

## **12.4. MINUTES - TOOMA RECREATION RESERVE COMMITTEE - AGM 18 OCTOBER, 2022 - ATTACHMENTS**

### Attachment Titles:

1. Minutes of the Tooma Recreation Reserve 355 Committee Annual General Meeting
2. Letter of request from Tooma Recreation Reserve 355 Committee
3. October Tooma BLERF PMF Report
4. Tooma Hall Summary Financial Year Treasurer's Report
5. Tooma Hall Detailed Financial Year Treasurer's Report
6. DRAFT Tooma Recreation Reserve Committee Terms of Reference

**Attachment 1 - Minutes of the Tooma Recreation Reserve 355 Committee Annual General Meeting**

AGM MINUTES  
TOOMA RECREATION RESERVE  
18TH OCTOBER, 2022  
TOOMA HALL 6 PM

**PRESENT:**

Barry and Ros Cadle  
Kay Whitehead  
Glen McGrath  
Brent Livermore  
Richard Triggs  
Graham Dawson

Matt McCallum  
Michael Schwab  
Yola Cox  
Leigh Crain  
Sarah Whiteley ( & Mont)  
Brie Jones

**APOLOGIES:**

Kate Sutherland  
Jeff Sheather  
Amy & Roger Paton  
James Crain  
Suzie Mitchell

Julia Ham  
Sarah Lebner  
Noel McCallum  
Sarah McColl

**ELECTION OF OFFICE BEARERS:**

All positions to remain the same.

President: Barry Cadle

Vice President: Jeff Sheather

Treasurer: Kay Whitehead

Secretary: Ros Cadle

**MINUTES FROM PREVIOUS MEETING:**

Moved: Ros

Seconded: Yola.

There was no business arising from previous minutes.

**CORRESPONDENCE:**

IN: Aside from the correspondence regarding the Black Summer Bushfire Grant money the only other correspondence was from the SVC - the Terms of Reference for the Tooma Recreation Reserve Committee to be reviewed and endorsed.

OUT: A gift voucher for a photography session with [REDACTED] was sent to [REDACTED] as a thank you for her outstanding work in helping us fill out a successful grant application.

**PRESIDENTS REPORT:**

Moved: Barry

Seconded: Sarah Whiteley

**TREASURERS REPORT:**

Kay moved that we open an interest bearing account to hold grant funds at interest.

Moved: Barry

Seconded: Leigh Crain

**GENERAL BUSINESS:**

SVC terms of reference was reviewed and endorsed.

There were concerns about us being a community group and having to formalise this might discourage people from coming along and having a say. We will trial as is, but the wording can be changed if needed, after going to a meeting for discussion.

A committee was nominated with voting rights.

These people were nominated and accepted.

The executive ( as above)

Council member Brent Livermore

Richard Triggs

Leigh Crain

Sarah Whiteley

Graham Dawson

Matt McCallum

Michael Schwab

Roger Paton

Moved: Barry

Seconded: Leigh

A successful Gymkhana was held at Easter.

The Lions Club requires more formalised records of the Gymkhana.

Names of volunteers to be recorded.

Finances to go through the Lions Club.

Donations were already made to the Lions Club - Tumbarumba. \$300

It was decided that we would also give \$500 to the Riding for the Disabled - Wagga and \$1000 to the Lions Club for the flood victims.

A working bee will be held on the 29th October at 10am to tidy up the grounds, followed by a sausage sizzle.

Rubbish bins are an ongoing issue.

Ros will cost different options and list them in an email to go out to the community seeking feedback on what is needed. The committee will then decide on a plan of action.

Graham has volunteered to be our bin monitor if needed.

Brie raised the possibility of Puggles returning, but won't happen until the renovations are complete.

The Tooma Cricket Club would like a key to the Hall to be able to use the kitchen for afternoon teas. It was agreed that Matt McCallum would be the designated person to hold the key and would be responsible for it.

A letter was to be written formalising the agreement between the Hall Committee and the Cricket Club allowing the fees to be waived in lieu of mowing the oval and cleaning the toilets after use.

