



**SNOWY VALLEYS COUNCIL MEETING  
BUSINESS PAPER  
21 MAY 2020**

THE MEETING WILL BE HELD AT 2.00PM  
IN THE VIA VIDEO LINK

## **Disclosure of Pecuniary Interests at meetings (extract from the Code of Conduct – Section 4)**

**4.28** 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.

**4.29** The councillor or council committee member must not be present at, or in sight of, the meeting of the council or committee:

(a) at any time during which the matter is being considered or discussed by the council or committee, or

(b) at any time during which the council or committee is voting on any question in relation to the matter.

**4.30** In the case of a meeting of a board of a joint organisation, a voting representative is taken to be present at the meeting for the purposes of clauses 4.28 and 4.29 where they participate in the meeting by telephone or other electronic means.

**4.31** Disclosure made at a meeting of a council or council committee must be recorded in the minutes of the meeting.

## **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.

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](http://www.planning.nsw.gov.au/donations)

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. (*Sec. 375A of the Local Government Act 1993*)

## **Use of mobile phones and the unauthorised recording of meetings (extract from the Code of Meeting Practice – Section 15)**

**15.21** Councillors, council staff and members of the public must ensure that mobile phones

are turned to silent during meetings of the council and committees of the council.

**15.22** A person must not live stream or use an audio recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a meeting of the council or a committee of the council without the prior authorisation of the council or the committee.

**15.23** Any person who contravenes or attempts to contravene clause 15.22, may be expelled from the meeting as provided for under section 10(2) of the Act.

**15.24** If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place for the remainder of the meeting.

### **Livestreaming of Meetings**

#### **(extract from the Code of Meeting Practice – Section 5)**

This meeting is live streamed on Council's website to allow the community to follow Council debates and decisions without the need to attend meetings in person. Members of the public attending or speaking at a meeting agree to have their image, voice and personal information (including name and address) recorded and publicly broadcast. Snowy Valleys Council does not accept liability for any defamatory remarks or inappropriate comments that are made during the course of a meeting. Any part of the meeting that is held in closed session will not be streamed.

**5.19** All meetings of the council and committees of the council are to be webcast on the council's website.

### **Photography**

Flash photography is not permitted at a meeting of the Council or a Committee of the council without the consent of the Chief Executive Officer.

### **Public Forum**

#### **(extract from the Code of Meeting Practice – Section 4)**

**4.1** The Council may hold a public forum prior to each Ordinary Council meeting for the purpose of hearing oral submissions on items of business to be considered at the meeting.

**4.2** Public forums are to be chaired by the mayor or their nominee.

Those attending must comply with the terms and conditions of the Code of Meeting Practice which can be viewed on Councils website;

<http://www.snowyvalleys.nsw.gov.au/Council/Governance/Policies>



Thursday 21 May 2020  
Snowy Valleys Council Chambers  
Via Video Link  
2.00pm

## AGENDA

### 1. ACKNOWLEDGEMENT OF COUNTRY

*We would like to acknowledge the traditional custodians of this land and pay respects to Elders past and present.*

### 2. APOLOGIES AND LEAVE OF ABSENCE

### 3. DECLARATIONS OF PECUNIARY INTEREST

*Pursuant to Section 4 of the Code of Conduct, 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

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### 8. MAYORAL MINUTE

NIL

### 9. URGENT BUSINESS WITHOUT NOTICE

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## **13. CONFIDENTIAL**

## **14. MEETING CLOSURE**

**5. CONFIRMATION OF MINUTES****5.1 Ordinary Meeting - 16 April 2020****Recommendation:**

That the Minutes of the Ordinary Council Meeting held on 16 April 2020 be received and confirmed as an accurate record

**5.2 Ordinary-Policy & Strategy Meeting - 30 April 2020****Recommendation:**

That the Minutes of the Ordinary-Policy & Strategy Council Meeting held on 30 April 2020 be received and confirmed as an accurate record

**THE MINUTES OF THE COUNCIL MEETING HELD BY VIDEO LINK ON THURSDAY 16  
APRIL 2020 COMMENCING AT 2.00pm**

**PRESENT:** Mayor James Hayes (Chair), Councillor Andrianna Benjamin, Councillor Cate Cross, Councillor Julia Ham, Councillor Margaret Isselmann, Councillor Geoff Pritchard, Councillor Cor Smit, Councillor Bruce Wright.

**IN ATTENDANCE:** Chief Executive Officer Matthew Hyde, Executive Director Infrastructure Heinz Kausche, Executive Director Community and Corporate Paul Holton, Chief Financial Officer Susanne Andres and Executive Assistant Jeannie Moran-Fahey.

**1. ACKNOWLEDGEMENT OF COUNTRY**

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

**2. APOLOGIES**

Apologies were received from Cr John Larter and Executive Chief of Staff, Shelley Jones.

**M68/20 RESOLVED:**

That the Leave of Absence received from Cr John Larter be received and accepted.

Cr Julia Ham/Cr Cate Cross

**CARRIED UNANIMOUSLY**

**3. DECLARATIONS OF INTEREST**

Nil.

**4. PUBLIC FORUM**

Nil.

**5. CONFIRMATION OF MINUTES**

**M69/20 RESOLVED:**

That the Minutes of the Ordinary Council Meeting held on 19 March 2020 be received.

Cr Bruce Wright/Cr Cate Cross

**CARRIED UNANIMOUSLY**

**5.1 BUSINESS ARISING**

Nil.

**6. CORRESPONDENCE/PETITIONS**

Nil.

**7. NOTICE OF MOTION/NOTICE OF RESCISSION**

Nil.

**8. MAYORAL MINUTE****8.1 MAYORAL MINUTE COVID-19 FINANCIAL SUPPORT****M70/20 RESOLVED:**

That Council:

1. calls on the Federal Government and NSW Government to urgently deliver comprehensive and multifaceted financial support and stimulus packages to local government to enable them to continue to operate effectively and provide essential services during the COVID-19 pandemic.
2. calls for the packages to include the following measures:
  - Increasing Financial Assistance Grants payments to 1% to help councils maintain essential functions and services, acknowledging the increased costs and mounting revenue losses arising from COVID-19 (and drought and bushfire where affected) as well as giving councils capacity to provide hardship assistance to businesses and residents.
  - Immediate financial assistance to support council employees, especially in early education and care.
  - Providing stimulus funding to councils for projects that will help sustain council operations and boost local economies. This could be achieved through increasing or bringing forward funding under existing funding programs or introducing new programs.
  - Increased access to TAFE, VET and other apprenticeship opportunities that council staff can undertake to address skill shortages, especially for staff in non-essential services who are unable to be redeployed.
3. commends the NSW and Federal Governments on their stewardship during this crisis and commits to working in partnership to protect community health and sustain local economies through this crisis.
4. writes to the local Federal and State Member(s) the Hon Mike Kelly, the Hon Justin Clancy and Hon Joe McGirr, Prime Minister the Hon Scott Morrison MP, NSW Premier the Hon Gladys Berejiklian MP, Federal Treasurer the Hon Josh Frydenburg MP, NSW Treasurer the Hon Dominic Perrottet MP, NSW Local Government Minister the Hon



Shelley Hancock MP, Federal Minister for Local Government the Hon Mark Coultan, Federal Opposition Leader the Hon Anthony Albanese, NSW Opposition Leader Jodi McKay MP, Federal Shadow Minister for Local Government Jason Clare MP and NSW Shadow Minister for Local Government Greg Warren MP and the NSW Deputy Premier and Minister for Regional NSW, Industry and Trade the Hon John Barilaro MP to confirm their support for increased financial assistance and stimulus funding for local government to help councils maintain essential services and employment during the COVID-19 pandemic.

5. endorses Local Government NSW's sector-wide campaign to obtain financial assistance, employment support and stimulus funding for the local government sector.
6. advises LGNSW President Linda Scott of the passage of this Mayoral Minute.

Cr James Hayes/Cr Julia Ham

**CARRIED UNANIMOUSLY**

## **9. GOVERNANCE AND FINANCIAL REPORTS**

### **9.1 DEVELOPMENT OF A REGIONAL COMMUNITY STRATEGIC PLAN**

**M71/20 RESOLVED:**  
THAT COUNCIL:

1. Receive the report on the Development of a Regional Community Strategic Plan
2. Endorse the development of a Regional Community Strategic Plan in collaboration with the member Councils of the Canberra Region Joint Organisation (CRJO).

Cr Cate Cross/Cr Julia Ham

**CARRIED UNANIMOUSLY**

### **9.2 DRAFT INFORMATION GUIDE**

**M72/20 RESOLVED:**  
THAT COUNCIL:

1. Receive the report on the Draft Information Guide
2. Adopt the Information Guide March 2020 SVC-EXE-Gdl-001-02 and publish on Council's website
3. Rescind Information Guide February 2019 SVC-EXE-Gdl-001-01 and remove from Councils website

Cr Bruce Wright/Cr Julia Ham

**CARRIED UNANIMOUSLY**

**9.3 PECUNIARY INTEREST RETURN FOR DESIGNATED STAFF MEMBER - UPDATE****M73/20 RESOLVED:**  
THAT COUNCIL:

1. Receive the updated report on Pecuniary Interest Return for Designated Staff Member – Update
2. Note the Updated Declaration of Pecuniary Interest Return from the Chief Executive Officer as at 23 March 2020 in accordance with the Code of Conduct.
3. Approve for the redacted Pecuniary Interest Return for the Chief Executive Officer to be placed on council website in accordance with the current Information and Privacy Commission Guideline 1.

Cr Bruce Wright/Cr Julia Ham

**CARRIED UNANIMOUSLY****9.4 DRAFT CARETAKER PERIOD POLICY****M74/20 RESOLVED:**  
THAT COUNCIL:

1. Receive the report on Draft Caretaker Period Policy SVC–GOV-PO-092-01 From Executive Chief of Staff
2. Approve the Draft Caretaker Period Policy for Public Exhibition for a period of no less than 28 days
3. Note if submissions are received during the public exhibition period, a further report will be provided to Council on the submissions and any proposed amendments to the policy
4. Adopt the policy if no submissions are received on the day after the completion of the public exhibition

Cr Cor Smit/Cr Cate Cross

**CARRIED UNANIMOUSLY****9.5 STATEMENT OF INVESTMENTS - MARCH 2020****M75/20 RESOLVED:**  
THAT COUNCIL:

1. Receive the Statement of Investments as at 31 March 2020.

Cr Julia Ham/Cr Andrianna Benjamin

**CARRIED UNANIMOUSLY**

**9.6 FINANCIAL REPORT MARCH 2020****M76/20 RESOLVED:  
THAT COUNCIL:**

1. Receive the report on financial performance as at 31 March 2020.

Cr Cor Smit/Cr Julia Ham

**CARRIED UNANIMOUSLY**

**10. MANAGEMENT REPORTS****10.1 MONTREAL COMMUNITY THEATRE - VARIATION OF LEASE****M77/20 RESOLVED:  
THAT COUNCIL:**

1. Receive the report on Montreal Community Theatre – Variation of Lease from Executive Director Infrastructure.
2. Renew the variation of lease for a further five year period ending 30/06/2025 with Montreal Community Theatre Incorporated for the Montreal Theatre on land described as Lot 2 DP828194 in the town of Tumut.
3. Authorise the Chief Executive Officer and Mayor to affix the Council Seal and execute all documents required.

Cr Bruce Wright/Cr Andrianna Benjamin

**CARRIED UNANIMOUSLY**

**10.2 RESTORATION OF KHANCOBAN HALL TO OPERATIONAL CONDITION**

*Item 10.2 Withdrawn, replaced by Item 10.5.*

**10.3 DRAFT LOCAL STRATEGIC PLANNING STATEMENT (LSPS) - PUBLIC EXHIBITION****M78/20 RESOLVED:  
THAT COUNCIL:**

1. Receive the report on the Draft Local Strategic Planning Statement (LSPS)
2. Exhibit the Draft Local Strategic Planning Statement for 28 days in accordance with Part 1 of Schedule 1 of the Environmental Planning and Assessment Act 1979

Cr Julia Ham/Cr Andrianna Benjamin

**CARRIED UNANIMOUSLY**

**10.4 DRAFT COMMUNITY PARTICIPATION PLAN AND DRAFT CRIME PREVENTION PLAN****M79/20 RESOLVED:  
THAT COUNCIL:**

1. Receive the report on the Draft Community Participation Plan and Draft Crime Prevention Plan Feedback.
2. Note one submission received for the Draft Community Participation Plan.
3. Adopt the Community Participation Plan with changes in response to the submission.
4. Adopt the Crime Prevention Plan.
5. Write to the submitter, thanking them for the input and advising them of the outcome to their submission.

Cr Cate Cross/Cr Julia Ham

**CARRIED UNANIMOUSLY****10.5 RESTORATION OF KHANCOBAN HALL - UPDATED REPORT****M80/20 RESOLVED:  
THAT COUNCIL:**

1. Receive the updated report on the restoration of Khancoban Hall to operational condition
2. Endorse the Memorandum of Understanding between Snowy Valleys Council and the Tumbarumba Chamber of Commerce as attached to this report
3. Note that the project will not commence prior to the receipt from the Tumbarumba Chamber of Commerce the following:
  - a. Project Management Plan
  - b. An updated Cost Plan
  - c. Risk Assessment for delivery
  - d. Delivery Program and Confirmation of Milestones
4. Request that Officers provide a further report to Council at the completion of the project

Cr Julia Ham/Cr Cate Cross

**CARRIED UNANIMOUSLY**

**11. MINUTES OF COMMITTEE MEETINGS****11.1 MINUTES - DISABILITY INCLUSION ACCESS REFERENCE GROUP (DIARG) - 27 FEBRUARY 2020**

**M81/20 RESOLVED:**  
THAT COUNCIL:

1. Receive the report on the Disability Inclusion Access Reference Group from Executive Director Community & Corporate.
2. Note the Minutes of the Disability Inclusion Access Reference Group meeting held on 27 February 2020.

Cr Cate Cross/Cr Julia Ham

**CARRIED UNANIMOUSLY**

**11.2 MINUTES - FRIENDS OF TUMUT WETLANDS COMMITTEE - 17TH MARCH 2020**

**M82/20 RESOLVED:**  
THAT COUNCIL:

1. Receive the report on the Friends of the Tumut Wetlands Committee from the Executive Director Infrastructure
2. Note the Minutes of the Friends of the Tumut Wetlands Committee meeting held on 17<sup>th</sup> March 2020
3. Adopt the following recommendations from the minutes:
  - a. accept the resignation of Gary Bilton from the Friends of the Tumut Wetlands Committee
  - b. the Friends of the Tumut Wetlands Committee cease as a Committee of Council
  - c. the Friends of the Tumut Wetlands become a volunteer group
4. Thanks all of the former members of the Tumut Wetlands Committee.

Cr Cor Smit/Cr Geoff Pritchard

**CARRIED UNANIMOUSLY**

**11.3 MINUTES - TUMUT AERODROME COMMITTEE - 10 MARCH 2020**

**M83/20 RESOLVED:**  
THAT COUNCIL:

1. Receive the report on the Minutes - Tumut Aerodrome Committee – 10 March 2020 from Executive Director Infrastructure.

2. Note the Minutes of the Tumut Aerodrome Committee meeting held on 10 March 2020.

Cr Cate Cross/Cr Bruce Wright

**CARRIED UNANIMOUSLY**

#### **11.4 MINUTES - TUMUT SALEYARDS COMMITTEE MEETING - 9 MARCH 2020**

**M84/20 RESOLVED:**  
THAT COUNCIL:

1. Receive the report on the Tumut Saleyard Committee Meeting from the Executive Director Infrastructure
2. Note the Minutes of the Tumut Saleyard Committee Meeting held on 9 March 2020
3. Adopt the following recommendations from the minutes:
  - a. cease all previous third party agreements/arrangements relating to the operation of the Tumut saleyards
  - b. delegate the Chief Executive Officer to negotiate and execute the Rules of the Tumut Associated Agents Incorporated Agreement and the Licence Deed Agreement to operate the Tumut Saleyards for a period of 5 years with a 5 year option

Cr Bruce Wright/Cr Andrianna Benjamin

**CARRIED UNANIMOUSLY**

#### **11.5 MINUTES - BATLOW DEVELOPMENT LEAGUE (BDL) - 4 MARCH 2020**

**M85/20 RESOLVED:**  
THAT COUNCIL:

1. Receive the report on the Batlow Development League Minutes.
2. Note the Minutes of the Batlow Development League meeting held on 4 March 2020.

Cr Cor Smit/Cr Andrianna Benjamin

**CARRIED UNANIMOUSLY**

#### **12. CONFIDENTIAL**

**M86/20 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 COVID19 - FINANCIAL IMPLICATIONS, LEASE PAYMENT RELIEF  
*Item 12.1 is confidential under the Local Government Act 1993 Section 10A 2 (c) and (d)ii 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 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 ICT PROJECTS – CLIENT BUSINESS ENVIRONMENT STANDARDISATION  
*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 FOOD ORGANICS GARDEN ORGANICS OPTIONS AND IMPLEMENTATION  
*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.*
- 12.4 CHIEF EXECUTIVE OFFICERS BI-ANNUAL PERFORMANCE REVIEW - JULY TO DECEMBER 2019  
*Item 12.4 is confidential under the Local Government Act 1993 Section 10A 2 (a) as it relates to personnel matters concerning particular individuals (other than councillors) and Council considers that discussion of the matter in an open meeting would be, on balance, contrary to the public interest.*
- 12.5 RFT 2020/01 - RECOMMENDATION FOR THE DESIGN AND CONSTRUCTION OF THE TUMBARUMBA UPGRADED LEARN TO SWIM WATER PLAY POOL  
*Item 12.5 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.*

Cr Bruce Wright/Cr Andrianna Benjamin

**CARRIED UNANIMOUSLY**

At this stage, the time being 2.43pm Council went into Confidential.

**12.1 COVID19 - FINANCIAL IMPLICATIONS, LEASE PAYMENT RELIEF**

**M87/20 RESOLVED:**  
**THAT COUNCIL:**

1. Receive the report on Covid19 - Financial Implications From the Chief Financial Officer.

2. Waive the yearly fee for the Tumbarumba Australian Football and Netball Club for the hiring of the Tumbarumba sportsground and netball courts for 2019/20.
3. Allow the rent for the lessee of the Riverglade Caravan Park to be on a pro-rata basis until the date of reopening of the caravan park.
4. Delegate the waiving of other rents and lease fees on arrangements and leases impacted by Covid19 closures to the CEO.
5. Delegate the extension of payment plans under financial hardship support arrangements for ratepayers experiencing prolonged financial hardship due to Covid19 to the CEO.
6. Mandate payment plans be cleared via direct debit and Centrelink payment arrangements.
7. Waive all interest on outstanding debts with the exception of debts existing prior to 1 January 2020 until such time as the economic impact of the Covid19 crisis subsides as determined by the CEO.
8. Recommence interest on outstanding debts where a ratepayer does not maintain their payment arrangements and does not enter into an amended payment arrangement.
9. Hold all legal action to secure payment of outstanding debts including letters of demand on all ratepayers with the exception of legal action that has already progressed to letters of demand and court action as at end of March 2020.
10. Continue to issue reminder notices for outstanding rates and charges as per Council policy.
11. Advocate with all levels of Government to access increased funding in forthcoming budgets.

