not possible to arrive at a consensus on a particular item, the recommendation to Council should note the dissenting views.

For voting:

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

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

The Committee shall make recommendations to Council on matters that relate to the objectives of the Aerodrome Committee for the Snowy Valleys Shire.

Only those Councillors appointed to the Aerodrome Committee have voting rights.

**MINUTES
AERODROME COMMITTEE****TUESDAY, 12 MARCH, 2019****k) ATTENDANCE OF NON MEMBERS**

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

l) WORKING GROUPS

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

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

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

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

Meetings will be held quarterly at 5:30 pm at Snowy Valleys Council.

b) SPECIAL MEETINGS

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

c) NOTICE OF MEETINGS

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

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

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

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

d) MINUTES

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

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

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

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

e) MEETING PROCEDURES AND PROTOCOL

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

**MINUTES
AERODROME COMMITTEE****TUESDAY, 12 MARCH, 2019**

A Committee member who wants an item of business included on the agenda for a particular meeting must give written notice to Council at least seven days before the Committee meeting.

Business not on the agenda or arising from the agenda must not be considered at the meeting unless Council agrees to admit such business at the meeting.

7. 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.

8. MEDIA COMMENT AND CONFIDENTIALITY

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

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

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

9. 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.

10. 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.

11. DISSOLUTION

Council may at any time dissolve the Committee.

12. 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

**MINUTES
AERODROME COMMITTEE**

TUESDAY, 12 MARCH, 2019

member, an employee or a person so acting personally to any action, liability, claim or demand.

13. SUPERSEDING POLICY NO AND TITLE

Tumut Shire Council - Aerodrome Committee Terms of Reference ToFR.12 v1.5

14. TERMS OF REFERENCE PREPARED AND AMENDED BY:

Coordinator Water and Wastewater

15. HISTORY TABLE

Version No	Approval Date	Resolution Number	Date to be Reviewed
1.0			

**MINUTES
AERODROME COMMITTEE****TUESDAY, 12 MARCH, 2019****Memo****TO: Aerodrome Residents****FROM: Snowy Valleys Council****DATE: 05/12/2018****SUBJECT: Proposed Changes to Tumut Aerodrome ERSA
Helicopter Conditions**

Dear Aerodrome Resident,

The Tumut Aerodrome ERSA helicopter conditions are under review to address concerns expressed over the current limitations.

Currently, the ERSA states the following points with regard to 'Noise Abatement Procedures':

- 1) Fly Neighbourly procedures apply when OPR HEL WI circuit area.
- 2) HEL engine ground runs and hover training must only be conducted south of WDI.
- 3) Night circuits not permitted.

Three options are proposed for discussion (the exact wording is yet to be confirmed). It is proposed that the areas nominated for helicopter operations will be delineated with blue cones, located outside the gable markers.

OPTION 1

The simplest option is to remove all noise abatement procedures from the ERSA. These can be replaced with a request to **PLEASE FLY NEIGHBOURLY** - Please be considerate of local residents.

OPTION 2

- 1) Fly Neighbourly procedures apply when OPR HEL WI circuit area.
- 2) Outside of the hours of 7 am through 7 pm, HEL engine ground runs and hover training shall be conducted within the area **bound 150m short of each end (threshold) of the runway**
- 3) Night circuits not permitted.

OPTION 3

- 1) Fly Neighbourly procedures apply when OPR HEL WI circuit area.
- 2) Outside of the hours of 7 am through 7 pm, HEL engine ground runs and hover training must only be conducted within the area **south of the main taxiway but not closer than 150m from the southern end (threshold) of the runway.**
- 3) Night circuits not permitted.

Leading, engaging and supporting strong and vibrant communities.

Tumbarumba Office: Cnr of Bridge & Winton St (Po Box 61), Tumbarumba NSW 2653 • P 02 6948 9100 • tumbaadmin@snowyvalleys.nsw.gov.au
Tumut Office: 76 Capper St, Tumut NSW 2720 • P 02 6941 2555 • tumutadmin@snowyvalleys.nsw.gov.au

**MINUTES
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Memo



Note 1: During declared emergency events, all of the restrictions imposed by any option are temporarily suspended.

Note 2: These conditions apply to Council-owned land only.

Please provide feedback to Council in writing by 18 January 2019.

If you have any questions regarding this matter, please contact Council's Survey and Design Engineer, Mr. Geoff Rotgans, on (02) 6941 2555.

Yours Faithfully,

A handwritten signature in black ink, appearing to read "Heinz Kausche".

Heinz Kausche
Acting Director Assets and Infrastructure

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**MINUTES
AERODROME COMMITTEE**

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Memo



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