Moved: Ros

Seconded: Sarah Whiteley

MEETING CLOSED : 7.30PM

**Attachment 2 - Letter of request from Tooma Recreation Reserve 355 Committee**

20 November 2022

Mr. G. McGrath

Manager Technical Services

Staff Delegate to Tooma Recreation Reserve Committee

Snowy Valleys Council

Dear Glen,

Council resolved at its March meeting this year:

**11.8 TOOMA HALL BUSHFIRE LOCAL ECONOMIC RECOVERY FUND GRANT -  
UPDATED LATE REPORT**

**M82/22 RESOLVED:  
THAT COUNCIL:**

1. Receive the report on Tooma Hall Bushfire Local Economic Recovery Fund (BLERF) Grant – Updated Late Report.
2. Authorise the Chief Executive Officer to sign acceptance of the funding deed on behalf of Council's Tooma Recreation Reserve s355 Committee.
3. Authorise the Chief Executive Officer, upon receipt of the funding, to transfer the value received to the Tooma Recreation Reserve s355 Committee for the direct management of the project, subject to compliance with Council's policy and procedures and project management framework which includes regular project progress and financial reports
4. Authorise the Mayor and Chief Executive Officer to affix Council seal and execute any documents relevant to the project
5. Write to the Tooma Recreation Reserve Committee, indicating that Council accepts their proposal for project management by their subcommittee, and stipulate compliance with Council's project management framework.

Cr Julia Ham/Cr James Hayes

**CARRIED UNANIMOUSLY**

In accordance with this resolution the Committee recently received the first payment of grant funding, of \$400,000.

At its Annual General Meeting, the Committee resolved to open a bank account to hold the funds received at interest. It is proposed to open a Term Deposit at the Bendigo Bank, which will be linked to the committee's existing Bendigo Bank trading account. The current term deposit interest rate is 1.55%. The existing trading account does not earn interest. In compliance with Council's Committees Operations Manual @ p 18, the Tumbarumba Bendigo Bank is a recognised financial institution within the Snowy Valleys Council LGA and two signatories are required to authorise payments from the account. We seek Council's formal approval to open this account.

We also seek reimbursement of net claimable GST of \$2,227.13 for the quarter ended 30 September 2022. Detailed financial statements supporting this claim are attached to this letter. Council's Committees Operations Manual states that 'GST paid and collected is reported to Council's finance team on a quarterly basis. Where applicable Council will invoice the committee if GST collected exceeds GST paid or refund if vice versa'.

For Council's information, the following documents are attached:

- Minutes of AGM held 22 October 2022
- Summary Treasurer's report for AGM
- Detailed Treasurer's report for period 1 July 2022 – 30 September 2022
- Most recent report for Council's project management framework (31 October 2022)
- P 18 of Council Committees Operations Manual

We thank Council for its support for this project.

Should Council need any further information, please don't hesitate to contact any of the office-bearers, being:

Barry Cadle President

Jeff Sheather Vice President


Ros Cadle Secretary

Kay Whitehead Treasurer

## Attachment 3 - PMF October Report Tooma

Version - V1.2  
Date - 2 March 2022

Key	Description	Green	Amber	Red
1. Scope	Breadth and depth of the "fit for purpose" deliverables/works to be delivered. Scope characteristics include customers, functionality, business, staff, geographies, buildings, systems, Directorates, processes and products.	Scope remains <u>unchanged</u> .	Minor reduction of core specification, quality or capability to be delivered. A change that <u>may</u> impact cost, benefits, schedule and/or resourcing.	Significant reduction of core specification, quality or capability to be delivered. New or removed items, that <u>will impact</u> on the cost, benefits, schedule and/or resourcing.
2. Schedule	Timeliness of delivery of the project plan, and delivery of the subsequent project benefits. Schedule defined in terms of milestones at project approval. Provides an overview of the performance of the approved project schedule.	All critical milestones and the overall schedule are <u>on or ahead</u> of the latest approved baseline.	One or more critical milestones and or, the overall <u>schedule is behind</u> (or forecast to be delayed) <u>by &gt; 1 week and &lt; 1 month or it can be &lt; 1 month if the critical milestone is significant</u> .	One or more critical milestones and or, the overall schedule is behind (or expected to be behind) <u>by &gt; 1 month or it can be &lt; 1 month if the critical milestone is significant</u> .
3. Budget	Provides an overview of the performance against the approved project budget (including contingency)	Project forecast final cost (including contingency) is <u>on or below</u> the approved budget	Project forecast final cost (including contingency) will <u>exceed</u> the approved budget by <u>up to 10%</u>	Project forecast final cost (including contingency) will <u>exceed</u> the approved budget by <u>&gt; 10%</u>
4. Quality	Provide an overview of the level of quality to be agreed and assurance reviews completed to ensure end product compliance are being achieved. Quality is defined as the totality of features and inherent or assigned characteristics of a product, person, process, service and /or system that bears on its ability to show that it meets expectations or stated needs, requirements or specifications.	The quality levels have been <u>maintained and the fitness for intended use</u> are being achieved. <u>Conformance to specifications</u> are being met. Assurance reviews have been completed	The quality levels <u>have been altered</u> but is still within the <u>tolerance level</u> for fitness for intended use and conformance to specifications. Assurance reviews have been completed.	The quality levels <u>do not meet</u> planned standards and are <u>not within</u> tolerance levels or conformance to specifications. Assurance reviews have not been completed.
5. Risk and Issues	Provides an overview of whether the Risk and Issue Management processes are working effectively and the degree to which significant items are adversely impacting the project outcomes	Formal Risk and Issue management processes are in place and are working effectively with <u>no significant adverse impacts</u> being experienced.	Formal Risk and Issue management processes are in place and are working effectively. A <u>number of significant Risks/ Issues are apparent</u> with the potential to negatively impact project outcomes. Appropriate control plans are in place to address these items which require monitoring and immediate management attention to <u>resolve</u> .	A number of significant Risks / Issues have had a <u>negative impact on expected project outcomes</u> and require further remediation in order to minimise further impacts or significant issues not being resolved. There is no Risk and Issue management process in place.
6. Resources/Project Team	Provides an overview of whether the project has been adequately resourced and those resources have the appropriate skillsets to effectively deliver the project	The project is suitably resourced in terms of both resource numbers and the required skillsets. Resourcing poses <u>no significant risk</u> to the delivery of project outcomes.	The project is not suitably resourced in terms of both resource numbers and the required skillsets. Remediation is required in order to address the shortfall to <u>avoid</u> a significant impact on the delivery of project outcomes.	The project is not suitably resourced in terms of both resource numbers and the required skillsets. The shortfall <u>has impacted</u> the expected project outcomes and further remediation is required in order to avoid further impacts

			
Tooma Hall			
Project P.J. and IP Number:		Project Status Date:	Oct-22
Project Owner:	Glen McGrath	Project Sponsor:	Glen McGrath
Current Phase:	Deliver/Build/Execute	Project Manager:	BQC Group
Project Description:	Tooma Hall Redevelopment		

Reporting Keys			
Project Status Dashboard (refer to status keys for guidance)	Last Month	This Month	Status Comments
1. Scope	GREEN	GREEN	Scope remains unchanged
2. Schedule	GREEN	GREEN	Project design, development and approval commenced by 4/9/2022. Due for completion 31/12/2023. Currently on schedule but timely completion may depend on Council approvals. Architects met with reference committee and are commencing design development.
3. Budget	GREEN	GREEN	First payment to architects. Survey commissioned and paid.
4. Quality	GREEN	GREEN	Nil issues.
5. Risk and Issue	GREEN	GREEN	Nil issues.
6. Resources/Project Team	GREEN	GREEN	Appropriately qualified architectural team appointed with Council approval. (BQC Group)
7. Supplier/Contractor	GREEN	GREEN	Project management contractor not yet appointed. Preliminary design work being undertaken by architect.
8. WHS	GREEN	GREEN	Nil issues.
9. Environmental	GREEN	GREEN	Nil issues.
10. Communication/Engagement	GREEN	GREEN	No communication issues.
Overall Project Status Rating (refer to status keys for guidance)	GREEN	GREEN	

Progress Commentary	
Achievements - Work completed during reporting period:	Architects visited site and met with project management group to discuss design proposals. Site survey complete and report received. Architects have commenced design development. Quotation received for bushfire assessment report. Architects have made contact with Catherine Schultz from Indigo Power re backup power supply plus power requirements for hall upgrade.
Planned in the next period:	Continuation of Architectural design development, commencement of bushfire assessment.
Key challenges - What are the main issues for the project?	Nil at present.