Cr Cate Cross/Cr Bruce Wright

**CARRIED UNANIMOUSLY**

## **12.2 ICT PROJECTS – CLIENT BUSINESS ENVIRONMENT STANDARDISATION**

**M88/20 RESOLVED:**  
THAT COUNCIL:

1. That the report on ICT Projects - Client Business Environment Standardisation be received.
2. Approve the selection of Dell as the successful supplier.

Cr Cor Smit/Cr Bruce Wright

**CARRIED UNANIMOUSLY**



**12.3 FOOD ORGANICS GARDEN ORGANICS OPTIONS AND IMPLEMENTATION****M89/20 RESOLVED:  
THAT COUNCIL:**

1. Receive this report on the proposed implementation of a food and garden organics collection service and construction of an organics processing facility
2. Receive the project management plan as the plan to deliver the projects through to operations including;
  - a. Tender/Design Documentation Strategy
  - b. Procurement Plan including nominated suppliers
  - c. Updated Cost Plan including allowances for contingency and project management
  - d. Updated Risk Assessment for delivery recognising a tight budget and effects of COVID-19
  - e. Delivery Program/Confirmation of Milestones including a new program requiring an extension from the NSW Environmental Trust
3. Note the economic risks and material input/output modelling report
4. Note and endorse the legal advice in respect to operational agreement for the organics processing facility
5. Note and endorse an application to the NSW Environmental Trust for a time extension based on the impacts of the bushfires and COVID-19
6. Endorse proceeding to the procurement and construction stages
7. Endorse the updated budget and procurement strategy as detailed in this report noting that a number of items/services are to nominated consultants and contractors

Cr Cate Cross/Cr Bruce Wright

**CARRIED UNANIMOUSLY****12.4 CHIEF EXECUTIVE OFFICERS BI-ANNUAL PERFORMANCE REVIEW - JULY TO DECEMBER 2019****M90/20 RESOLVED:  
THAT COUNCIL:**

1. Receive the report on CEO Bi-Annual Performance Review – July to December 2019 from Mayor James Hayes.
2. Endorse the 2019/20 Chief Executive Officer's Performance Review.

Cr Bruce Wright/Cr Cor Smit

**CARRIED UNANIMOUSLY**

**12.5 RFT 2020/01 - RECOMMENDATION FOR THE DESIGN AND CONSTRUCTION OF THE TUMBARUMBA UPGRADED LEARN TO SWIM WATER PLAY POOL**

**M91/20 RESOLVED:**  
THAT COUNCIL:

1. Receive this report on the outcomes of the Request for Tender (RFT 2020/01) for the upgrade of the Tumbarumba Pool
2. Resolve in accordance with Clause 178(1)(b) of the NSW Local Government (General) Regulation 2005 to decline to accept any of the tenders for the Design and Construction of the Tumbarumba Upgraded Learn to Swim Water Play Pool project
3. Resolve in accordance with Clause 178(3)(e) of the NSW Local Government (General) Regulation 2005 to enter into negotiations with any person (whether or not the person was a tenderer) with a view to entering into a contract in relation to the subject matter of the tender
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 that 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 Chief Executive Officer to enter into a contract for the Design and Construction of the Tumbarumba Upgraded Learn to Swim Water Play Pool Project subject to the successful outcome of negotiations

Cr Julia Ham/Cr Bruce Wright

**CARRIED UNANIMOUSLY**

**M92/20 RESOLVED:** to move out of Confidential Session back into Open Council Session. 3.38pm

Cr Julia Ham/Cr Cate Cross

**CARRIED UNANIMOUSLY**

There being no further business to discuss, the meeting closed at 3.34pm.

**THE MINUTES OF THE ORDINARY-POLICY & STRATEGY COUNCIL MEETING HELD BY VIDEO LINK ON THURSDAY 30 APRIL 2020 COMMENCING AT 2.04pm**

**PRESENT:** Mayor James Hayes (Chair), Councillor Cate Cross, Councillor Julia Ham, Councillor John Larter, Councillor Geoff Pritchard, Councillor Cor Smit, Councillor Bruce Wright.

**IN ATTENDANCE:** Chief Executive Officer Matthew Hyde, Executive Director Infrastructure Heinz Kausche, Executive Director Community and Corporate Paul Holton, Executive Chief of Staff Shelley Jones, Chief Financial Officer Susanne Andres.

**1. ACKNOWLEDGEMENT OF COUNTRY**

AN ACKNOWLEDGEMENT OF THE TRADITIONAL CUSTODIANS OF THE LAND WAS DELIVERED BY THE MAYOR JAMES HAYES.

**2. APOLOGIES**

A Leave of Absence was received from Councillor Margaret Isselmann for the 30 April 2020 meeting of the Policy and Strategy meeting.

**OPS1/20 RESOLVED** that the Leave of Absence received from Cr Margaret Isselmann be received and granted.

Cr Bruce Wright/Cr Cor Smit

**CARRIED UNANIMOUSLY**

**3. DECLARATIONS OF INTEREST**

Nil.

**4. MAYORAL MINUTE**

**OPS 2/20 RESOLVED:**

That Council request that the State Government urgently review its decision to relax household visits to include provisions that:

- restrict visits to the local region only
- not allow overnight stays; and
- only allow visits where there is no known contact with COVID-19 cases

Cr James Hayes/Cr Geoff Pritchard

**CARRIED UNANIMOUSLY**

## **5. GOVERNANCE AND FINANCIAL REPORTS**

### **5.1 ENDORSEMENT OF VOLUNTEER FRAMEWORK DOCUMENTS FOR PUBLIC EXHIBITION**

**OPS  
3/20**      **RESOLVED:**  
THAT COUNCIL:

1. Receive the report on Endorsement of Volunteer Framework documents for public exhibition
2. Endorse the following documents:
  - Volunteer Policy SVC-GOV-PO-025-01
  - Volunteer Induction Procedure SVC-GOV-PR-051-01
  - Volunteer Induction and Safety Handbook SVC-GOV-Gdl-027-01for Public Exhibition for a period of no less than 28 days
3. Note that if submissions are received during the public exhibition period, a further report will be provided to Council on the submissions and any proposed amendments to the policies
4. Adopt the documents if no submissions are received on the day after the completion of the public exhibition.

Cr Cate Cross/Cr Julia Ham

**CARRIED UNANIMOUSLY**

## **6. MANAGEMENT REPORTS**

### **6.1 ENDORSEMENT OF BIODIVERSITY AND GROWTH AND ACTIVATION POLICIES**

**OPS  
4/20**      **RESOLVED:**  
THAT COUNCIL:

1. Receive the report on Biodiversity and Growth and Activation Policies
2. Endorse the following policies:
  - Draft Alcohol Free Zones – SVC-HB-PO-080-01
  - Draft Climate Change – SVC-ENV-PO-076-01
  - Draft Enforcement Policy – SVC-ENV-PO-077-01for Public Exhibition for a period of no less than 28 days
3. Note if submissions are received during the public exhibition period, a further report will be provided to Council on the submissions and any proposed amendments to the policies
4. Adopt the policies if no submissions are received on the day after the

completion of the public exhibition

Cr Julia Ham/Cr Bruce Wright

**CARRIED UNANIMOUSLY**

**6.2 ADOPTION OF THE WORK HEALTH AND SAFETY POLICY**

**OPS  
5/20** **RESOLVED:**  
THAT COUNCIL:

1. Receive the report on the Draft Work, Health Safety Policy
2. Adopt the Work Health and Safety Policy SVC-WHS-PO-051-01

Cr Julia Ham/Cr Cate Cross

**CARRIED UNANIMOUSLY**

**6.3 ENDORSEMENT OF COMMUNITY SERVICES POLICIES FOR PUBLIC EXHIBITION**

**OPS  
6/20** **RESOLVED:**  
THAT COUNCIL:

1. Receive the report on Endorsement of Community Services Policies
2. Endorse the following policies:
  - Draft Suite of Multi Service Outlet Policies
  - Draft Suite of Children Services Policies
  - Draft Children Services Handbook - SVC-ChildServ-F-163-01
  - Draft Provision of Community Services Policy – SVC-ComDev-PO-069-01
3. Note if submissions are received during the public exhibition period, a further report will be provided to Council on the submissions and any proposed amendments to the policy
4. Adopt the policies if no submissions are received on the day after the completion of the public exhibition

Cr John Larter/Cr Julia Ham

**CARRIED UNANIMOUSLY**

There being no further business to discuss, the meeting closed at 2.16pm.

**7. NOTICE OF MOTION/NOTICE OF RESCISSION****Item 7.1 NOTICE OF MOTION - ESTABLISHMENT OF CLIMATE CHANGE COMMITTEE - CR GEOFF PRITCHARD**

Author: Cr Geoff Pritchard

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**Notice of Motion**

That Council immediately establish a Climate Change Committee.

**RECOMMENDATION:****THAT COUNCIL:**

- 1. Receive the Notice of Motion on establishing a Climate Change Committee from Cr Geoff Pritchard.**
- 2. Council immediately establish a Climate Change Committee**

**Notes:**

Climate Change poses real risks for Local Governments and the communities that they serve.

Climate Change has the potential to impact on Council infrastructure, the amenity of our public open spaces, our economy and the many factors that influence the livability of the Snowy Valleys municipality.

Council has adopted policies and procedures that seek to reduce or eliminate actions and practices that may contribute to Climate Change.

However, the actions of Snowy Valleys Council alone will not remove the actuality of Climate Change and the phenomenon is manifest in higher than average global temperatures which are believed to have led to the unprecedented dry conditions experienced across much of Eastern Australia, leading to the catastrophic bushfire season that occurred during 2019/2020.

Adaptation to a changing climate is imperative if our communities are to continue to thrive. A "Climate Change Committee" can be a vehicle to drive strategies for adaptation and mitigation to better position Snowy Valleys Council communities to succeed into the future.

**Officers Comment:**

The former Shire of Tumut formed a Climate Change Committee in 2009. At a meeting held in September 2011 it was resolved not to continue with the operation of the Climate Change Committee.

At an ordinary meeting of the Tumut Shire Council held in April 2014 it was resolved to form a Climate Change Committee in conjunction the Tumbarumba and Gundagai Councils "if feasible".

It is known that both the Tumbarumba Shire Council and the Gundagai Shire Council declined to participate in the proposed Climate Change Committee. It is also known that despite two attempts to seek interest from the public in participating in such a committee little interest was shown from the community.

At its Ordinary meeting held in November 2018 Snowy Valleys Council resolved to facilitate a Climate Change Forum. The forum was conducted in April 2019.

At its Strategy and Policy Meeting held on 30 April 2020, Council resolved to release a draft Climate Change Policy for public comment. The draft policy sets out a position for endorsement in relation to Climate Change and its impacts. The draft policy proposes the following commitments by Council in response to Climate Change:

- Tackling the causes and effects of changing climate
- Establish a base line of Council's greenhouse gas emissions
- Strive to meet or beat emission targets set by the Federal Government, in our operations.
- Urge the State and Federal Governments to enact policies and programs to reduce greenhouse gas emissions to acceptable levels.
- Publicly declare to our community, with appropriate strategies, Councils commitment to achieve a significant reduction in greenhouse gas emissions from our operations and to commit to set reduction targets
- Encourage all sectors of our community to adapt to the impacts of climate change, to achieve a significant reduction in greenhouse gas emissions and to make public their commitment to action.
- Monitor the progress of our strategies.
- Resource climate change initiatives

**10. GOVERNANCE AND FINANCIAL REPORTS****10.1 RENEWAL OF LGNSW MEMBERSHIP FOR 2020-21 FINANCIAL YEAR**

**REPORT AUTHOR:** CHIEF EXECUTIVE OFFICER  
**RESPONSIBLE DIRECTOR:** MAYOR JAMES HAYES

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**EXECUTIVE SUMMARY:**

Council renewed the current financial years LGNSW membership on the basis of an evaluation of the benefits for costs be completed before renewing again. This report provides an update to the organisations views on renewing the membership for the 2020/21 financial year recommending that Council proceed with renewal.

**RECOMMENDATION:****THAT COUNCIL:**

1. **Receive the report on Renewal of LGNSW membership for 2020-21 Financial Year from Chief Executive Officer.**
2. **Renew Membership to LGNSW at \$37,311.46 for the 20/21 Financial year**
3. **Confirm with the President of LGNSW that Snowy Valleys has been pleased with the services and support offered by the organisation through a letter from the Mayor.**

**BACKGROUND:**

In June 2019 Council resolved:

**9.4 RENEWAL OF LGNSW MEMBERSHIP 2019/20****M146/19 RESOLVED:**

*That Council:*

1. *Receive the report on Renewal of LGNSW membership 2019/20*
2. *Endorse renewal of membership with LGNSW for he 2019/20 financial year*
3. *Endorse a full cost benefit analysis be undertaken of Council's LGNSW membership to determine if the membership is to continue beyond the 2019/20 financial year.*

*Cr M Isselmann/Cr C Cross*  
**CARRIED UNANIMOUSLY**

At the time of writing the report in June 2019 Council was new to the Canberra Region Joint Organisation, other Joint Organisation member Councils were considering withdrawing membership of LGNSW due to issues and it was thought by staff that it best we evaluate the benefits of one of our most expensive memberships on the basis or necessity and affordability. Unfortunately, due to the unprecedented level of unanticipated events early in 2020 we have not had the resources to formally evaluate through a full cost benefit analysis and the writer believes this may not be the best use of resources at this point in time.

LGNSW is a membership based organisation and operates a board that represents its members.



The current board:

- President - Cr Linda Scott - City of Sydney Council
- Treasurer - Cr Jerome Laxale - City of Ryde
- Vice-President Rural/Regional - Cr Stephen Lawrence - Dubbo Regional Council
- Vice-President Metropolitan/Urban - Cr Angelo Tsirekas - City of Canada Bay Council

Directors Regional/Rural

- Cr Ruth Fagan - Cowra Council
- Cr Keith Rhoades AFSM - Coffs Harbour City Council
- Cr Dominic King - Bellingen Shire Council
- Cr Phyllis Miller OAM - Forbes Shire Council
- Cr Marianne Saliba - Shellharbour City Council
- Cr Ben Shields - Dubbo Regional Council
- Cr Darriea Turley - Broken Hill City Council

Directors Metropolitan/Urban

- Cr Khal Asfour - City of Canterbury Bankstown
- Cr Lesley Furneaux-Cook - Burwood Council
- Cr George Greiss - Campbelltown City Council
- Cr Julie Griffiths - Blacktown City Council
- Cr Mazhar Hadid - Liverpool City Council
- Cr Karen McKeown - Penrith City Council
- Cr Dai Le - Fairfield City Council

Snowy Valleys Council has been visited by the President and CEO in the current financial year. It has been good to see the individual attention and importance of understanding how local issues contribute to the work done by LGNSW.

## **REPORT:**

Membership Costs are included in the Financial and Resource section of the report.

### **What do we get for base membership?**

The writer considers the two most important and used components for SVC are Political Advocacy and Industrial Relations Advice.

Political Advocacy – Advocating and making representations to all spheres of government, industry, and business on issues of importance to local government and their communities to ensure our voice is heard

Industrial Relations Advice - Representation in industrial disputes and award matters, and specialist industrial relations advice to best equip us to deal with any industrial issues that arise:

- In the past year in one case alone we have estimated to saved approximately \$7,000 in legal costs

What would we get if we opted into the Workforce Analytics Component?

- HR Benchmarking Information

- GM Remuneration Report
- LG Remuneration Report
- Access to new online reporting and analysis tool

At this stage SVC participates in the LG Pro Australasian Local Government Performance Excellence Program that provides detailed HR analytics and the CEO review panel commissioned a remuneration report in 2018 that continues to provide guidance.

### **What other services do we get?**

Policy Advice - Advice to Mayors, Councillors, CEOs and staff across a range of local government matters to help us to determine our best course of action

Learning and Development – an option for specifically designed local government training to up-skill our staff and ensure they are kept up-to-date with the latest sector developments

Professional Networking Opportunities - Conferences, workshops and professional forums to allow us to gain mutually beneficial connections - even during the social-distancing era

Legal Advice - Advice on legal matters and policy across a wide range of areas to assist us with compliance

Grant Support – an option for capacity building and development support across important local government functions to bring in resources that may otherwise not be available.

Member Mentoring – an option for access to guidance and support from highly experienced and well regarded colleagues to become more empowered to make decisions

Management Services – an option for executive recruitment, facilitated performance reviews, salary and HR benchmarking surveys and organisation reviews to help us obtain and retain the best people for our 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**

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

#### **SUSTAINABILITY ASSESSMENT:**

N/A

#### **Financial and Resources Implications:**

The budget is available to cover the cost of membership

- Membership Component (inc GST)
  - Renewal @ \$37,093.27
  - Ausroads @ \$ 218.19
- Optional Membership Component (inc GST)
  - Workforce Analytics Report \$3,267.00 (not recommended)

**Costs and Benefits:**

LGNSW is a membership-based organisation and operates a board that represents its members. The value of the work is dependent on the knowledge and action of the board and the organisation that supports it. Currently we are seeing great returns for the advocacy work and a good example of this is the Libraries Advocacy that SVC participated in. We have also seen great advocacy from the board assisting us with the Bushfire Recovery support.

As noted above one matter in the Industrial area that LGNSW staff represented Council for is estimated that it may have cost us around \$7,000 in legal advice was all covered by our membership and demonstrates value for money. There will be years when we don't use this service as much and there may be years when we use the service more than the total value of the membership. This year LGNSW has represented us in order that we could become a signatory to the Splinter Award to assist us in dealing with staffing matters in relation to COVID-19.

Each year Council participates in the Annual Conference which is an opportunity to get our advocacy matters that are relevant to all local governments in NSW on the agenda and also an opportunity for networking and hearing examples of leading practice in other local governments.

**Policy, Legal and Statutory Implications:**

Council has no legal obligation to participate in any of these partnership services however we do have obligations to do a number of components of these. It is a choice of the method in which we seek to do this. If we chose to do it independently, we lose the efficiencies of scale and the level of expertise that can be gained by a partnership or shared service model offered by LGNSW.

**RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:**

The risk is mainly on going out on our own to provide the services that the membership of LGNSW offer. We gain a higher level of skill and advice, advocacy and actions. We would lose the efficiencies of scale and the risk is mainly financial and reputational.

**OPTIONS:**

Council may choose not to renew the membership. The cost of this option is anticipated to be greater than that of the current membership cost if chose to use other sources for this service on a single council basis. There may be some option to have a multiple Council opportunity services through a Joint Organisation or similar arrangement in the future that would bring more economies of scale than the single Council arrangement, however at this stage this option has not been advanced.

At this stage the writer believes that LGNSW membership option brings a number of economies of scale and access to services with a fairly low additional resource input from staff.

**COUNCIL SEAL REQUIRED:**

No

**IMPLEMENTATION AND COMMUNICATION:**

The Council resolution will allow for the payment of membership and letter to the president if consistent with the recommendation from the writer. Council would continue on our current implementation on these matters if this is the case.

Advice has been sought from the Mayor, Deputy Mayor and Executive Leadership Team in drafting this report.

**ATTACHMENTS**

Nil

**10. GOVERNANCE AND FINANCIAL REPORTS****10.2 DRAFT 2020-21 INTEGRATED PLANNING & REPORTING DOCUMENTS - FOR PUBLIC EXHIBITION**

**REPORT AUTHOR:** EXECUTIVE CHIEF OF STAFF  
**RESPONSIBLE DIRECTOR:** CHIEF EXECUTIVE OFFICER

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**EXECUTIVE SUMMARY:**

In 2009 the Local Government Act 1993 was amended to introduce Integrated Planning and Reporting, which places an obligation on all NSW Councils to develop a suite of long term planning documents based on comprehensive community engagement.