Schedule (Major Project Milestones)				
Major Milestones	Due Date	Revised Date	Expected Progress %	Actual Progress %
Start Date				
Appointment of Architect	31-Aug-22		100%	100%
Milestone 1 Design development and approval architectural design package, project management appointment	30-Dec-22		10%	10%
Milestone 2 Development of scope and tender package	03-Feb-23		0%	0%
Milestone 3 Calling of tenders and evaluation	31-Mar-23		0%	0%
End of Tender	31-Mar-23		0%	0%
Milestone 4 Construction phase of project	29-Mar-24		0%	0%
Conditions of Funding: Make facility available to the community and/or the appropriate authorities in an emergency, and seek inclusion in the relevant emergency plans				
Project Reporting Due				
Progress report	31-Mar-23		0%	0%
Compliance with working with children obligations 1	31-Aug-23		0%	0%
Compliance with working with children obligations 2	31-Aug-24		0%	0%
End of Project Report and Independent Audit Report	31-Mar-24		0%	0%

Project Risks and Issues				
Risk/Issue Description	Risk/Issue #	Status	Owner	Due Date
Funding not successful	1	Closed	Committee	31-Aug-22
Financial	2	Open	Project Mngt and Comm	Monthly
Procurement	3	Open	Project Mngt	Monthly
Construction delays	4	Open	Project Mngt	Meetings monthly, compliance with project plan
Unanticipated works	5	Open	Project Mngt	Meetings monthly, compliance with project plan
Workplace Health and Safety	6	Open	Project Mngt and WHS Officer	WHS Briefings

Change & Variations Request Raised				
Change & Variations Request Description	Change Request #	Status	Approval Date	Approved By

Dependencies		
Dependency Description	DEP #	Status

Financials									
Description	Original Budget (ex GST)	Change Controls	Current Budget	Actuals	ETC	EAC	Variance	Comments	
Architecture Design	\$59,495.00		\$59,495.00	\$5,440.00	\$54,055.00	\$59,495.00	\$5,440.00		
Other contracts	\$658,214.00		\$658,214.00	\$1,450.00	\$656,764.00	\$658,214.00	\$1,450.00		
Administrative support overheads (including project management)	\$22,000.00		\$22,000.00	\$0.00	\$22,000.00	\$22,000.00	\$0.00		
Planning, environmental or other regulatory approvals	\$7,200.00		\$7,200.00	\$0.00	\$7,200.00	\$7,200.00	\$0.00		
Report on project outcomes	\$12,000.00		\$12,000.00	\$0.00	\$12,000.00	\$12,000.00	\$0.00		
Contingency	\$90,877.00		\$90,877.00	\$0.00	\$90,877.00	\$90,877.00	\$0.00		
Description	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Description	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Description	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Description	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Description	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
TOTAL	\$997,448.00		\$997,448.00	\$3,890.00	\$993,558.00	\$997,448.00	\$3,890.00		



**Attachment 4 - Tooma Hall Summary Financial Year Treasurer's Report****Tooma Recreation Reserve Committee of Management****Summary Treasurer's Report for period 1 July 2021 to 30 June 2022**

Net income for 01 July 2021 to 30 June 2022 is a surplus of \$26,597.91. The closing bank balance for the period is \$55,789.71.

Transactions contributing to the result are:

- SVC Grant for Gymkhana Equipment of \$5,000. Equipment to the value of \$6,575.60 was purchased, so the grant has been fully expended with an additional \$1,575.60 funded from the Committee's accumulated funds. Field equipment and a professional sound system were purchased.
- The Committee catered for the Woonoona Clearing sale, with net proceeds \$731.45.
- SVC reimbursed the Committee \$673.39 for SES shed lease 2020/2021 underpaid, plus \$586 for maintenance costs incorrectly charged to the Committee. The lease fee for 2021/2022 of \$1,000 has been received from SVC.
- Hire of hall income totals \$1,696. This included income from Puggles (service now ceased) plus hire fee for training day and use of the facilities for accommodation and for the Tumbarumba Lions Club Charity Ride.
- Net expenditure on the Christmas Tree was \$146.05, including income from raffle of \$153.00.
- In 2020/21, the Committee received \$6,000 from Rebuild Upper Murray. This must be spent on any of the following (as resolved at the TRR Committee meeting held 25 February 2021).
  - Storeroom shelving
  - Hot water cupboard
  - Cupboard for new sink
  - Concrete slab for room under hall
  - Box assembly to meet safety fence
  - Railing around bar area
  - Design drawing for new safety deck.