This report presents the draft Operational Plan (2020-2021), Draft Fees and Charges (2020-2021) and Draft Operational Budget (2020-2021) to the community for review and feedback ahead of adoption.

It is important to note that the NSW Government has permitted Councils to continue to operate under the current 2019-2020 Operational Plan until 31 July 2020, the timing having been extended to allow councils additional time to prepare their 2020-21 Operational Plan because of extenuating circumstances under the COVID-19 emergency.

The Operational Plan (2020-21) must be developed for adoption before 31 July 2020, reflecting the existing Delivery Program (2018-2021).

Given this extended timeline, this report recommends that Council rescinds its resolution to hold two extraordinary council meetings for the purpose of considering and adopting the Integrated Planning and Reporting suite.

**RECOMMENDATION:****THAT COUNCIL:**

- 1. Receive the report on Draft Integrated Planning and Reporting Documents for Public Exhibition**
- 2. Endorses the following Integrated Planning and Reporting plans, and places on public exhibition for a period of 28 days**
  - a. Draft 2020-2021 Operational Plan;**
  - b. Draft 2020-2021 Revenue Policy;**
  - c. Draft 2020-2021 Fees and Charges Schedule;**
  - d. Draft 2020-2021 Operational Budget;**
  - e. The updated Draft Resourcing Strategy 2020-2030 including the:**
    - o Draft Long Term Financial Management Plan**
- 3. Notes the extension of timelines for the 2010-2021 suite of documents and rescinds Resolution # M38/20 from the 29 March 2020 Council meeting to hold two extraordinary meetings for the purpose of considering the suite, being no longer required.**

**BACKGROUND:**

The Integrated Planning and Reporting legislation requires all NSW Councils to have:

- A ten year Community Strategic Plan
- A four year Delivery Program
- An annual Operational Plan
- A Resourcing Strategy including an asset management plan, a long term financial plan and a workforce management plan.

In line with the legislation, Council needs to provide an annual Operational Plan, Fees and Charges and Operational Budget that can be shared in draft form with the community for feedback ahead of adoption by 1 August 2020, noting the extended timeline as approved by the NSW Office of Local Government in response to the COVID19 emergency.

Where amendments are made to the Long Term Financial Plan and Delivery Program, these must be shared and revised using the same process.

**REPORT:****Draft Operational Plan 2020-2021**

As a result of COVID-19, the NSW Government announced the scheduled Council elections will be postponed for 12 months until September 2021. As a result, the delivery of a new Community Strategic Plan and Delivery Program will also be delayed until after the elections and Council is required to continue to operate under the current Community Strategic Plan and Delivery Program.

In addition, the due date for Councils to finalise the Operational Plan and budget for 2020-2021 was extended from 30 June 2020 to 31 July 2020. Given this extension, the matters relating to the 2020-2021 suite of Integrated Planning and Reporting documents can be considered in the Ordinary Meetings of Council in May (endorse for public exhibition) and July (adoption). The extraordinary meetings of council scheduled in May and June for this purpose are no longer required.

The draft Operational Plan 2020-2021 supports the Delivery Program 2018-2021 and specifies the actions of Council's key functional and operational areas that will be conducted in the coming year, funded through the 2020-2021 budget.

The draft Operational Plan has been developed by Council staff in conjunction with Councillors during the time where the ongoing impact of bushfire and COVID-19 on Council's budget and resources for 2020-2021 was not yet fully known.

As a result, it is anticipated that throughout 2020-2021, Council will be required to assess the need for changes to budget allocation and priorities for action in response to the evolving community and organisational impacts of the bushfire and COVID-19.

Changes to the budget and action plan, along with progress updates of Council's work across the year will be reported to the community through quarterly reviews to Council, the publication of a half yearly update on the Operational Plan and in Council's Annual Report.

Council's actions in the Operational Plan are organised according to the five key themes for the long term vision for the future of the Snowy Valleys Council local government area as contained within the Community Strategic Plan:

1. Towns and Villages
2. Growth Through Innovation
3. Our Natural Environment

4. Communication and Engagement
5. Our Infrastructure.

### **Draft Fees and Charges 2020-2021**

The draft Fees and Charges 2020-2021 schedule sets out the fees that Council can charge for all services and programs. The draft Fees and Charges 2020-2021 Schedule has been prepared using a general 2.5% increase.

During preparation of this year's Fees and Charges, a number of changes have been made to further simplify and streamline fees and charges across the whole local government area. This includes harmonised fees across all Council cemeteries to simplify processes and to sustainably fund cemetery operations and ongoing maintenance. Council also proposes to discard all credit card surcharges to facilitate online and over-the-phone payments.

### **Draft Operational Budget 2020-2021**

The 2020-2021 draft budget outlines Council's committed expenditure for the forthcoming financial year. This budget iteration reflects Council's ongoing commitment to sound financial management. The forecast for the 2020-2021 financial year shows an improved overall position compared to the Long Term Financial Plan adopted last year.

The operating budget indicates that Snowy Valleys Council will have an operating deficit (after capital grants) of \$2.6 million.

The total 2020-2021 budgeted operating and capital expenditure (excluding depreciation) will be \$50.2 million, with total revenues expected to be \$47.4 million. The difference between the income and expenditure is funded from money previously allocated to reserves for specific purposes. Further information relating to the draft 2020-2021 budget can be found in the attached documents.

### **The updated Resourcing Strategy 2020-2030, made up of:**

- *The Draft Long Term Financial Management Plan - (To be provided as a late attachment)*

### **Draft Long Term Financial Plan 2020-2021**

The draft Long Term Financial Plan (LTFP) is an important part of Council's strategic planning process. The LTFP is where Council projects the financial realities of its ability to contribute to the community's vision for the future. It outlines the pressures and economic drivers behind Council's expected long-term future. Expected growth rates are aligned with community expectations of service delivery and community projects and the social outcomes outlined in the Community Strategic Plan.

The LTFP must be for a minimum of 10 years and is updated annually in line with Council strategies and goals and is based on the operational budget contained within the operational plan for 2020-2021. It will also be reviewed in detail as part of the four-yearly review of the Delivery Program as part of the Community Strategic Plan.

The planned scenario aims to deliver Council's goals as set out in the Integrated Planning and Reporting documents. In this scenario, Council will endeavour to maintain existing service levels, hold a strong cash position and maintain sufficient reserves. It is the financial scenario that is assumed to be the most likely at this point in time, and is built upon historical data and underlying assumptions. The planned budget scenario for 2020-2021 becomes the operational budget for 2020-2021.

The goals of the Snowy Valleys Council LTFP are to achieve the following:

- Modest operating surpluses to insulate Council from unforeseen events;
- The provision of current service levels and, where appropriate and affordable, increased service levels to meet community expectations;

- Maintain adequate levels of debt/equity funding;
- A program of activity that see Council’s assets appropriately leveraged for the long-term benefit of the Snowy Valley community;
- Ensure appropriate levels of cash reserves are maintained for future projects and asset renewal management;
- Ensure appropriate investment in the maintenance of assets.

**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**

Choose Operational Plan Activity

**SUSTAINABILITY ASSESSMENT:**

	<b>Positive</b>	<b>Negative</b>
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 fees and charges changes may be seen as having potential social impacts.
Environmental	Planning for 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 be more than an enabler/supporter 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.	With current COVID19 restrictions, face to face consultation on the draft plans is not able to be undertaken.

**Financial and Resources Implications**

The adoption of these plans will incur associated expenses and resource implications for their successful implementation. These commitments are outlined in the budget provided.

**Costs and Benefits:**

The cost of delivering on these draft plans is outlined in the draft 2020-2021 budget.

These plans continue to deliver on Council's commitments to fulfil the aspirations of the Community Strategic Plan and Delivery Strategy on those areas within Council's span of control and influence.

**Policy, Legal and Statutory Implications:**

In response to the COVID19 emergency, the NSW Government has provided an extension to the timeframe for which Council is required to adopt a full suite of Integrated Planning and Reporting documents, being before 31 July 2020 (previously 30 June 2020).

**RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:**

There is a risk that the draft plans provided with this report are not understood by the community and therefore, a detailed communications and engagement approach will be applied, as outlined below.

**OPTIONS:**

1. Council endorses the plans as presented and places them on public exhibition.
2. Council may opt to amend the plans and place them on public exhibition.
3. Council may opt not to endorse any of the plans presented at this time, being aware that Councils are mandated to have the plans adopted by 31 July 2020.

**COUNCIL SEAL REQUIRED:**

No

**COMMUNITY ENGAGEMENT AND COMMUNICATION:****Internal Consultation**

A review of the Delivery Program commitments, the current 2019-20 Operational Plan progress, priority organisational projects and the audit matrix was undertaken with the executive team and their managers to develop and confirm the priorities in the 2020-2021 Operational Plan.

The Operational Budget has been developed in consultation with the management team and executive.

The draft plans have been presented to Councillors in April and in early May.

**External Consultation**

The Operational Plan reflects the upcoming year's actions in order for Council to deliver on its commitments in the Delivery Program 2018-2021. The Delivery Program was developed in response to the Community Strategic Plan 2018-2028 for which extensive community feedback undertaken during 2017.

Formal public exhibition of the Draft Operational Plan 2020-2021 including the draft Operational Budget 2020-2021, draft Fees and Charges 2020-2021 and updated draft Long Term Financial Plan will be conducted in accordance with the requirements of the Local Government Act 1993 and the provisions as mandated by the NSW Government in response to the COVID19 pandemic, being:

*"IP&R documents can be published on council's website and made available for inspection electronically or in such other form as determined by the council" – NSW Office of Local Government Circular to Councils 20-15 / 1 May 2020 / A700190*



Public exhibition will include the document being available electronically on Council's website and advertisements in local newspapers and electronic media. Viewing of hardcopies at customer service counters and libraries will not take place due to COVID19 restrictions.

Community feedback from the public exhibition period will be considered by Council before the final document is adopted in July 2020.

### Attachments

- 1 Draft 2020-21 Operational Plan (under separate cover) [⇒](#)
- 2 Draft 2020-21 Revenue Policy (under separate cover) [⇒](#)
- 3 Draft 2020-21 Fees & Charges Schedule (under separate cover) [⇒](#)
- 4 Draft 2020-21 Operational Budget (under separate cover) [⇒](#)

**10. GOVERNANCE AND FINANCIAL REPORTS****10.3 ADOPTION OF DRAFT LEGISLATIVE COMPLIANCE POLICY**

**REPORT AUTHOR:** COORDINATOR GOVERNANCE & RISK  
**RESPONSIBLE DIRECTOR:** EXECUTIVE CHIEF OF STAFF

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**EXECUTIVE SUMMARY:**

To present to the Council the draft Legislative Compliance Policy for adoption.

**RECOMMENDATION:****THAT COUNCIL:**

- 1. Receive the report on Adoption of Draft Legislative Compliance Policy from the Executive Chief of Staff**
- 2. Adopt the Legislative Compliance Policy SVC-GOV-PO-090-01**

**BACKGROUND:**

The strengthening of Councils legislative compliance framework has been identified as a repeat issue by the Audit Office NSW during the external audit in 2019.

Council's legislative compliance framework has been drafted and includes this policy, a legislative compliance procedure and a dynamic legislative compliance register. The legislative compliance register will be used to monitor legislative compliance and will be reported on annually to the Audit, Risk and Improvement Committee.

**REPORT:**

Council, in its role as a Local Government Authority, has an obligation to ensure that its legislative requirements are complied with. The community and those working at Council have a high expectation that Council will comply with applicable legislation and Council should take all appropriate measures to ensure that that expectation is met.

If breaches of the law are committed by Council, or its staff; Council and/or its individual staff members and Councillors could be prosecuted or fined, there could also be a significant loss of Council's reputation.

Council will maintain the highest standards of diligence in all areas of public accountability, through its policies and processes, to meet its legal obligations. The Legislative Compliance Policy aims to

- Promote a compliance culture within the organisation
- Assistance the Council in achieving the highest standards of governance and Prevent, and where necessary, identify and respond to breaches of laws, regulations, codes or organisational 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**

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

**Operational Actions**

4.5.5 Coordinate Policy Harmonisation Project

**SUSTAINABILITY ASSESSMENT:**

	<b>Positive</b>	<b>Negative</b>
Social	Nil	Nil
Environmental	Nil	Nil
Economic	Nil	Council and/or its individual staff members and Councillors could be prosecuted or fined should breaches of legislation occur
Governance	Ensuring the Council is committed to managing its compliance with all statutory and common law requirements.	Nil

**Financial and Resources Implications**

The Council must allocate sufficient resources to ensure that legislative compliance can be implemented, maintained and improved.

**Costs and Benefits:**

There is no direct cost associated with the adoption or implementation of the Legislative Compliance Policy.

**Policy, Legal and Statutory Implications:**

Local Government Act 1993

**RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:**

The absence of a legislative compliance policy and register reduces accountability for complying with key legislative requirements. It also increases the Council's risk of breaching key legislative requirements. Non-compliance with laws and regulations may attract penalties and/or result in significant reputation damage.

**OPTIONS:**

Council may choose not to adopt the draft as presented and to provide relevant feedback for incorporation and the document can be re-submitted for adoption in the future.

**COUNCIL SEAL REQUIRED:**

No

**COMMUNITY ENGAGEMENT AND COMMUNICATION:**

The Legislative Compliance Policy was drafted in consultation with the Coordinator Governance and Risk, the Risk Management Officer and the Governance Officers. The draft document was

presented to the Executive Leadership Team (ELT) for endorsement before being placed on internal exhibition. The document was endorsed by the Audit, Risk and Improvement Committee at the 06 May 2020 meeting. There is no requirement for these documents to go on public exhibition.

### Attachments

- 1 DRAFT Legislative Compliance Policy SVC-GOV-PO-090-01 (under separate cover)



**10. GOVERNANCE AND FINANCIAL REPORTS****10.4 ADOPTION OF AUDIT, RISK AND IMPROVEMENT COMMITTEE TERMS OF REFERENCE****REPORT AUTHOR:** COORDINATOR GOVERNANCE & RISK**RESPONSIBLE DIRECTOR:** EXECUTIVE CHIEF OF STAFF**EXECUTIVE SUMMARY:**

The Audit, Risk and Improvement Committee (the Committee) is an independent advisory Committee to Council.

The Terms of Reference for the Audit, Risk and Improvement Committee have been reviewed in accordance with the Office of Local Government, Internal Audit Guidelines September 2010 (Internal Audit Guidelines). The revised Terms of Reference have been amended to reflect the new organisational structure.

**RECOMMENDATION:****THAT COUNCIL:**

- 1. Receive the report on Adoption of the Audit, Risk and Improvement Committee Terms of Reference from the Executive Chief of Staff**
- 2. Adopt the changes to the Audit, Risk and Improvement Committee Terms of Reference SVC-TofR-006-05**

**BACKGROUND:**

The Audit, Risk and Improvement Committee plays a pivotal role in the governance framework. It provides Council with independent oversight and monitoring of Council's audit processes, including Councils internal controls activities. This oversight includes internal and external reporting, risk management activities, internal and external audit and compliance. For the Committee to be most effective it is important that it is properly constituted of appropriately qualified independent members.

**REPORT:****Review of the Terms of Reference**

The Terms of Reference for the Committee have been reviewed in accordance with the *Office of Local Government, Internal Audit Guidelines September 2010 (Internal Audit Guidelines)*.

The Terms of Reference sets out the Committee's objective, authority, composition and tenure, roles and responsibilities, reporting and administrative arrangements.

The revised Terms of Reference have been reviewed to reflect the new organisational structure. Both the Executive Director Community and Corporate and the Executive Director Infrastructure were removed from the Attendee list.

The Committee endorsed the reviewed Terms Of Reference at the 06 May 2020 Audit, Risk and Improvement Committee Meeting.

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

Theme 4: Communication &amp; Engagement

**Delivery Outcomes**

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

**Operational Actions**

4.5.4 Undertake 3 internal audits annually

**SUSTAINABILITY ASSESSMENT:**

	<b>Positive</b>	<b>Negative</b>
Social	Nil	Nil
Environmental	Nil	Nil
Economic	Audit, Risk and Improvement Committees assist Council to strive to ensure there is a risk culture and to improve efficiencies.	Nil
Governance	Review and up to date Terms of Reference are essential to support good governance and high functioning committees.	Nil

**Financial and Resources Implications**

There is no budget or resource implications associated with the changes made to the Terms of Reference.

**Costs and Benefits:**

N/A

**Policy, Legal and Statutory Implications:**

Councils must take any relevant guidelines issued under section 23A of the Local Government Act 1993 into consideration before exercising any of its functions. The Internal Audit Guidelines, September 2010 have been issued under section 23A.

**RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:**

Risk Management is an important component of corporate governance. Risk Management is the responsibility of management with oversight by Council and the Audit, Risk and Improvement Committee. A key objective of the Audit, Risk and Improvement Committee is to ensure that processes and controls are in place to manage all types of risk. Ensuring that the Terms of Reference are current and appropriate will support that objective.

**OPTIONS:**

Council may choose not to adopt the draft as presented and to provide relevant feedback for incorporation and the document can be re-submitted for adoption in the future.

**COUNCIL SEAL REQUIRED:**

No

**COMMUNITY ENGAGEMENT AND COMMUNICATION:**

The Audit, Risk and Improvement Committee endorsed the endorsed the changes to the Terms Of Reference at the 06 May 2020 Audit, Risk and Improvement Committee meeting.

Community engagement and communication not required.

Attachments

- 1 DRAFT Audit, Risk and Improvement Committee Terms of Reference SVC-TofR-006-05 (under separate cover) [⇒](#)

## 10. GOVERNANCE AND FINANCIAL REPORTS

### 10.5 NCIF AND SCF QUARTERLY REPORT - 31 MARCH 2020

**REPORT AUTHOR:** ENTERPRISE SYSTEMS MANAGER  
**RESPONSIBLE DIRECTOR:** EXECUTIVE CHIEF OF STAFF

#### EXECUTIVE SUMMARY:

The NCIF and SCF (Major Projects and Community Projects) funding agreements and associated guidelines require grant recipient councils to undertake quarterly reporting on progress in implementing projects and is required to be tabled at an ordinary meeting of the council.

This report covers the expenditure on grant funding up to 31<sup>st</sup> March 2020 to coincide with the statutory reporting commitments outlined by the Office of Local Government.

#### RECOMMENDATION:

##### THAT COUNCIL:

1. **Receive the report on the expenditure of the New Council Implementation Fund (Rounds 1 and 2), Stronger Communities Fund (Rounds 1 and 2) for period ending 31<sup>st</sup> March 2020.**

#### BACKGROUND:

Upon merger, Snowy Valley's Council received \$15M in funding consisting of \$5M New Council Implementation Fund (NCIF1) and \$10M Stronger Communities Fund (SCF1) allocated as Major Projects \$8.6M and Community Projects \$1.4M.

In addition to the Grant Funding, projects defined in the funding allocation have had their budgets bolstered by interest earned from the investment of these funds, which is currently \$257,248 for NCIF1 and \$515,916 for SCF1. The interest provides funding for project management and administration support costs on the projects reducing the need to utilise the direct funding. This is advantageous for maximising value for the amount of works that can be delivered and to maintain consistency for recognising the correct value of Council owned assets when capitalisation occurs.

In December 2018 Council received further funding of \$5.95M in a second round of NCIF (\$2.82M) & SCF (\$3.13M).

Together these funding sources represent a total investment in merger projects and community infrastructure of over \$21.5M.

Progress of expenditure is provided to Council on a quarterly basis as required by the funding guidelines.

#### REPORT:

##### New Council Implementation Fund – Round 1

This funding has been fully committed, with all projects now to be completed by 30<sup>th</sup> March 2021, due to a 12 month extension granted to all NCIF and SCF Round 1 projects. Acquittal Certificates must be returned by 30<sup>th</sup> March 2021, marking the completion of the funding period:

7 <sup>th</sup> six-monthly report (NCIF & SCF)	28/2/2020 - Submitted
8 <sup>th</sup> six-monthly report (NCIF & SCF)	31/7/2020
End funding period (NCIF & SCF)	30/03/2020 - Extension Granted to <b>30/03/2021</b>



Final reports for funded projects (NCIF & SCF)	30/03/2020 or earlier, on completion of project - Extension Granted to <b>30/03/2021</b>
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As there are no specific project allocations defined by the funding agreement for NCIF1, budget estimates may be shuffled where 'unders and overs' occur within the funding stream. The current status of the projects for NCIF1 as at 31<sup>st</sup> March 2020 is:

Project – Detail	Status	Budget \$'000	Actual \$'000
Organisation structure and salary system (Round 1) – Design new integrated organisation structure, lateral transfers of staff from previous councils. Design and implement Award compliant SVC salary system including an annual appraisal and performance review framework. Round 2 review is being delivered under NCIF 2.	Completed 2018	\$220	\$220
Culture Program (Round 1) – development and implementation of a unified SVC culture program with a new set of values and behaviours and a program of activities to support the evolution of an SVC culture. Round 2 is being delivered under NCIF 2.	Round 1 Completed 2018	\$99	\$99
SVC Website (Round 1) – updating content and the creation of a new website. Round 2 is being delivered under NCIF 2.	Website Launched Sep 2017	\$83	\$83
Redundancies – both General Managers, three directors and one Support Officer.	Completed 2017	\$637	\$637
Community Engagement – included activities such as a Community Satisfaction survey, community engagement for the development of the Community Strategic Plan 2017-27.	Completed 2017	\$159	\$159
ICT Amalgamation Projects – ICT Amalgamation Strategy developed and endorsed in May 2018. The Strategy detailed the projects associated with consolidating the existing network infrastructure, implementing new server infrastructure, email exchange, domain, voice systems, and disaster recovery plans. With the finalisation of this project a new SVC ICT Strategy is currently in draft to be finalised.	In Progress	\$1,279	\$1,150
Enterprise System Consolidation – TechOne has been implemented for Finance, Cemeteries, and Property & Rating. HRP module is currently being implemented to go live December 2019, following the implementation of the new organisation structure. Consolidation of Records systems to ECM to be finalised November 2019.	In Progress	\$1,166	\$1,069
Corporate Identity and Branding – new brand and logo for Council including new uniforms, branding guidelines, online videos, development of the Destination Management Plan and Economic Development Strategy.	Completed 2017	\$422	\$422
Signage Replacement – replacement of signage with the local government area; facilities, shire boundary signage and street blades. LGA boundary signs - All footings and 8 signs installed.	In Progress	\$401	\$244

Project – Detail	Status	Budget \$'000	Actual \$'000
Street Signs - Audit of Adelong, Batlow, Talbingo and Brungle (60km boundary) street signs has been completed and signs ordered for these towns; to be installed. Additional audits to be undertaken and signage ordered pending available budget. Parks and Gardens signs - installed in the Northern end of the Shire. Being installed after Easter in the Southern end of the Shire. Town Entry Signage funded under NCIF 2 -Unification & Placemaking			
Service Reviews – service reviews undertaken and introduction of dashboards around key performance measures. Adoption of figures for 19/20 dashboards is reliant on QBR outcomes. Awaiting completion of the Section 94 Contributions Review. *Budget Reduced by 6K – Estimated interest did not yield.	In Progress	\$188 *	\$187
Project Management Officer – dedicated project manager to provide support and resources to ensure merger projects are delivered. External resource completed; assistance from internal resources continues until Dec 19. *Budget reduced by 21K – interest did not yield.	In Progress	\$428 *	\$417
Administration – includes travel and accommodation for staff and the Administrator to Sydney for workshops and meetings with Department of Premier and Cabinet during the first six months of the merger.	Completed Nov 2016	\$13	\$13
Policy & Plan harmonisation – software tools purchased for the register of policies and delegations and a dedicated resource to develop and harmonise critical policies and a new policy framework.	Completed 2018	\$79	\$79
Forensic Audit – external review of accounting practices in relation to movement in Capital Reserves.	Completed May 2019	\$86	\$86
<b>Total New Council Implementation Fund – Round 1</b>			
- Initial Funding 5M + est. interest earned 200K	\$5,200		
- Additional interest earned (> estimate of 200K)	\$ 30	<b>\$5,230</b>	<b>\$4,865</b>

### New Council Implementation Fund – Round 2

This funding is to be fully committed by 30 December 2019, with all projects to be completed by 30 June 2020. Council is awaiting confirmation of an extension that may be offered by the OLG for Round 2 of funding due to the ongoing resources required for the fire recovery programme. The status of the projects for this fund as at 31<sup>st</sup> March 2020 is as follows:

Project – Detail	Status	Budget \$'000	Actual +Committals \$'000
SVC Strategic Business Plans – List has been revised during the Service level review and improvement process to include the following: Private Works, IT Strategy, Library Strategy, Customer Experience, Aged Care, and Children's Services. Board Decision to reduce budget to fund other projects within the stream endorsed 23/3/2020	In progress	\$225	\$6
Service level review and improvement program –	In Progress	\$484	\$209

Project – Detail	Status	Budget \$'000	Actual +Committals \$'000
<p>incorporating the Sustainability Plan. 25/02/2020 - Project pending following bushfire and damage to infrastructure critical to project deployment. Project re-scoped to enable working from home availability for staff due to COVID-19. Remainder of project to be put on hold and budget utilised for budget shortfall.</p>			
<p>Integrated Systems and Work Processes – Overall budget increased by 30K to 880K. Increase funded from other projects in the funding stream that have been re-scoped or cancelled:</p> <ol style="list-style-type: none"> <li>1. Improve functionality of CRM;</li> <li>2. Voice of the Customer survey – Cancelled;</li> <li>3. PMO setup;</li> <li>4. Governance – Development and implementation of Records Management Framework, Development of Volunteer Management Framework (complete), Section 355 Management Framework (in progress) and consolidation of volunteer documentation (complete);</li> <li>5. Enterprise Budgeting Training;</li> <li>6. Corporate Communication Strategy - complete</li> <li>7. Corporate Evaluation (in progress – final component delayed due to COVID19 restrictions);</li> <li>8. Business Systems Improvement - Cancelled</li> </ol>	In Progress	\$880	\$703
<p>IT Project Support and Team Review - Project includes the implementation of OneSVC Login, Network Upgrade, Phone System, SIP Migration and ARIC Audit implementations.; Includes IT support from Dave Barker</p>	Commenced	\$111	\$129
<p>Preparation of DCP (Development Control Plan) – Development Control Plan (DCP) endorsed by Council October 2020; Second stage of project to include Local Strategic Planning Statements (LSPS) and Stage 1 LEP (Local Environmental Plan) to be completed 30 June 2020.</p>	Nearing completion	\$100	\$21
<p>Unification and Placemaking - Two designs scoped and costed and presented to December Councillor Workshop for review. Signs approved by Council; Signage concepts provided to two sign companies for detailed design and costing.</p>	Designs Approved	\$200	-
<p>Culture Program and Capability Development – Directors Training complete; PD Review and Assessment complete; Leadership development component scoped – delivery delayed due to COVID19 restrictions.</p>	Commenced	\$120	\$112
<p>Client Business Environment Standardisation - Business Plan approved; Staff consultation complete; Tender documents issued.</p>	Tender	\$500	\$26
<p>Rate Harmonisation (including Public Participation) - Council been approved to extend rate</p>	In Progress	\$200	\$167

Project – Detail	Status	Budget \$'000	Actual +Committals \$'000
harmonisation until 21/22. A Rates Option Study was presented to council in February 2020 and endorsed for community engagement, which is delayed due to COVID19 restrictions.			
<b>Total New Council Implementation Fund – Round 2</b>		<b>\$2,820</b>	<b>\$1,373</b>

### Stronger Communities Fund - Round 1 (Major Projects; Community Projects)

This funding has been fully committed, with all projects now to be completed by 30<sup>th</sup> March 2021, due to a 12 month extension granted to all projects. Council made a request to extend on 12 projects on 25 October 2019; however the OLG decided to apply the extension to the entire NCIF and SCF Round 1 projects. The status of the projects for this fund is as follows:

Project – Detail	Status	Budget \$'000	Actual +Committals \$'000
Stronger Communities Fund Round 1 – 60 Community groups across the local government area given grants to assist with the particular aspirations of their members. These grants ranged from \$500 to \$50,000 and were approved by the Administrator in October 2017. All projects have been Acquitted. OLG have accepted the Final Reports.	All 60 Projects Completed	\$1,431	\$1,431
Adelong Creekscape – Revised design and REF have been completed. Tender released for bank stabilisation upon confirmation of funds from Caravan Park	Construction	\$515	\$232
Adelong Caravan Park – Amenities Building complete and being utilised Final finances being reconciled. Adelong Progress Association voted for final funds to be transferred to Creekscape bank stabilisation	Complete	\$267	\$209
Batlow Cannery – Full cannery demolition including post-fire work on track for completion by 24/4 SCF1 funds fully expended. A further 70K for demolition included under SCF2. Refer to SCF2 project for remainder of works.	Construction	\$500	\$500
Batlow Caravan Park – Caravan Park currently closed due to NSW Government directive on caravan parks due to COVID19.  A separate funding request has been submitted for additional emergency accommodation for family / workers.	Complete	\$723	\$723
Batlow Cannery – Full cannery demolition including post-fire work on track for completion by 24/4  SCF1 funds fully expended. A further 70K for	Construction	\$500	\$500

Project – Detail	Status	Budget \$'000	Actual +Committals \$'000
demolition included under SCF2. Refer to SCF2 project for remainder of works.			
Batlow CBD – Works complete with the exception of Batlow Road crossing and retaining wall. Revised design for crossing has been submitted to RMS who have provided additional feedback which is currently being assessed.	Construction	\$540	\$360
Brindabella Rd Future Plan	Completed Feb 2019	\$308	\$285
Jingellic Multi-use track – The track formation is complete with the surface seal will be undertaken in Summer	Construction	\$35	\$30
Khancoban Store – Negotiations underway for the sale of the store.	Construction	\$199	\$127
Khancoban Streetscape	Complete	\$395	\$369
Rosewood Beautification and Playground	Completed Dec 2019	\$110	\$102
Rosewood Golf Club – Project original scope completed. Project re-opened to carryout additional works with surplus funds	Construction	\$236	\$225
Brungle Park seating - \$5K Original Budget + \$1K from Contingency	Completed Feb 2019	\$6	\$6
Talbingo Town Improvements	Completed Feb 2020	\$200	\$200
Tooma Public Amenities	Completed May 2019	\$80	\$72
Tumbarumba Showground	Complete	\$1,000	\$981
Tumbarumba Creekscape and Sportsground – first stages of project completed. Project surplus used to extend Scope of Works, including: caravan park fence, sportsground lighting and electricity, the kitchen upgrade at the Tumbarumba Basketball Stadium, and creekscape gardens.	Construction	\$225	\$177
Tumbarumba Playground	Completed October 2019	\$80	\$75
Tumbarumba Mountain Bike Track	Completed October 2019	\$40	\$38
Tumut Pool – DA / CC application have been submitted. Building is currently being fabricated and is on track for completion ahead of the new swim season. Meeting with planning held and feedback has been incorporated into the design.	Construction	\$1,008	\$909
Tumut Montreal Theatre – Slab laid, frames erected and roof currently being installed. Brickwork to commence w/c 13/4. Currently on track to be completed by the end of May.	Construction	\$381	\$320
Tumut CBD and Car Parking – Tender for supply of pavers approved at March 2020 Council meeting. Works on track to commence in early May. Earlier commencement is currently being investigated.	Construction	\$1,760	\$60

Project – Detail	Status	Budget \$'000	Actual +Committals \$'000
Bull Paddock Carpark upgrade	Completed December 2019	\$130	\$130
<b>IMPORTANT:</b> the above project budgets include Administration, communication and project management – dedicated resources allocated to carry out and finalise projects. These costs are funded from investment interest on the grant funding estimated to be \$359K. Item reflects the difference between original estimate of interest and the revised estimate, less disbursements of: <ul style="list-style-type: none"> <li>• 9K – SCF1 Community Projects</li> <li>• 1K – Brungle Picnic Tables</li> </ul>	Contingency	\$165	
<b>Total Stronger Communities Fund – Round 1</b> <ul style="list-style-type: none"> <li>- Initial Funding 10M + est. interest earned 359K</li> <li>- Additional interest earned (&gt; estimate of 359K)</li> </ul>		\$10,359 \$ 175	\$7,895

### Stronger Communities Fund - Round 2

This funding is to be fully committed by 31 December 2019, with all projects to be completed by 30 June 2020. Council is awaiting confirmation of an extension that may be offered by the OLG for Round 2 of funding due to the ongoing resources required for the fire recovery programme. The status of the projects for this fund is as follows:

Project – Detail	Status	Budget \$'000	Actual + Committals \$'000
Adelong Main Street Façade Improvements - Funding deeds have been signed and 50% payment made to accepting businesses. Extension has been given through until December 2020 for projects due to bushfires and COVID19. Two businesses have completed. Three business have declined. All funds declined have been offered to Adelong Progress Association to submit a Façade Grant Application amounting to \$6900. Still awaiting proposal. 12 businesses to still complete upgrades.100K original budget; 7K trf to Adelong WiFi project.	50% paid to approved applications	\$93	\$43
Adelong Playground Equipment Upgrades - Project Complete based on original scope. Potential of undertaking further scope within budget currently being assessed	Complete	\$100	\$95
Adelong tourism projects/planning – Re-scoping design due to impact of bushfires. Go live date to be confirmed. 25K original budget; 12.7K transferred to Adelong Wifi project.	Commenced	\$12	\$10

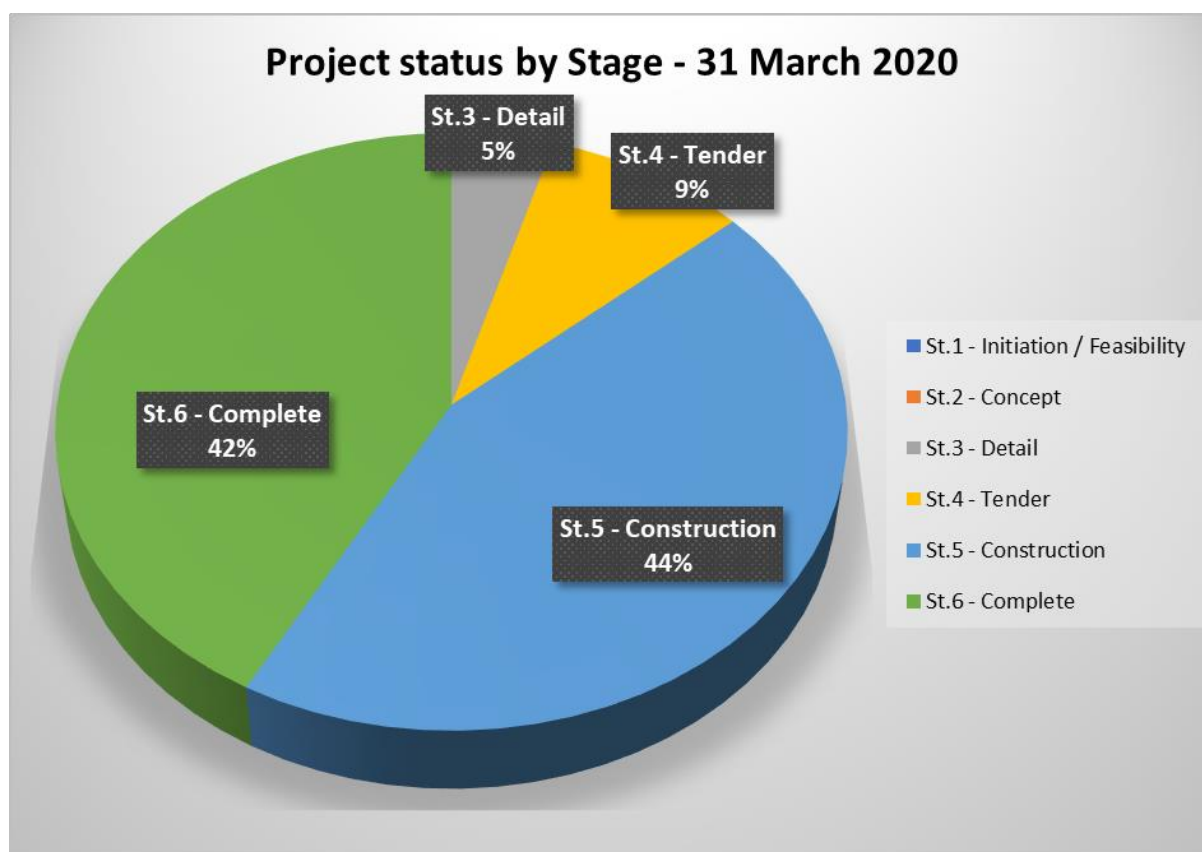
Project – Detail	Status	Budget \$'000	Actual + Committals \$'000
Adelong Walking Tracks Signage - First sign has been installed near the museum. Quotes currently being sought for 3 Frames - Adelong Falls Walk Map, Perseverance inter panel and environment panel. Once installed project will be complete	Commenced	\$20	\$17
Adelong Wi Fi Upgrade – Project required additional infrastructure to be successful. This has been possible with surpluses on other projects. 10K Original Budget + 28K from other SCF2 WiFi and tourism projects	Construction	\$38	\$11
Batlow Cannery Site Business Case & Demolition – 70k has been re-purposed for Demolition. Full cannery demolition including post-fire work on track for completion by 24/4.  Original Estimate for variation to scope due to bushfire was in excess of \$1M. After significant negotiations, revised estimate is now \$785,000 – funding to be sourced. Environmental assessment and Geotech assessment to be undertaken once demolition complete as part of the original Cannery Business Case.	Complete	\$200	\$200
Batlow Playground Equipment	Completed Funded internally - \$55	-	-
Batlow Tourism Project Planning – Re-scoping design due to impact of bushfires. Go live date to be confirmed. 20K Original budget; 13.3K trf to Batlow WiFi project.	Commenced	\$7	\$5
Town Wi Fi Upgrades: Brungle WIFI unable to be installed due to poor coverage. Currently investigating costs of installing SVC poles in Batlow to reduce ongoing costs of service. Equipment has been ordered for WIFI upgrade in Batlow, Tumut and Talbingo. Installation date will depend on arrival of equipment due to COVID19	Tender	\$58	\$40
Jingellic Pedestrian Bridge over horse creek - Project being scoped as part of the Tumbarumba Cycle project to enable bundling of bridges.	Tender	\$30	-
Khancoban Pool Shade Sails - Installation complete. Beatification works to be delivered.	Construction	\$40	\$14
Town Wi Fi Upgrades: Khancoban & Tumbarumba – Khancoban project not viable. 12.5K transferred to other WiFi projects for pole installation & connectivity.	Construction	\$12	\$11
Talbingo Playground equipment	Complete	\$50	\$50
Tooma Amenity Appearance - Trees to be purchased. Works being undertaken by community group.	Construction	\$30	\$13