In the current financial year, \$2,610 has been spent, leaving \$3,390 unexpended. In view of the grant funding received for Hall Upgrade, some of these projects may need review to complete expenditure of the funds.

Amounts expended are as follows:

- Repairs/improvements to the broom cupboard \$1,155.
- Design and costing for bushfire recovery grant application and for a project management plan (Partnear) for \$1,155 plus \$300 voucher for Georgia MacDougall for preparation of grant application.
- The Committee once again catered for the Man from Snowy River Art Show, raising a net amount of \$320.50, with support from the community to buy excess tasting boxes.
- Electricity costs for the year totalled \$1,744.41
- The hall received a grant of \$32,000 from the Foundation for Rural and Regional Renewal for water supply and storage. Work is currently underway to complete the project. An amount of \$6,992.10 (inc GST) has been spent to date.
- 2022 gymkhana income totalled \$5,827, with expenditure of \$2,044.83, being net income of \$3,782.17. A detailed breakup is overleaf. A donation has been made to our Sponsors the Tumbarumba Lions Club, who host this event, but charity donations have not yet been allocated or made.

**Attachment 5 - Tooma Hall Detailed Financial Year Treasurer's Report**

**Tooma Recreation Reserve Committee of Management  
Statement of Income and Expenses  
1 July 2022 to 30 September 2022  
(Including GST)**

<b>Opening Balance</b>		<b>\$55,789.71</b>
<b>Income</b>		
Hire of hall/ sundry income	\$75.00	
GST receivable	\$2,227.13	
Total Income		\$2,302.13
<b>Expenses</b>		
Donations	\$0.00	
Purchase Gymkhana Equipment	\$0.00	
Expenditure water supply from FRRR grant	\$24,135.00	
Man from Snowy River Art Show	\$0.00	
Donation wood auction	\$0.00	
Electricity	\$438.46	
Maintenance	\$0.00	
Sundry expenses	\$215.87	
GST payable	\$0.00	
Total Expenses		<u>\$24,789.33</u>
<b>Net Income</b>		<u><b>-\$22,487.20</b></u>
<b>Closing Balance</b>		<u><u><b>\$33,302.51</b></u></u>

**Tooma Recreation Reserve Committee of Management**  
**Income for the period 1 July 2022 to 30 September 2022**

		Grants SVC & FRRR	Clearing Sale income	Donations	MFSR Art Show	SES shed lease	Christmas tree	Open Garden Weekend	Gymkhana 2022	Charity Wood Auction	Hire of hall/ sundry income	Total Income	GST Y/N	GST amount
2/09/2022	Income										\$75.00		Y	\$6.82
														\$0.00
														\$0.00
														\$0.00
	<b>\$75.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$75.00</b>	<b>\$75.00</b>		<b>\$6.82</b>
	<b>\$2,227.13</b> Net GST receivable													<b>\$2,227.13</b>
	<b>\$2,302.13</b> Total including GST receivable													

## Purchase

**24,789.33**

0.00 Net GST payable

**24,789.33** Total including GST payable

\*\*Need invoices for GST

**Tooma Recreation Reserve Committee of Management**  
**Bank Reconciliation**  
**As at 30 September 2022**

Opening balance at 1.7.22		\$56,205.58
Plus Income	\$2,302.13	
Less expenses	<u>\$24,789.33</u>	
Closing balance		\$33,718.38
Less outstanding deposits	\$2,227.13	
Plus outstanding payments	<u>\$0.00</u>	<u>-\$2,227.13</u>
<b>Balance per bank account</b>		<b><u><u>\$31,491.25</u></u></b>
<b>Balance per bank account 30.09.2022</b>		<b><u><u>\$31,491.25</u></u></b>
		\$0.00

**Tooma Recreation Reserve**  
**Bank Account Transactions from 1 July 2022 to 30 September 2022**

Date	Amount	Description/ Payee
<b>Opening balance</b>	<b>\$56,205.58</b>	
5/07/2022	-9,350.00	
5/07/2022	-215.87	
1/09/2022	-160.64	BILL PAYMENT BPAY TO: ORIGIN ENERGY 0139441628
1/09/2022	-277.82	BILL PAYMENT BPAY TO: ORIGIN ENERGY 0139441568
2/09/2022	75.00	
2/09/2022	-4,785.00	
2/09/2022	-10,000.00	
<b>Closing balance</b>	<b>\$31,491.25</b>	
O/s	\$0.00	GST (payable)/receivable from 2020/2021
O/s	\$2,227.13	GST (payable)/receivable
	<b><u>\$33,718.38</u></b>	