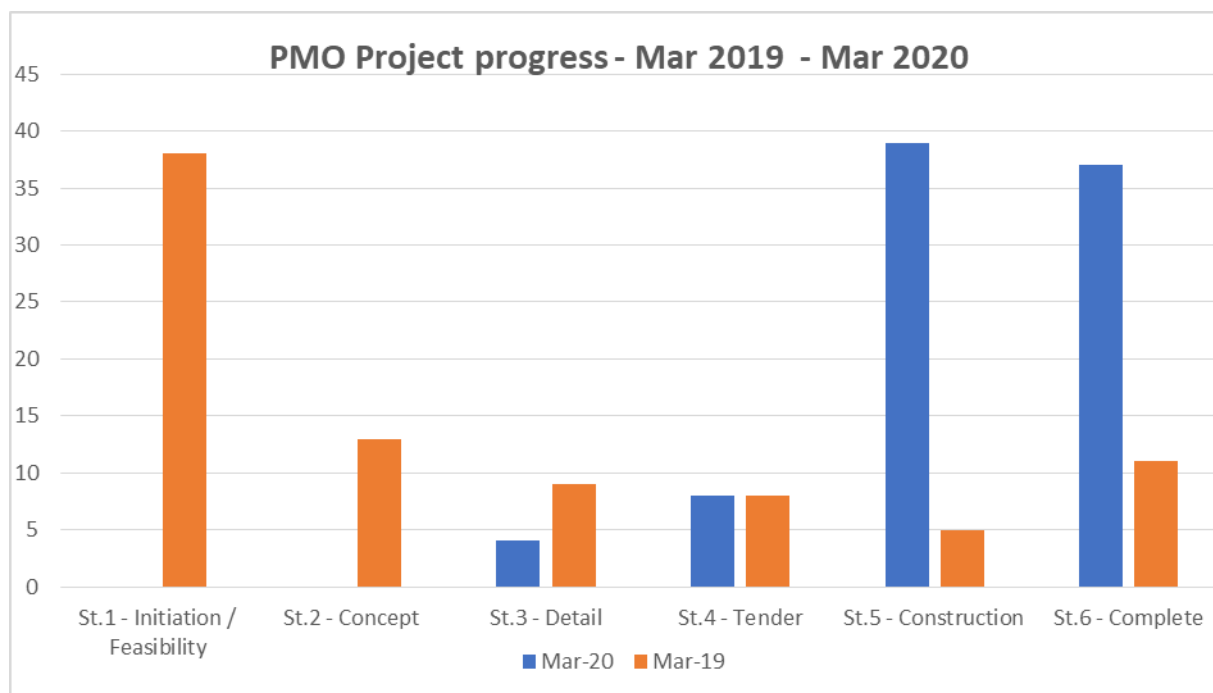
Project – Detail	Status	Budget \$'000	Actual + Committals \$'000
Tumbarumba Caroola Dining Room - Concept designs have been received with feedback provided	Detail	\$80	\$1
Tumbarumba Historical Walking Tracks - Community group project. Funding deed between Council and Community Group has been issued. Worked commenced on signage and gates.	Construction	\$40	\$21
Tumbarumba Link with mountain biking - First stage will be a shared pathway from Booth St to Tumba cemetery including construction of a bridge and traffic notification. The second stage (pending funding) is to provide connections between the various trails constructed by Cycle Tumba.	Tender	\$350	\$4
Tumbarumba Rail Trail additional funds – continuation of works initiated from iNSW Restart funding. Budget and actual to date represent 14.04% of total project. Virtual opening held 3/4/20. Project fundamentally complete. Final completion works to be undertaken in April/May Finances to be finalised to assess residual funds. Plan to be put forward to INSW for proposed spend of remaining funds.	Construction	\$800	\$632
Tumbarumba SVC tourism App - App content being reviewed at present due to impact of bushfires. Go live date to be confirmed. 20K Original Budget + 4K from Implementation of new SVC destination brand & Marketing strategy surplus.	Complete	\$24	\$24
Tumut Jack Ryan Memorial and Centenary of WW1 Project –10K original budget + 2K from interest	Complete	\$12	\$12
Tumut Pump Track and Cycling initiatives – Pump Track Complete. Remaining funds to be utilised with linking bike track to Elm Drive and landscaping of embankment adjacent to pump track to minimise ongoing maintenance; proposal in place to use funds to install lighting to adjoining Bull Paddock sporting precinct.	Construction	\$500	\$381
Ratepayer projects and initiatives (Yaven Creek Rd) – Original work was carried out as per design and specification and completed within Budget in early June 2019. There was a saving of around \$100k. During July-August 2019, excessive rains softened the subgrade and a section of road pavement failed. Lime stabilisation was carried out to the failed section. The savings were not enough to cover the re-work however; there may be an option to fund the culvert replacements which were part of the original work, from the Sealed Roads Culvert Replacement program. Total cost of culverts 20.8K + other pavement failure correction 42.7K Budget reported right represents the SCF2 portion only.	Complete	\$490	\$551
Repositioning of Snowy Valleys Way – planning & implementation – Project fully scoped to include	Construction	\$50	\$19



Project – Detail	Status	Budget \$'000	Actual + Committals \$'000
website redevelopment, brochure redevelopment and new town signage. Waiting on information from other member Councils to be able to proceed. Website and brochure to be delivered by May.			
Implementation of new SVC destination brand & marketing strategy – complete. 100K Original Budget; 3.5K trf to SVC tourism App & .5K trf to Adelong Town WiFi Project.	Construction	\$96	\$96
Interest earned on investment	Contingency remaining	\$21	
<b>Total Stronger Communities Fund – Round 2</b>		<b>\$3,154</b>	<b>\$3,029</b>

**SNAPSHOT OF PROJECT PROGRESS**





## 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

5.2.1 Deliver Capital Works Program

## SUSTAINABILITY ASSESSMENT:

### Financial and Resources Implications

Resources will be focused on completing the NCIF 1 and 2, and SCF 1 and 2 projects to ensure all are completed within the required timeframes.

### Costs and Benefits:

Expected benefits to the community include the provision of better infrastructure and services by the additional funding enabling the renewal of existing community assets or the construction of additional assets.

### Policy, Legal and Statutory Implications:

There is requirement to expend funding in accordance with the Office of Local Government determination.

## RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:

With such a large funding allocation to spend across multiple projects, there is risk that Council may be unable to complete all work on time. Mechanisms are in place to ensure that processes are streamlined and resources are applied to complete work within timeframes. A Program Board is monitoring and enabling regular and timely decision making to ensure that no unnecessary delays occur. Risks and mitigation strategies are identified and reported regularly to Audit Risk Improvement Committee and to Council.

**OPTIONS:**

Any remaining budget for the New Council Implementation Fund (untied) may be reallocated to be used against the Stronger Communities Infrastructure Fund.

Snowy Valleys Council has been provided with an extension for all Round 1 projects for 12 months through until 30th March 2021. A confirmation is pending for a possible extension for Round 2.

**COUNCIL SEAL REQUIRED:**

No

**COMMUNITY ENGAGEMENT AND COMMUNICATION:**

External Consultation was carried out in 2017 with all communities in the local government area being consulted to identify priority projects. Community groups were given the opportunity to apply for a community grant of up to \$50K under the Stronger Communities Fund. All 60 community projects have now been completed.

Consultation with our community continues on a case by case basis as required by each project.

**ATTACHMENTS**

Nil

**10. GOVERNANCE AND FINANCIAL REPORTS****10.6 STATEMENT OF INVESTMENTS - APRIL 2020**

**REPORT AUTHOR:** FINANCE OFFICER  
**RESPONSIBLE DIRECTOR:** CHIEF FINANCIAL OFFICER

**EXECUTIVE SUMMARY:**

This report is to provide an overview of Council's cash and investment portfolio performance as at 30 April 2020.

**RECOMMENDATION:****THAT COUNCIL:**

1. Receive the Statement of Investments as at 30 April 2020 from the Chief Financial Officer.

**BACKGROUND:**

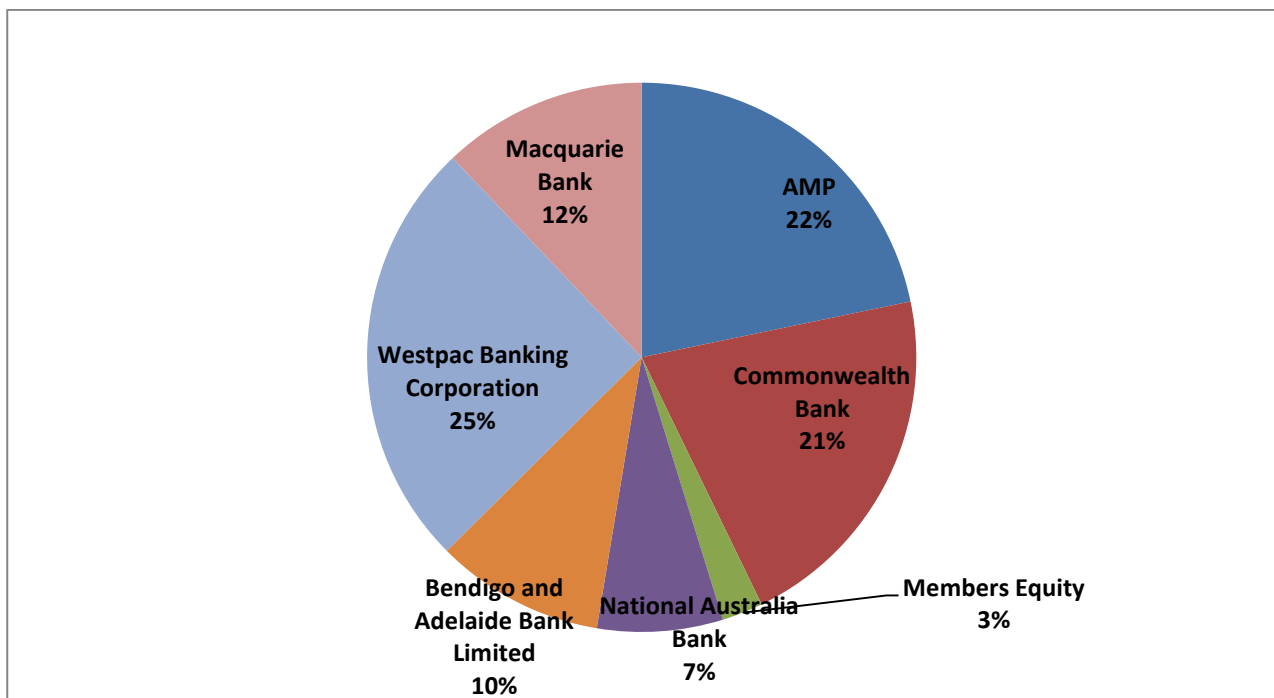
Nil

**REPORT:**

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

<b>Combined Cash &amp; Investments Table</b>		30/04/2020				
<b>Cash &amp; 11am at call Accounts</b>	<b>Current Month</b>	<b>Last Month</b>	<b>Movement</b>	<b>Type</b>	<b>Interest Rate%</b>	<b>Maturity Date</b>
Commonwealth Bank	\$ 24,903	\$ 1,901	\$ 23,002	IWD Gen	0.25%	
National Australia Bank	\$ 64,071	\$ 41,960	\$ 22,112	W/Acct	0.25%	
Commonwealth Bank	\$ 1,246,793	\$ 595,522	\$ 651,271	W/Acct	0.25%	
Commonwealth Bank	\$ 7,444,665	\$ 2,442,212	\$ 5,002,453	At Call (BOS)	0.50%	
Commonwealth Bank	\$ 3,260	\$ 831	\$ 2,429	Gen-Roth	0.25%	
<b>Sub Total Cash &amp; 11 am at Call Accounts</b>	<b>\$ 8,783,692</b>	<b>\$ 3,082,425</b>	<b>\$ 5,701,267</b>		<b>0.30%</b>	
<b>TCorp Investments (at Call)</b>	<b>Balanced Invested \$</b>	<b>Balanced Invested \$</b>		<b>Type</b>	<b>Monthly Interest Rate%</b>	<b>Financial Year Interest Rate (to date)</b>
Treasury Corporation	\$ -	\$ 8,332,053	-\$ 8,332,053	at call		
Treasury Corporation	\$ -	\$ 1,076,077	-\$ 1,076,077	at call		
Treasury Corporation	\$ -	\$ -	\$ -	MTGF		
Treasury Corporation	\$ -	\$ -	\$ -	LTGF		
<b>Sub Total TCorp Investments at call</b>	<b>\$ -</b>	<b>\$ 9,408,130</b>	<b>-\$ 9,408,130</b>			
<b>Total Cash &amp; At Call Investments</b>	<b>\$ 8,783,692</b>	<b>\$ 12,490,555</b>	<b>-\$ 3,706,863</b>		<b>0.30%</b>	

	Current Month	Last Month	Movement	Lodgement Date	Interest Rate%	Maturity Date
Westpac Banking Corporation	\$ 2,000,000	\$ 2,000,000	\$ -	23/05/2019	2.36%	23/05/2020
AMP	\$ 2,000,000	\$ 2,000,000	\$ -	11/12/2019	1.80%	11/06/2020
Westpac Banking Corporation	\$ 2,000,000	\$ 2,000,000	\$ -	26/06/2019	2.22%	26/06/2020
Bendigo and Adelaide Bank Limited	\$ 250,000	\$ 250,000	\$ -	16/01/2020	1.60%	14/07/2020
Bendigo and Adelaide Bank Limited	\$ 250,000	\$ 250,000	\$ -	16/01/2020	1.60%	14/07/2020
AMP	\$ 2,000,000	\$ 2,000,000	\$ -	18/07/2019	2.05%	18/07/2020
AMP	\$ 2,000,000	\$ 2,000,000	\$ -	22/01/2020	1.80%	20/07/2020
Westpac Banking Corporation	\$ 2,500,000	\$ 2,500,000	\$ -	23/07/2019	2.10%	23/07/2020
National Australia Bank	\$ 1,000,000	\$ 1,000,000	\$ -	20/11/2019	1.48%	17/08/2020
Westpac Banking Corporation	\$ 1,000,000	\$ 1,000,000	\$ -	24/01/2020	1.61%	24/08/2020
Westpac Banking Corporation	\$ 1,000,000	\$ 1,000,000	\$ -	4/09/2019	1.70%	4/09/2020
Bendigo and Adelaide Bank Limited	\$ 250,000	\$ 250,000	\$ -	9/03/2020	1.25%	7/09/2020
Bendigo and Adelaide Bank Limited	\$ 250,000	\$ 250,000	\$ -	9/03/2020	1.25%	7/09/2020
Members Equity	\$ 1,000,000	\$ 1,000,000	\$ -	25/02/2020	1.60%	25/09/2020
Westpac Banking Corporation	\$ 2,000,000	\$ 2,000,000	\$ -	31/12/2019	1.58%	30/10/2020
Bendigo and Adelaide Bank Limited	\$ 500,000	\$ 500,000	\$ -	26/11/2019	1.50%	25/11/2020
Bendigo and Adelaide Bank Limited	\$ 500,000	\$ 500,000	\$ -	26/11/2019	1.50%	25/11/2020
Macquarie Bank	\$ 2,000,000	\$ 2,000,000	\$ -	24/03/2020	1.70%	18/12/2020
Bendigo and Adelaide Bank Limited	\$ 1,057,811	\$ 1,057,811	\$ -	6/04/2020	1.55%	6/01/2021
Bendigo and Adelaide Bank Limited	\$ 1,057,811	\$ 1,057,811	\$ -	6/04/2020	1.55%	6/01/2021
AMP	\$ 1,000,000	\$ 1,000,000	\$ -	15/01/2020	1.70%	15/01/2021
AMP	\$ 2,000,000	\$ 2,000,000	\$ -	18/03/2020	1.80%	18/03/2021
Macquarie Bank	\$ 3,000,000	\$ -	\$ 3,000,000	9/04/2020	1.70%	6/04/2021
National Australia Bank	\$ 2,000,000	\$ 2,000,000	\$ -	27/04/2020	1.15%	27/04/2021
<b>Total TD's</b>	<b>\$ 32,615,623</b>	<b>\$ 29,615,623</b>	<b>\$ 3,000,000</b>		<b>1.67%</b>	
<b>Total Cash &amp; Investments</b>	<b>\$ 41,399,315</b>	<b>\$ 42,106,177</b>	<b>-\$ 706,863</b>			



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.

Cash and investments decreased by \$706K during April 2020.

Major income received during April included:

- Service NSW support for bushfire affected ratepayers (rates Q3 and 4)     \$151K
- CTO Funding (CHSP/CTP)     \$74K

Main expenditure (excluding employee costs) during the month related to the following projects:

- Rail Trail     \$288K
- Road stabilisation works     \$116K
- Traffic control for roadside clearing     \$100K
- Tree lopping and clearing     \$92K
- Tumbarumba walking track     \$84K
- Wee Jasper Road rehabilitation     \$34K

The S44 claim of approx. \$2M will be finalised and submitted to RFS in May for work and expenditure incurred during the recent bushfire crisis.

The following changes occurred to Council's term deposits and cash holdings in April:

- Renewal Bendigo Bank term deposits 2 x \$1M at 1.55% for 9 months
- New Macquarie Bank term deposit \$3M at 1.7% for 12 months
- Renewal NAB term deposit \$2M at 1.15% for 12 months

Cash investment rates continue to fall due to the volatile economic environment. Council's investment policy requires Council officers to minimise investment risk by spreading investments across a number of institutions (institutional credit framework) as well as within its investment portfolio (overall portfolio credit framework). These risk minimisation measures impact the achievable rate of return.

In April Council redeemed its remaining investments with TCorp due to continuing poor investment returns in the current economic environment. Council officers continue to monitor the investment market and regularly receive updates from Council's financial advisors.

## **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**

Investments are undertaken based upon the best rate on the day and after consideration of spreading Council's investment risk across various institutions as per the Investment Policy and section 625 of the Local Government Act 1993 (NSW).

**Costs and Benefits:**

<b>Financial Costs</b>	<b>Financial Benefits</b>	<b>Benefits</b>	<b>Opportunities</b>
List Direct Costs	Savings/Efficiencies	Community Benefits	Future projects to be funded from investment returns
List indirect costs		Organisational Benefits	Reputational improvements
Initial Costs	Ongoing Benefits	Other Non-financial benefits	Further enhancements

**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 current cash holdings and return on investment.

**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

Nil

## 10. GOVERNANCE AND FINANCIAL REPORTS

### 10.7 FINANCIAL REPORT APRIL 2020

**REPORT AUTHOR:** COORDINATOR FINANCIAL ACCOUNTING  
**RESPONSIBLE DIRECTOR:** CHIEF FINANCIAL OFFICER

#### EXECUTIVE SUMMARY:

The report provides a review of Council's income and expenditure against budget for the period from 1 July 2019 to 30 April 2020. Monthly financial reporting keeps Council informed of the progress that has been made in relation to the budget and allows for timely corrective action if required. Finance officers are currently reviewing the regular financial reporting and aim to continuously improve future reports.

#### RECOMMENDATION:

##### THAT COUNCIL:

1. Receive the report on financial performance as at 30 April 2020 from the Chief Financial Officer.

#### REPORT:

A summarised financial report for Council is provided below for April 2020, comparing the operating year to date (YTD) actuals against the year to date budget.

This report provides the interim results for the month and represents the appropriate adjustments at the time of the report, noting that more adjustments may be made. The purpose of this report is to provide an indication of Council's financial performance at a particular point in time.

Account Description	YTD Actuals	Adjusted YTD Budget	YTD Variance	% Variance	Full Year Budget - Revised Quarter 2
	\$'000	\$'000	\$'000	%	\$'000
<b>Income</b>					
Rates, Levies & Annual Charges	17,658	17,840	- 182	-1%	17,840
User Fees & Charges	9,769	9,858	- 89	-1%	11,829
Interest & Investment Revenue	436	721	- 285	-40%	865
Operating Grants	8,227	9,595	- 1,368	-14%	11,514
Capital Grants	4,210	4,481	- 271	-6%	5,377
Other Income	1,793	1,746	47	3%	1,938
<b>Total Income</b>	<b>42,093</b>	<b>44,240</b>	<b>- 2,147</b>	<b>-5%</b>	<b>49,363</b>
<b>Expenditure</b>					
Employee Benefits	15,148	13,816	1,332	10%	16,579
Materials & Contracts	13,967	12,461	1,506	12%	14,953
Depreciation and Amortisation	9,206	9,206	0	0%	11,047
Other Expenses	4,468	4,470	- 2	0%	5,364
Cost of Assets	48		48		
<b>Total Expenditure</b>	<b>42,837</b>	<b>39,953</b>	<b>2,884</b>	<b>7%</b>	<b>47,943</b>
Operating Result - Surplus/(Deficit)	- 744	4,288			1,420
Surplus/(Deficit) after Capital Grants	- 4,954	193			3,957

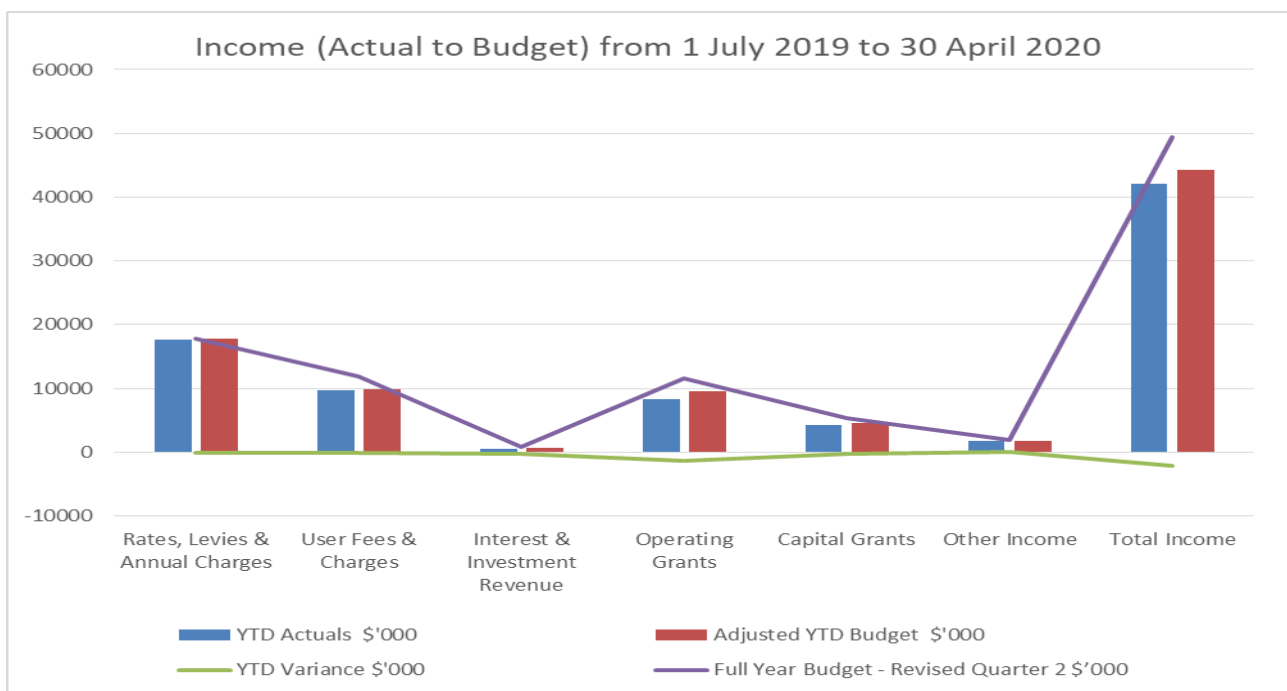


**Income**

User fees and charges are currently tracking slightly below budget but overall have improved substantially from the month of March where a 13% variance was reported. The improvement is due to the raising of invoices for RMCC Routine Works and Ordered Works.

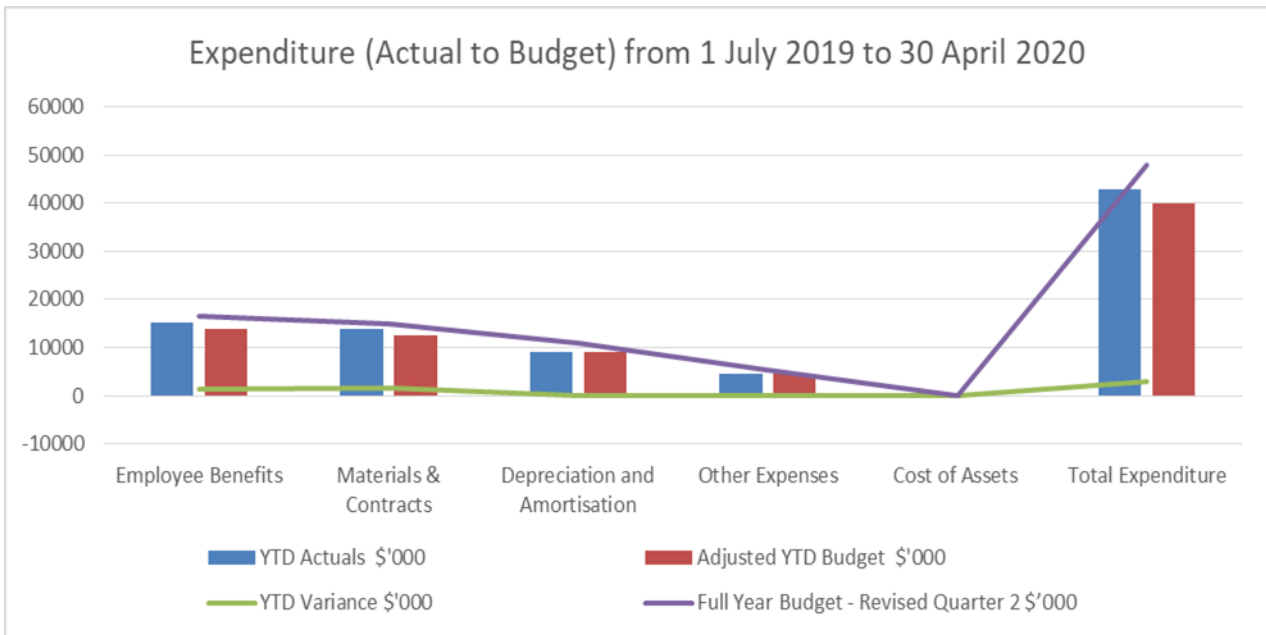
Interest and investment revenue is tracking well below budget due to a downturn in the economy which has led to a reduction in achievable investment returns. A budget adjustment reflecting a decrease in income for interest and investments is recommended in the 3<sup>rd</sup> Quarterly Budget Review (QBR).

Operating grants are tracking below budget due to major grants being acquitted on finalisation of completed projects or when reaching milestones. Capital grant revenue increased from the prior month mainly due to invoicing for the Tumberumba Rail Trail grant milestone (\$663K). Revenue recognition will further increase once other project work and milestones are completed and can be invoiced.



**Expenditure**

Employee benefits and materials & contracts are tracking above budget due to the significant fire event in December/January and the redundancies as part of the organisational restructure. Unbudgeted expenses pertaining to employee costs through overtime, plant expenditure and materials & contracts were incurred during the recent bushfire event. A budget adjustment is recommended in the QBR to reflect these additional costs as well as expected income for part of the incurred costs through Council S44 claim from the Rural Fire Service NSW. As at the end of April 2020 approximately \$2.1M in expenses has been assessed by Council officers as claimable. This claim has been submitted in May.



**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

**Operational Actions**

Choose Operational Plan Activity

**SUSTAINABILITY ASSESSMENT:**

**Financial and Resources Implications**

N/A

**Costs and Benefits:**

N/A

**Policy, Legal and Statutory Implications:**

N/a

**RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:**

Monthly reporting informs Council and the community of the financial performance in comparison to budget at a point in time.

**OPTIONS:**

N/A

**COUNCIL SEAL REQUIRED:**

No

**COMMUNITY ENGAGEMENT AND COMMUNICATION:**

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

Attachments

Nil

**10. GOVERNANCE AND FINANCIAL REPORTS****10.8 QUARTERLY BUDGET REVIEW AS AT 31 MARCH 2020**

**REPORT AUTHOR:** COORDINATOR FINANCIAL ACCOUNTING  
**RESPONSIBLE DIRECTOR:** CHIEF FINANCIAL OFFICER

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**EXECUTIVE SUMMARY**

This report is to provide a summary of Council's financial performance against budget as at 31 March 2020.

**RECOMMENDATION:****THAT COUNCIL:**

1. **Receive and adopt the 3<sup>rd</sup> Quarter Budget Review as at 31 March 2020 from the Chief Financial Officer;**
2. **Note significant work undertaken to date to consolidate, migrate and integrate financial data from legacy systems improving Council's focus on longer term sustainability;**
3. **Adopt the Revenue, Expenditure and Capital Budget adjustments as noted in the attached 3<sup>rd</sup> Quarter Budget Review;**
4. **Endorse the following actions, as recommended by the Responsible Accounting Officer, to ensure Council's continued focus on reducing the revised forecast end of year deficit and improving ongoing financial sustainability:**
  - **Council continue to review the Council Improvement Plan identifying actions to improve financial sustainability in light of the updated information about Council's financial position and the cost of delivering current service levels;**
  - **Council continue to implement agreed actions from the revised Council Improvement Plan and revised capital works program, including community engagement as appropriate; and**
  - **Council continue to advocate with all levels of Government to access increased funding in the current financial year and in forthcoming budgets.**

**BACKGROUND**

Clause 203 (1) of the Local Government (General) Regulation 2005 requires Council's Responsible Accounting 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 Managers are required to monitor their budgets on a continual and frequent basis throughout the financial year and adjustments are recommended as required.

The 2019/20 annual budget was adopted on 13 June 2019.

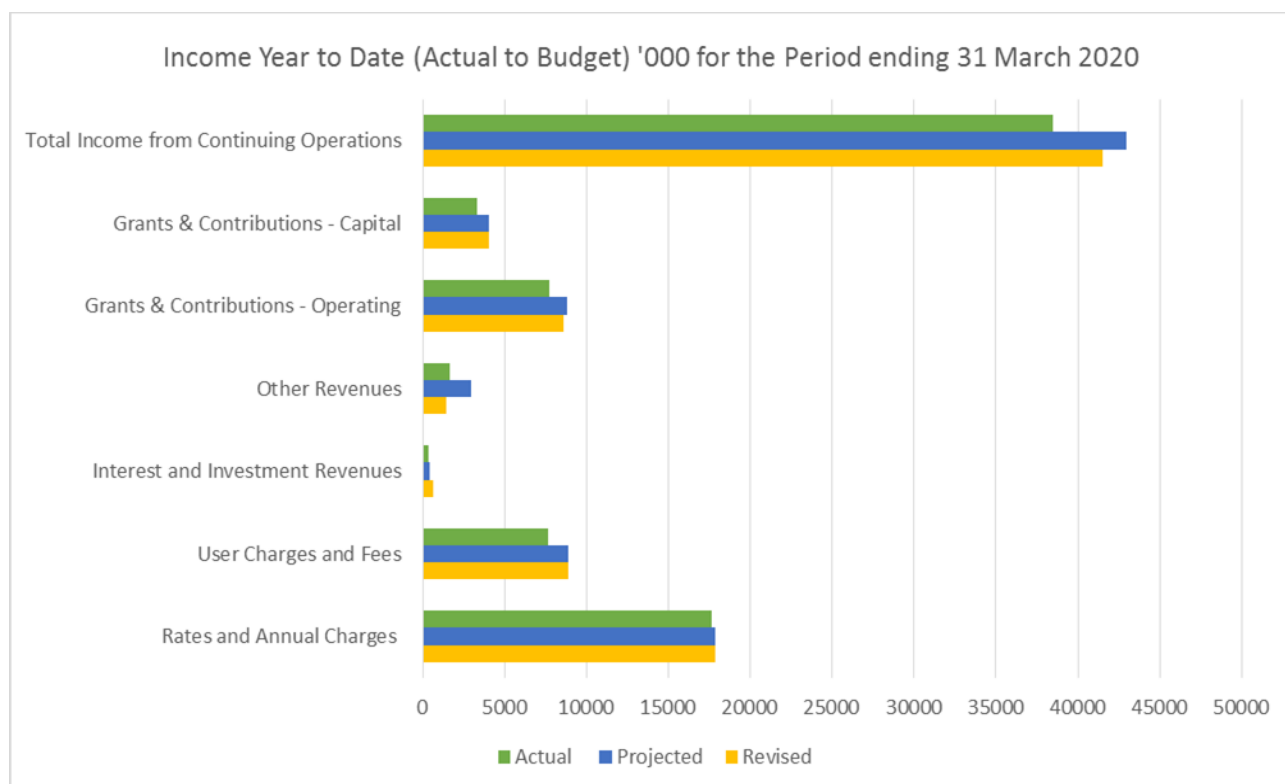
## REPORT

The commentary and recommendations in this report should be read in conjunction with the 3rd Quarterly Budget Review attached.

3<sup>rd</sup> Quarter summary:

Budget review for the quarter ended 31 March 2020									
Income & Expenses - Council Consolidated									
(\$000's)	Original			Revised	Variations	Projected	Actual		
	Budget	Sep	Dec					Budget	for this
	2019/20	QBRS	QBRS	2019/20	Mar Qtr	Result	figures		
<b>Income</b>									
Rates and Annual Charges	17,840			17,840		17,840	17,661		
User Charges and Fees	8,796	3,033		11,829		11,829	7,675		
Interest and Investment Revenues	865			865	(265)	600	380		
Other Revenues	1,152		786	1,938	2,000	3,938	1,670		
Grants & Contributions - Operating	10,282	199	1,033	11,514	275	11,789	7,760		
Grants & Contributions - Capital	5,377			5,377		5,377	3,342		
<b>Total Income from Continuing Operations</b>	<b>44,312</b>	<b>3,232</b>	<b>1,819</b>	<b>49,363</b>	<b>2,010</b>	<b>51,373</b>	<b>38,488</b>		
<b>Expenses</b>									
Employee Costs	15,589	990		16,579	975	17,554	13,772		
Materials & Contracts	9,742	5,074	137	14,953	2,133	17,086	12,392		
Depreciation	11,047			11,047		11,047	8,285		
Other Expenses	4,332	32	1,000	5,364		5,364	4,221		
Net Loss from disposal of assets				-		-	43		
<b>Total Expenses from Continuing Operations</b>	<b>40,710</b>	<b>6,096</b>	<b>1,137</b>	<b>47,943</b>	<b>3,108</b>	<b>51,051</b>	<b>38,713</b>		
<b>Net Operating Result from Continuing Operations</b>	<b>3,602</b>	<b>(2,864)</b>	<b>682</b>	<b>1,420</b>	<b>(1,098)</b>	<b>322</b>	<b>(225)</b>		
<b>Net Operating Result before Capital Items</b>	<b>(1,775)</b>		<b>682</b>	<b>(3,957)</b>		<b>(5,055)</b>	<b>(3,567)</b>		

## Income



75% of the year has elapsed and 75% of the total income has been recognised.

Rates and annual charges as expected have accounted for 99% of income to be recognised as the majority of this income is raised in July annually.

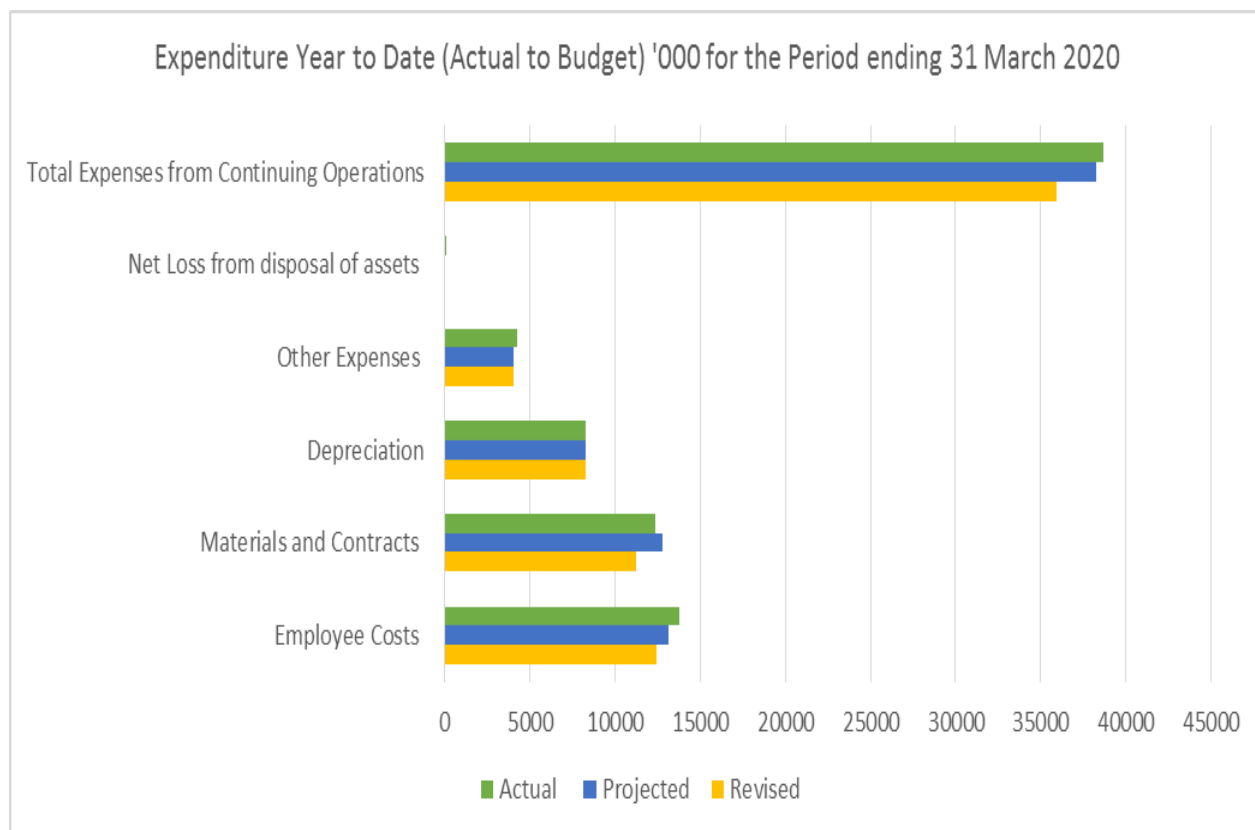
User charges and fees have increased from 38% at the end of the 2<sup>nd</sup> quarter to 65% largely due to the 3<sup>rd</sup> quarter water usage billing occurring in March and the raising of ordered works from the RMCC projects. Private works income also contributed to this increase.