**Attachment 6 - DRAFT Tooma Recreation Reserve Committee Terms of Reference**

DRAFT Tooma Recreation Reserve Committee Terms of Reference



## **TOOMA RECREATION RESERVE Committee Terms of Reference**

**ToR No: SVC-TofR-035-01**

**In addition to the Terms of Reference, the committee must abide by the Council Committees Policy and Council Committees Operation Manual.**

**1. NAME**

The name of the Committee is the Tooma Recreation Reserve Committee.

The Tooma Recreation Reserve Committee is a Community committee of Snowy Valleys Council.

**2. DELEGATION**

The Committee will be responsible for the care, control and management of the Tooma Recreation Reserve facilities in accordance with the Council Committees Policy, and Council Committees Operations Manual.

The committee may operate a bank account held with a recognised financial institution within the Snowy Valleys Council Local Government Area and meet all financial management requirements as per the Council Committees Operations Manual.

The Committee has the authority to make comments, develop and deliver media and marketing campaigns relevant to the Committees purpose. The Committee must not make comments to the media on any other matter without approval, which is obtained through the nominated staff delegate

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

**3. PURPOSE**

The purpose of the committee is to:

- Provide a forum for discussion of strategic planning matters relevant to the Tooma Recreation Reserve.
- Provide appropriate advice and recommendations on strategic matters relevant to the Tooma Recreation Reserve.
- Provide a highly accessible multi-purpose community facility for an assortment of sporting, agriculture, horticulture, social and community clubs
- Provide fully functional and maintained facilities for all members, user groups, and organisations that the community can use.

**4. OBJECTIVES OF THE COMMITTEE**

The Tooma Recreation Reserve 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 Delivery Program and Resourcing Strategy. Discussions should consider funding priorities, service levels and planning for a sustainable future.

Furthermore, the Tooma Recreation Reserve Committee shall provide comment on Tooma Recreation Reserve matters, as presented in Tooma Recreation Reserve Committee minutes and reports.

Exclusions:

**ADD ANY EXCLUSIONS REQUIRED**

## **5. MANAGEMENT AND OPERATION OF THE COMMITTEE**

### **a) MEETINGS**

The Committee should meet on a regular basis with a minimum of three meetings per year at a location within the local government area. To ensure ongoing accountability and accessibility meetings can be in person or via video link.

### **b) MEMBERSHIP**

Membership should consist of not less than three and not more than twelve voting members, inclusive of a Councillor representative.

### **c) EXECUTIVE**

Officer bearers (the executive) are to be elected yearly at the Annual General Meeting

### **d) 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.

### **e) QUORUM**

A quorum of members must be present for each meeting and shall be half-plus-one (more than 50%) of appointed voting members. If a quorum is not present within half an hour after the appointed starting time, the meeting will be adjourned and rescheduled to a later date.

The voting 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.

### **f) ATTENDANCE OF NON-MEMBERS**

All residents and rate payers of the Local Government Area can attend meetings of the committee.



**g) CONFIDENTIALITY**

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.

**h) GENERAL OPERATIONS**

Appointment, selection, membership, and term will be in accordance with the Snowy Valleys Council Committee's Operation Manual and Policy. In addition to the manual and policy all members must abide by Council's Code of Conduct.

**i) WORKING GROUPS**

The committee is able to form Working Groups, as required, for specific purposes relating to the activity associated with the committee.

**6. 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.

Any amendments to the Terms of Reference must be adopted by a resolution at a formal meeting of the Snowy Valleys Council.

**7. ASSOCIATED DOCUMENTS**

Snowy Valleys Council Committees Policy SVC-GOV-PO-110-01

Snowy Valleys Council Committees Operation Manual SVC-GOV-Gdl-028-01

Snowy Valleys Council Code Of Conduct SVC-RP-STY-001-03

Snowy Valleys Council Resourcing Strategy

Snowy Valleys Delivery Program

**8. HISTORY TABLE**

Version No	Approval Date	Resolution Number	Date to be Reviewed