Capital and operating grants are tracking less than budget due to major grants acquitted on finalisation of completed projects or acquitted through milestones. This will increase once work and milestones are completed. During this quarter income was recognised from the Tumbarumba Rosewood Rail Trail project and \$1.275M was received on behalf of the Department of the Prime Minister and Cabinet for Bushfire Recovery. Quarterly Financial Assistance Grants, Block Grant and Roads to Recovery were received during this period.

Interest and investment revenues are tracking less than budget due to a downturn in the economic environment and the RBA reducing cash rates to near Zero. A budget adjustment is recommended to reflect current market situation.

Other income increased marginally during the quarter. An adjustment of \$2m is proposed to increase the budget for the expected S.44 claim that is being submitted during the month of May. This claim is to recover costs incurred during the Dunns Road Fire Disaster.

**Expenditure**



Operating expenditure at 31 March 2020 was at 76% of total year forecast.

Employee costs are tracking slightly above budget and will continue to be monitored throughout the remaining quarter. Capitalisation of wages is expected to reduce employee costs at year end when capital costs are removed from operations.

A budget adjustment is recommended to increase expenditure in line with costs incurred during the bushfires recoverable under the S.44 fire claim. This adjustment is apportioned against expense classification (employee costs and materials & contracts).

Materials and contracts are tracking to budget with an increase to the budget recommended to reflect the expenditure of the S.44 claim as noted above. Significant material and contract expenses during the quarter were attributed the Dunns Road Fire and works on special projects of an operating nature.

Other expenses are over budget due to annual payments for the full year occurring in July. Council staff is expected to budget on a monthly basis from 2020/21 which will alleviate this problem and budgets will be more accurately forecast.

### **Capital**

41% of the projected capital budget has been expensed for capital projects. This is expected to increase during the final quarter. However, it is anticipated that some projects may need to be carried over to 20/21. These have been flagged with an estimated value reflected in the reserves adjustment, but due to the current external environment and resources having been redirected to higher priority capital and operating works from the Dunns Fire no adjustment to capital projects has been made at this stage. A detailed carry-over report will be prepared and presented to the August meeting.

### **Water Fund**

The Water Fund has received 66% of budgeted income. Annual charges are raised in July and consumption is billed quarterly, with the final quarterly usage to be recognised in June. The 3<sup>rd</sup> quarter consumption charges generated \$1.2M, however water usage income was reduced by \$437K for the Council approved fire fighting discount. Given the extraordinary income was not budgeted for, and was subsequently offset by the reduction, no budget adjustment has been made.

### **Sewer Fund**

Sewer annual charges are raised in July and income currently at 98% reflects this. The remainder is expected to be received with water billing when the sewer discharge is billed out. Expenditure for the Sewer Fund is currently at 73%.

Council's construction teams have been fully engaged in priority capital projects and the capital program for water and sewer works will be reviewed and reprogrammed for completion as resources become available.

### **Recovery**

Due to a lightning strike on 28 December 2019 a fire ignited in the Snowy Valleys Council area and was named as the Dunns Fire; this fire also merged with other active fires including the Green Valley fire. Deteriorating conditions resulted in major impact from fires during the following weeks with over 330,000 hectares of the Council area affected.

Pressures on financial sustainability resulting from the fire impact include:

- Council resources diverted from business as usual to combat the bushfire emergency and support emergency management for an extensive period. This has also had an impact on the services we can provide our community;
- Possible delays of major projects;
- Significant diversion of staff resources to meet the needs of reporting relating to S.44 and other claim processes;
- Discounts and waivers approved by Council for access charges, water consumption and fees for building and development for impacted residents;
- Damage and destruction of community infrastructure including the Batlow Cannery.

The Batlow Cannery was impacted by fire and required significant additional funding as multiple issues arose, including the contamination of the site with ash and debris impacted with friable asbestos. Prior to the fire this asbestos was considered non-friable and easily managed. The site was assessed by an independent environmental consultant and a management and cost plan was prepared to achieve the original scope of works to demolish the site to ground level. This resulted in a variation to the original contract. At this point in time it is estimated that the contamination of the site with friable asbestos increases the contracted price by an additional \$800K with work completed in the month of April. The operating budget is recommended to increase by \$800k to fund the additional demolition costs. At this point in time Council has not been successful in obtaining funding for this additional cost and as such the deficit increased by \$800K. In addition to the costs relating to the Cannery, \$486K was required for the purchase and installation of emergency accommodation at Batlow which is also not funded.

The recent bushfire crisis will severely impact the current year bottom line and due to the economic impacts of Covid19 Council now finds itself in an even more difficult situation with a part of its revenue at risk of default or deferral. The emerging Covid19 health crisis has resulted in major impacts to the economy. Policy response from Federal and State Governments is evolving rapidly, including, among other, large amounts of stimulus, support of employment, support for business and the health care sector. While Council will continue to provide essential services and support the community, in all likelihood it will face reduced revenue along with increasing costs in the next few months. It is also uncertain to what extent Federal and State Governments will be able to continue funding lower government levels in the long-term while supporting the wider economy with ever increasing stimulus packages.

### **Unrestricted Cash**

Due to unexpected events and significant unbudgeted operating and capital adjustments during 2019/20 it is anticipated that Council's unrestricted cash at financial year end will be below \$2M as required by Council's Reserve Policy. The purpose of unrestricted cash is to be available to cover unexpected and emergency expenses that are not provided for in the annual budget or an available reserve. Expenditure and income reductions that are expected to impact unrestricted cash include major budget increases for roads, P&G and buildings to maintain existing service levels (\$2.6M as detailed and approved in the first quarterly review), the additional costs for the Batlow cannery demolition (\$800K), reduction in interest and investment income (approximately \$265K) and the purchase of emergency accommodation for the Batlow Caravan Park (\$476K).

### **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

#### **Operational Actions**

1.7.2 Undertake Quarterly Budget Review to include Financial Performance report to council, Budget to Actual figures and recommendation on budget amendments

### **SUSTAINABILITY ASSESSMENT:**

N/A

### **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 3rd Quarterly Budget Review Statement (under separate cover) [⇨](#)

**10. GOVERNANCE AND FINANCIAL REPORTS****10.9 OPERATIONAL PLAN THIRD QUARTER UPDATE - 31 MARCH 2020**

**REPORT AUTHOR:** EXECUTIVE CHIEF OF STAFF  
**RESPONSIBLE DIRECTOR:** CHIEF EXECUTIVE OFFICER

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**EXECUTIVE SUMMARY:**

Council's Operational Plan is prepared annually and supports the Delivery Program (2018-2021). The Operational Plan articulates the detail of the Delivery Program by capturing those individual projects and activities that will be undertaken for the year to achieve the commitments made in the Delivery Program.

Whilst Council is not required to provide a report on the first and third quarter progress, it is important to highlight to Council and the community the impact of bushfires and the COVID19 pandemic on Council's ability to progress and complete some actions in the current Operational Plan.

**RECOMMENDATION:****THAT COUNCIL:**

- 1. Receive the report on Operational Plan Third Quarter Update.**
- 2. Acknowledges the impact of bushfire and COVID19 on the Operational Plan delivery for the current year 2019-2020.**
- 3. Endorses the Operational Plan Third Quarter Update.**

**BACKGROUND:**

The third quarter update for the current 2019-2020 Operational Plan provides Council the opportunity to report to the community on its progress and articulate the challenges experienced by COVID19 pandemic and bushfires on achieving its objectives in the Delivery Program.

**REPORT:**

The third quarter update for the 2019-2020 Operational Plan outlines Council's progress and challenges in its delivery of the Operational Plan actions and initiatives for the period 1 January 2020 to 31 March 2020.

The 2019-2020 Operational Plan contains 111 actions and initiatives that detail the delivery of Council's services to the community.

During the reporting period, Council provided significant resources to the emergency response (combat and emergency management support activities) and recovery initiation for the Dunns Road and Green Valley bushfires. This has resulted in Council resources being diverted from business as usual and the delivery of specific actions within the Operational Plan, impacting on the services council provides to the community.

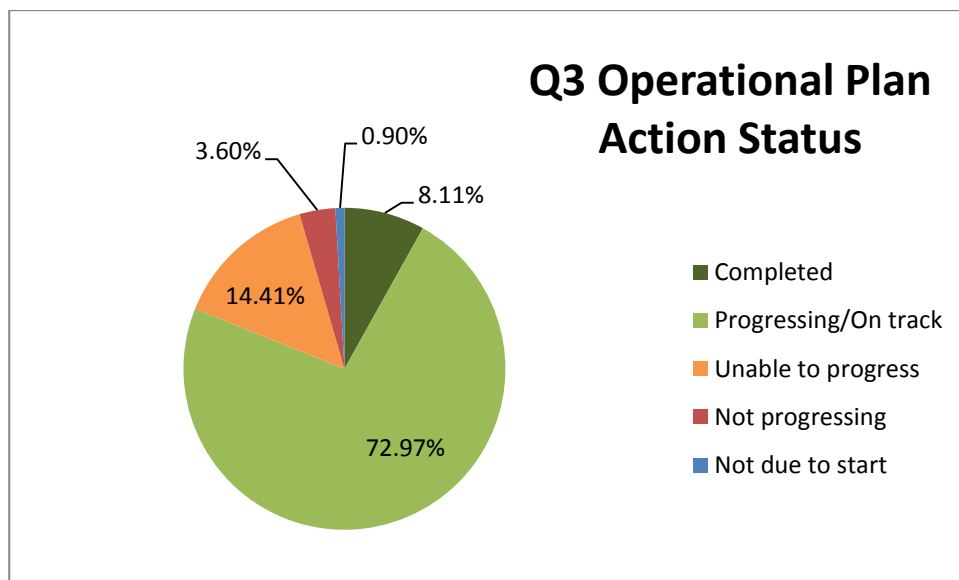
The Australian and NSW Government response to the escalation of the COVID19 pandemic also impacted in this reporting period, with the introduction of social distancing measures and public health orders affecting work scheduled to be delivered.

The direct and indirect impact of the fires and COVID19 on our communities, industry, businesses and tourism, along with community infrastructure has implications for a number of key initiatives and actions in the 2019-2020 Operational Plan, and is reflected in this report. In some cases,

initiatives and actions are unable to progress, and in others, initiatives, projects and actions have been refocused.

The financial impact of bushfire and COVID19 on the organisation is reported through the Quarterly Budget Review Statement.

As a result, for this reporting period, 90 out of the 111 actions are complete or in progress, 21 actions are either not due to start, not progressing or are unable to progress due to fire or COVID19 implications.



Council’s resources and attention continues to focus on fire recovery and COVID19 response, which will have an impact on the delivery of this Operational Plan for the remainder of this financial year.

**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:**

	<b>Positive</b>	<b>Negative</b>
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 able to be delivered as originally intended due to the impact of fire and COVID19.
Environmental	Reporting on the provision of services that improve environmental outcomes within Council’s area of influence	Some initiatives have been impacted by fire.

	<b>Positive</b>	<b>Negative</b>
Economic	The Operational Plan report assists in improving community and investor confidence in the region through demonstration of gradual improvement in delivery and of key economic initiatives	COVID19 and bushfires have impacted on a number of Operational Plan initiatives relating to economic prosperity and support, including tourism.
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**

The Operational Plan actions and initiatives are funded through the corresponding annual operational budget.

The financial impact of bushfire and COVID19 on the organisation is reported through the Quarterly Budget Review Statement.

### **Costs and Benefits:**

Nil

### **Policy, Legal and Statutory Implications:**

Local Government Act 1993 s404 (5).

### **RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:**

The unknown and prolonged impact of COVID19 and fires may result in the non-delivery of several projects, initiatives and actions in the Operational Plan this financial year.

### **OPTIONS:**

Nil.

### **COUNCIL SEAL REQUIRED:**

No

### **COMMUNITY ENGAGEMENT AND COMMUNICATION:**

Internal

The Management Group have provided status updates on their relevant actions in preparation of this report, with the executive team approval.

External

Once endorsed, this progress update for the Operational Plan is available for review by the community through Council's website.

### Attachments

- 1 Third Quarter Progress - 2019-2020 Operational Plan (under separate cover) [⇨](#)

**11. MANAGEMENT REPORTS****11.1 DRAFT ROAD NAMING POLICY - FOR PUBLIC EXHIBITION**

**REPORT AUTHOR:** GIS & ASSETS TECHNICAL OFFICER  
**RESPONSIBLE DIRECTOR:** EXECUTIVE DIRECTOR INFRASTRUCTURE

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**EXECUTIVE SUMMARY:**

This report seeks the approval of Council to place the Draft Road Naming Policy (SVC-RDS-PO-088-01) on public exhibition for a minimum of 28 days, consistent with the requirements of the Local Government Act 1993.

The policy includes a list of road names that were created from submissions from the community and reviewed by the New South Wales Government Geographical Naming Board.

**RECOMMENDATION:****THAT COUNCIL:**

1. **Receive this report on the Draft Road Naming Policy (SVC-RDS-PO-088-01) from the Executive Director Infrastructure**
2. **Note the submissions received from the community as part of the consultation process for informing the list of road names included in the Draft Road Naming Policy**
3. **Approve the Draft Road Naming Policy for Public Exhibition for a period of no less than 28 days**
4. **Note if submissions are received during the exhibition period, a further report will be provided to Council on the submissions and any proposed amendments to the policy**
5. **Adopt the Draft Road Naming Policy (SVC-RDS-PO-088-01) if no submissions are received on the day after the completion of the public exhibition**

**BACKGROUND:**

Council resolved inter alia at its meeting held on the 24th October 2019 to update the Road Naming Policy to include the entire Snowy Valleys Council.

Council Resolution 10.2 M311/19 Part 3 - Carried Unanimously

*3. Receive a further report for placing a new Draft Road Naming Policy including a list of proposed road names for public exhibition in March 2020. This allows time for the consulting with the community across the entire Local Government Area on future road names*

The development of a new Snowy Valleys Council Road Naming Policy provides guidance for developers, the community and Council across the entire Local Government Area when allocating new road names or re-naming existing roads under Section 162 of the Roads Act 1993.

This policy supersedes the former Tumut Shire Council Road Naming Policy. The former Tumbarumba Shire Council previously did not have a Road Naming Policy.

**REPORT:**

Under Sections 162 and 163 of the Roads Act 1993, Snowy Valleys Council is required to follow a prescribed process when naming or renaming roads under its control. Consultation with various government departments is required before any formal adoption can take place.

Council resolved in October 2019 to update the Road Naming Policy to include the entire Snowy Valleys Council with a pre-approved list of road names.

To facilitate this process, in February 2020 the community were requested to make submissions for additional road names to be added to the Draft Road Naming Policy.

As shown in table 1 below, all submissions were reviewed by Geographical Naming Board with a number of submissions not being approved.

**Table 1**

<b>Submissions from Public Consultation</b>			
<b>Road Name</b>	<b>Location</b>	<b>From</b>	<b>GNB Decision</b>
Ngarigo	All	Aboriginal Liaison Committee & [REDACTED]	Approved
Bulger	Tumut/Brungle	Aboriginal Liaison Committee	Approved
Old Diamond	Tumbarumba	Aboriginal Liaison Committee & [REDACTED]	Approved
Cyb	Tumbarumba	Aboriginal Liaison Committee	Approved
Dinawan	All	[REDACTED]	Approved
Clews	Khancoban	[REDACTED]	Approved
Williams	Tumut/Brungle	Aboriginal Liaison Committee	Approved
Casey	Tumbarumba	Aboriginal Liaison Committee & [REDACTED]	Approved
Wilkie	Tumbarumba	Aboriginal Liaison Committee	Approved
Downing	Tumut	[REDACTED]	Approved
Garru	All	[REDACTED]	Approved
Charlotte	Tumbarumba	[REDACTED]	Approved
Wood	Tumbarumba	[REDACTED]	Approved
Freeman	Tumut/Brungle	Aboriginal Liaison Committee	Approved
Goldspink	Tumbarumba	[REDACTED]	Approved
Gudja Gudja	Tumbarumba	[REDACTED]	Approved
Merung	All	[REDACTED]	Approved
Dyirrigar	All	[REDACTED]	Approved
Boomaroo	Tumbarumba	[REDACTED]	Approved
Nadjarajam	All	[REDACTED]	Approved
Toomaroombah	Tumbarumba	[REDACTED]	Approved
Mittang	All	[REDACTED]	Approved
Yukembrook	All	[REDACTED]	Approved
Koola	Tumut/Adelong only	[REDACTED]	Approved

<b>Submissions from Public Consultation</b>			
<b>Road Name</b>	<b>Location</b>	<b>From</b>	<b>GNB Decision</b>
Ivan Lyons	Tumbarumba	[REDACTED]	Declined - Declaration states "I confirm that I have not used a given or first name in conjunction with a surname for any road names"
Phillips	Tumut/Brungle	Aboriginal Liaison Committee	Declined - Road name located in Gundagai within the 30km radius
Matthews	Tumut/Adelong	[REDACTED]	Declined - Name exists in Adjoining LGA & already a road in LGA

The Geographical Names Board approved names have been added to the draft policy.

The Aboriginal Liaison Committee also recommended further consultation will be required prior to naming a road after an Aboriginal tribe or name, to ensure it is appropriate to Country. This recommendation has been added to the Road Naming Policy Procedure.

Additional names can be submitted at such time of policy review every four years pending Geographical Naming Board and Council approval.

Councils Assets and Geographical Information Systems Team is responsible for appropriate legal road naming with the Manager and Chief Executive Officer as a signatory for the gazette.

#### **LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:**

##### **Integrated Planning and Reporting Framework:**

##### **CSP Outcome 2028**

Theme 5: Our Infrastructure

##### **Delivery Outcomes**

5.1 Provide a program to improve local roads

#### **SUSTAINABILITY ASSESSMENT:**

	<b>Positive</b>	<b>Negative</b>
Social	Inviting community members to nominate suggested road names for the policy should inspire a sense of community pride	Under the rules of the Geographical names board, not being able to represent significant family names of the community
Environmental	No foreseen impact	No foreseen impact
Economic	No foreseen impact	No foreseen impact
Governance	No foreseen impact	No foreseen impact

**Financial and Resources Implications**

The development and implementation of a new Road Naming Policy is an internal process and does not impose any additional financial or resource implications for the organisation.

**Policy, Legal and Statutory Implications:**

The following documents inform the road naming policy and procedure. Failure to comply with these documents could present legal and statutory issues for Council.

- Department of Lands – The Road Naming Process in NSW (October 2003)
- Roads Act 1993 – Division 4, 162 – Naming of public roads
- Guidelines for the Naming of Roads (Geographical Names Board)

**RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:**

Failure to comply with the requirements of the Geographical Names Board and the Roads Act in respect to the naming of roads could pose reputational and business risk for council.

**OPTIONS:**

Council may endorse, amend or decline the recommendations made in this report.

**COUNCIL SEAL REQUIRED:**

No

**COMMUNITY ENGAGEMENT AND COMMUNICATION:**

Road naming and gazettal's are required to be advertised in accordance with the Roads Act 1993.

The Policy, as per the recommendation, will be advertised for a minimum of 28 days for public feedback.

Any relevant and applicable feedback will be collated by Council Officers and returned to Council for consideration.

**Attachments**

- 1 Draft Road Naming Policy (under separate cover) ➡
- 2 Submissions from Public Consultation (under separate cover) ➡



**11. MANAGEMENT REPORTS****11.2 DA2019/0139 - HOUSE 4/1420 GOOBARRAGANDRA ROAD - PRIMITIVE CAMPGROUND**

**REPORT AUTHOR:** DEVELOPMENT ASSESSMENT PLANNER  
**RESPONSIBLE DIRECTOR:** EXECUTIVE DIRECTOR COMMUNITY AND CORPORATE

**EXECUTIVE SUMMARY:**

A development application has been lodged seeking Council's land use approval to operate a 'Primitive' Camping Ground with ten (10) camping sites located within the Goobarragandra Valley.

The application proposes to operate two separate designated camping areas on the subject land. There are to be 5 camp sites within each designated area thereby equalling ten individual camp sites in total. The proposal will not provide amenities to campers, instead it is proposed that campers must be "self-sufficient" and remove all forms of waste with them when they vacant.

The subject development was neighbour notified resulting in eight submissions; the submissions make objections to the proposed development concerning privacy and the existing quiet enjoyment of the location, suitability of the existing access and conflict with stock and gates, noise from generators and the potential for illegal hunting on the adjoining National Parks. In accordance with clause 1.7.8 of Council's Development Control Plan (DCP) 2019, 'a development application will be reported to Council if a minimum of five (5) objections are received in response to Council's notification of a development application'.

As a result of the number of objections received, DA2019/0139 is being referred to Council for determination.

**RECOMMENDATION:****THAT COUNCIL:**

- 1. Receive the report on DA2019/0139 Goobarragandra – Primitive Camping Ground from the Executive Director Community and Corporate.**
- 2. Refuse consent to development application DA2019/0139 Goobarragandra – Primitive Camping Ground with 10 Camping Sites on the grounds that the subject development does not satisfy the requirements of the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2005 and is not consistent with the definition of a camping ground as described in the Tumut Local Environment Plan.**

**BACKGROUND:**

The subject land is located at 4/1420 Goobarragandra Road, Goobarragandra (identified as Lot 701 DP 1206241), sited on the opposite side of the Goobarragandra River to the Goobarragandra Road. For location perspective, the subject site is located diagonally opposite Camp Hudson.

*Note: Camp Hudson is an existing tourist and visitor accommodation that is owned by the National Parks and Wildlife Service and run by an SVC section 355 committee (Camp Hudson Management Committee).*

Access to the subject land is gained from Goobarragandra Road via two easements. The first easement (over Lot 23 DP1031585 which contains an existing dwelling and cattle grazing) starts at

Goobarragandra Road and traverses a bridge over the Goobarragandra River to enter the second easement (over Lot 100 DP 1046554 which also contains an existing dwelling and cattle grazing).

## REPORT:

In accordance with the submitted Statement of Environment Effect (SEE), the proponent is seeking Council approval 'for two designated camping areas on the property which would accommodate 10 individual camping sites in total' (consisting of two designated camping areas, 5 camp sites for each area). The SEE continues to state 'the campground would operate all year round and would be marketed towards self-sufficient 4wd vehicles' (campers).

The application describes the application as a 'Proposed Primitive Camping Ground'. This definition falls within the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2005 explains that a '**primitive camping ground**' means a camping ground that is specified in its approval as being a "primitive camping ground'.

The subject proposal requires two separate Council approvals in order to legally operate.

Firstly, Council must grant Development Approval for the proposed Land Use, evaluating matters for consideration in accordance with Clause 4.15 of the Environmental Planning and Assessment Act 1979, in accordance with the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2005 and provisions of the Tumut Local Environmental Plan 2012.

Secondly, the proposal would then require separate Local Government Approval pursuant to Section 68 of the Local Government Act 1993.

This report is seeking Council's determination for the proposed land use as described in the first part of the approval process.

The land is zoned RU1 Primary Production. The Tumut LEP land Use Table states:

### Zone RU1 Primary Production

#### 1 Objectives of zone

- To encourage sustainable primary industry production by maintaining and enhancing the natural resource base.
- To encourage diversity in primary industry enterprises and systems appropriate for the area.
- To minimise the fragmentation and alienation of resource lands.
- To minimise conflict between land uses within this zone and land uses within adjoining zones.
- To protect, enhance and conserve the natural environment, including native vegetation, wetlands and wildlife habitat.
- To ensure development prevents or mitigates land degradation.
- To protect significant scenic landscapes.

#### 2 Permitted without consent

Environmental protection works; Extensive agriculture; Forestry; Home occupations; Intensive plant agriculture; Roads

#### 3 Permitted with consent

Aquaculture; Cellar door premises; Dwelling houses; Extractive industries; Farm buildings; Garden centres; Intensive livestock agriculture; Markets; Open cut mining; Plant nurseries; Roadside stalls; Rural workers' dwellings; Secondary dwellings; Any other development not specified in item 2 or 4

#### 4 Prohibited

Advertising structures; Amusement centres; Centre-based child care facilities; Commercial premises; Eco-tourist facilities; Entertainment facilities; Exhibition homes; Exhibition villages; Function centres; Recreation facilities (indoor); Registered clubs; Residential accommodation; Respite day care centres; Restricted premises; Service stations; Sex services premises; Vehicle repair stations; Wholesale supplies

Camping Grounds and Caravan Parks are permitted with Consent within the RU1 zone, however Council must be satisfied that each application satisfies all relevant Acts and Regulations before granting consent.

In accordance with the Tumut Local Environmental Plan (LEP) 2012 Dictionary, a

***camping ground*** means an area of land that has access to communal amenities and on which campervans or tents, annexes or other similar portable and lightweight temporary shelters are, or are to be installed, erected or placed for short term use, but does not include a caravan park.

The subject development has not defined an area to provide 'access to communal amenities', therefore it is considered that the proposed development would not satisfy the definition of a 'camping ground' as described in the Tumut LEP.

Additionally the subject development does not satisfy the requirements of the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2005.

In accordance with Subdivision 9 Primitive Camping Grounds, Clause 132 Primitive Camping Grounds subclause (2)(e) '*the camping ground must be provided with a water supply, toilet and refuse disposal facilities as specified in the approval for the camping ground*'. The proposal seeks to address this by stating that it is for 'self-sufficient campers' and that the campground would be operated with the 'leave no trace' philosophy' as stated in the submitted Statement of Environmental Effects document.

In addition, the application has not demonstrated compliance with Clause 132(1) which states '*if an approval to operate a primitive camping ground designates one or more camp sites within that ground, then the maximum number of designated camp sites is not to exceed a mean average of 2 for each hectare of the camping ground (where that figure is the average calculated over the total area of the primitive camping ground)*'.

It is therefore considered by the Development Assessment Planner that the submitted application does not demonstrate compliance with the requirements of the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2005.

It is also considered that the subject development application has not provided sufficient evidence to meet the definition of either a camping ground or a caravan park.

The subject land has been identified as having Biodiversity Value (as the land is heavily timbered and close proximity to the Biodiversity Value of the Goobarragandra River. This has been identified on Council maps plus the Department of Planning, Industry & Environment Biodiversity Values Map.

Council must also consider matters in accordance with Clause 4.15 of the Environmental Planning and Assessment Act 1979 before determining a development application. This clause states:

#### 4.15 Evaluation (EP&A Act 1979)

(cf previous s 79C)

(1) **Matters for consideration—general** In determining a development application, a consent authority is to take into consideration such of the following matters as are of relevance to the development the subject of the development application—

- (a) the provisions of—
- (i) any environmental planning instrument, and
  - (ii) any proposed instrument that is or has been the subject of public consultation under this Act and that has been notified to the consent authority (unless the Planning Secretary has notified the consent authority that the making of the proposed instrument has been deferred indefinitely or has not been approved), and
  - (iii) any development control plan, and
  - (iiia) any planning agreement that has been entered into under section 7.4, or any draft planning agreement that a developer has offered to enter into under section 7.4, and
  - (iv) the regulations (to the extent that they prescribe matters for the purposes of this paragraph),
  - (v) (Repealed)

that apply to the land to which the development application relates,

- (b) the likely impacts of that development, including environmental impacts on both the natural and built environments, and social and economic impacts in the locality,
- (c) the suitability of the site for the development,
- (d) any submissions made in accordance with this Act or the regulations,

I draw Council's particular attention to the aforementioned clauses (b), (c) & (d) and their objectives against the proposed development in arriving at a determination.

The subject application was notified to adjoining landowners. A total of eight submissions have been received. The public submissions have been included as a separate attachment.

Public submissions either objected or raised concerns with the proposed development as previously indicated and specified in Attachment 2 – DA2019-0139 – *Public Submissions*.

The application was referred to the Rural Fire Services (RFS) as the subject land is identified as being bushfire prone. The RFS has responded with their recommended conditions if the application was to be approved by Council. For further details on the RFS conditions please see attachment 3.

#### **SUSTAINABILITY ASSESSMENT:**

	<b>Positive</b>	<b>Negative</b>
Social	Ensuring adequate services and residential accommodation are provided to the community	Undesirable camping/social behaviour.
Environmental	Suitable residential development in accordance with any planning constraints.	Negative visual impact within in the vicinity of the development to surrounding residents. Campers not complying with the 'leave no trace' philosophy
Economic	Providing appropriate residential opportunities for the community and creating	nil.

	<b>Positive</b>	<b>Negative</b>
	local economic developments.	
Governance	Compliance with NSW Government and Council legislation and policies.	Non-Compliance with NSW Government and Council legislation and policies.

### **Financial and Resources Implications**

The proposed development will not have financial implications to Council.

### **Costs and Benefits:**

The development will have no direct cost or benefit to Council.

### **Policy, Legal and Statutory Implications:**

It is considered by the Development Assessment Planner that the proposed development will not meet the requirements of relevant legislation in particular the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2005 as previously discussed.

The proposed development does not meet the definition of a camping ground as described in the LEP.

### **RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:**

The risk of this proposal not being approved will remove an opportunity to provide further residential and economic growth for the township of Tumut.

### **OPTIONS:**

That Council:

1. refuse the proposed development or
2. approve the proposed development and delegate to the development assessment planner to apply suitable conditions of consent.

### **COUNCIL SEAL REQUIRED:**

No

### **COMMUNITY ENGAGEMENT AND COMMUNICATION:**

The development was notified to adjoining property owners.

Eight submissions were received.

The submissions have been included as a separate Attachment 3 – DA2019-0139 – *Public Submissions*

### Attachments

- 1 Attachment 1 - Development Application - DA20190139 - (under separate cover) ⇨
- 2 Attachment 2 - RFS Response - DA20190139 - Primitive Campground – Goobarragandra (under separate cover) ⇨
- 3 Submissions - DA20190139 - Primitive Campground – Goobarragandra (under separate cover) ⇨

**12. MINUTES OF COMMITTEE MEETINGS****12.1 MINUTES - AUDIT, RISK AND IMPROVEMENT COMMITTEE - 06 MAY 2020**

**REPORT AUTHOR:** COORDINATOR GOVERNANCE & RISK  
**RESPONSIBLE DIRECTOR:** EXECUTIVE CHIEF OF STAFF

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**RECOMMENDATION:****THAT COUNCIL:**

- 1. Receive the report on the Minutes - Audit, Risk and Improvement Committee – 06 May 2020 from the Executive Chief of Staff**
- 2. Note the minutes of the Audit, Risk and Improvement Committee meeting held on 06 May 2020**

**BACKGROUND:**

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

The Committee's role is to report to Council and provide appropriate advice and recommendations on matters relevant to its Terms of Reference. This advice aims to facilitate the decision making of Council in relation to the discharge of its responsibilities.

In discharging its responsibilities, the Committee reviews and considers:

- The integrity of external financial reporting, including accounting policies
- The scope of work, objectivity, performance and independence of the external and internal auditors
- The establishment, effectiveness and maintenance of controls and systems to safeguard the Councils financial and physical resources

**REPORT:**

At the March meeting of the Audit, Risk and Improvement Committee the following items of particular note were discussed and considered:

- NSW Auditor-Generals Report on Local Government 2019
  - The Audit-Office presented a verbal report to the Report on Local Government 2019 from the NSW Auditor-General. In addition to forming an opinion on the financial statements of Councils, the audits also examined; credit card management, fraud control, gifts and benefits, cyber security and landfill rehabilitation
- Response to COVID-19 Pandemic
  - An overview of Councils response to the COVID-19 pandemic
- Major Projects Program 2019/2020
  - An update on the Major Projects Program, inclusive of risks to major projects. Projects identified as being impacted by the Bushfires and COVID-19 included:
    - Adelong main street façade projects
    - Batlow Cannery

- Batlow Library
- Carcoola new kitchen and dining room
- Jingellic Pedestrian bridge over Horse Creek
- Link with mountain biking
- Town WiFi
- Tumbarumba to Rosewood Rail Trail
- Tourism projects
- Bushfire Recovery Update
  - An update on the Council's current activities relating to bushfire recovery in the LGA
  - Committee endorsed Council's position to maintain current level of financial commitment relating to recovery works and not commit to any further works unless externally funded.
- Draft Legislative Compliance Policy and Internal Audit Charter
  - Legislative Compliance Policy was endorsed for presentation to Council for adoption.
  - Internal Audit Charter was approved.
- ARIC Matrix
  - A new format for the performance of internal and external audits was presented and recognised
- Update Internal Audit Plan
  - The internal audit plan for 2020-2021 was discussed and the following two internal audits identified for 20/21.
    - Property Management
    - Section 355 Committee Financial and Governance Controls
- Financial report
  - The Financial Report March 2020 that was presented to Council in April 2020 was presented
- Audit, Risk and Improvement Committee Terms of Reference
  - The terms of reference was revised to reflect the new organisational structure
  - Both the Executive Director Community and Corporate and the Executive Director Infrastructure were removed from the Attendee list and will be invited to present to the committee when required
- Integrated Planning and Reporting Update
  - An update to the recent legislative changes that relate to the Integrated Planning and Reporting cycle.
- Safety, Risk and Quality Committee Quarterly Update
  - The SRQ Committee meet formally once in the quarter. Summary included insurance updates and renewals, WHS incident reports.

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

Theme 4: Communication &amp; Engagement

**Delivery Outcomes**

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

**Operational Actions**

4.5.4 Undertake 3 internal audits annually

**SUSTAINABILITY ASSESSMENT:**

Nil

**Financial and Resources Implications**

The approved budget for the operation of the ARIC for 2019/2020 is \$47,000 and includes member remuneration, training and the engagement of the internal auditor. Actual spend will come within budget for 2019/2020.

**Costs and Benefits:**

Nil

**Policy, Legal and Statutory Implications:**

Council has established an Audit, Risk and Improvement Committee which functions under the Internal Audit Guidelines, September 2010 issued under s23A the Local Government Act, 1993.

**RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:**

The Committee is charged with the responsibility of:

- Reviewing Councils enterprise risk management framework and associated procedures for effective identification and management of Councils business and financial risks
- Making a determination as to whether a sound and effective approach has been followed in managing Councils major risks including those associated with individual projects, program implementation and activities.
- Assessing the impact of the Councils enterprise risk management framework on its control environment and insurance arrangements.

**OPTIONS:**

Nil

**COUNCIL SEAL REQUIRED:**

No

**COMMUNITY ENGAGEMENT AND COMMUNICATION:**

Nil

Attachments

- 1 Audit, Risk and Improvement Committee Minutes 06 May 2020 (under separate cover) [↔](#)



**12. MINUTES OF COMMITTEE MEETINGS****12.2 MINUTES - DISABILITY INCLUSION ACCESS REFERENCE GROUP (DIARG)  
- 23 APRIL 2020**

**REPORT AUTHOR:** MANAGER COMMUNITY SERVICES  
**RESPONSIBLE DIRECTOR:** EXECUTIVE DIRECTOR COMMUNITY AND CORPORATE

**RECOMMENDATION:****THAT COUNCIL:**

1. **Receive the report on the minutes from the Disability Inclusion Access Reference Group (DIARG) Committee meeting, held on 23 April 2020 from the Executive Director Community and Corporate.**
2. **Note the minutes for the DIARG Committee meeting held on 23 April 2020.**

**BACKGROUND:**

The DIARG was formed as an action of the Snowy Valleys Council, Disability Inclusion Action Plan to advise and support the achievement of the actions in the plan.

**REPORT:**

- Minutes of the 27 February 2020 were accepted.
- Business arising from minutes 27 February 2020  
Attendance of DIARG committee members at Khancoban meet and greet with Councillor Ham to discuss the DIARG and provide opportunity for Khancoban residents to put forward their issues around disability access is an outstanding action.
- Intereach, 'Access at a Glance' for businesses. Introducing this to Tumbarumba and Tumut Chambers of Business is an outstanding action.
- Progress of the Disability Inclusion Action Plan (DIAP). No more action to date due to COVID-19. Previous issues raised from DIAP are still outstanding.
- COVID -19 has had an impact on people with disability in accessing services and accessing essential items they need. IDEAS, Gadara School and Kurrajong Therapy Plus representatives voiced their concerns for vulnerable children and their families. IDEAS have a Disability Hotline developed in response to COVID-19 to provide information and referrals for people with disability who need help because of the coronavirus.
- The inclusion of DIARG in the planning of leash free areas, the possible construction of toilet facilities in Rotary Park (Tumut), and at the head of the Rail Trail in Figures Street (Tumbarumba), was raised.

**Sub Committee: Community Welfare Committee**

Draft Terms of Reference have been developed. Terms of Reference are still to be adopted by the Community Welfare Committee.

Next meeting is scheduled for 11am – 1pm Thursday 28 May 2020.

**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**

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

**Operational Actions**

1.2.3 Deliver year 1 of actions under Disability Inclusion Action Plan

**SUSTAINABILITY ASSESSMENT:**

Nil

**Financial and Resources Implications**

Nil

**Costs and Benefits:**

The costs and benefits of the DIARG are intangible and contribute to enhancing the welfare and social inclusion of people with disability in the Snowy Valleys Council local government area.

Tangible actions realised, are the achieved actions of the Snowy Valleys Council disability Inclusion Action Plan.

**Policy, Legal and Statutory Implications:**

Disability Inclusion Act 2014, Division 3 Disability Inclusion Action Plans, 12 Requirement for Disability Inclusion Action Plans. Council a *public authority* must have a plan that sets out specific measures to include people with a disability.

Local Government Act, 1993, 375 Minutes, requires Councils' to keep full and accurate minutes.

**RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:**

Nil

**OPTIONS:**

Nil

**COUNCIL SEAL REQUIRED:**

No

**COMMUNITY ENGAGEMENT AND COMMUNICATION:**

Nil

**Attachments**

- 1 Minutes - Disability Inclusion Access Reference Group (DIARG) - 23 April 2020 (under separate cover) [⇒](#)