



**SNOWY VALLEYS COUNCIL MEETING
BUSINESS PAPER
18 JUNE 2020**

THE MEETING WILL BE HELD AT 2.00PM
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

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 Council's website;

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



Thursday 18 June 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

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8. MAYORAL MINUTE

NIL

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14. MEETING CLOSURE

5. CONFIRMATION OF MINUTES**5.1 Ordinary Meeting - 21 May 2020****Recommendation:**

That the Minutes of the Ordinary Council Meeting held on 21 May 2020 be received and confirmed as an accurate record

5.2 Extraordinary Meeting - 28 May 2020**Recommendation:**

That the Minutes of the Extraordinary Council Meeting held on 28 May 2020 be received and confirmed as an accurate record

THE MINUTES OF THE COUNCIL MEETING HELD IN THE VIA VIDEO LINK, ON THURSDAY 21 MAY 2020 COMMENCING AT 2.00pm

PRESENT: Mayor James Hayes (Chair), Councillor Andrianna Benjamin, Councillor Cate Cross, Councillor Julia Ham, Councillor Margaret Isselmann, 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 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

Nil.

3. DECLARATIONS OF INTEREST

Nil.

4. PUBLIC FORUM

Nil.

5. CONFIRMATION OF MINUTES

M93/20 RESOLVED:

That the Minutes of the Ordinary Council Meeting held on 16 April 2020 and the Policy & Strategy meeting held on 30 April 2020 be received.

Cr Julia Ham/Cr Cate Cross

CARRIED UNANIMOUSLY

5.1 BUSINESS ARISING

An update was provided in regard to the Mayor's letter to Ministers in relation to COVID-19.

6. CORRESPONDENCE/PETITIONS

Nil.

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

M94/20 RESOLVED:
THAT COUNCIL:

1. Receive the Notice of Motion on establishing a Climate Change Adaptation Committee from Cr Geoff Pritchard.
2. Council immediately establish a Climate Change Adaptation Committee.
3. Formulate Terms of Reference for the Committee once formed.

Cr Geoff Pritchard/Cr Bruce Wright

Division**For**

Cr Benjamin
Cr Cross
Cr Ham
Cr Hayes
Cr Isselmann
Cr Larter
Cr Pritchard
Cr Wright

Against

Cr Smit

8/1

CARRIED

M95/20 RESOLVED that Council move into Committee of the Whole for discussion.

Cr Cate Cross /Cr Julia Ham

CARRIED UNANIMOUSLY

M96/20 RESOLVED that Council move out of Committee of the Whole for discussion.

Cr Margaret Isselmann/Cr Bruce Wright

CARRIED UNANIMOUSLY

8. MAYORAL MINUTE

Nil

9. URGENT BUSINESS WITHOUT NOTICE

Nil.

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

M97/20 RESOLVED:
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.

Cr Julia Ham/Cr Cate Cross

CARRIED UNANIMOUSLY

10.2 DRAFT 2020-21 INTEGRATED PLANNING & REPORTING DOCUMENTS - FOR PUBLIC EXHIBITION

M97/20 RESOLVED:
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:
 - Draft Long Term Financial Management Plan
3. Notes the extension of timelines for the 2020-2021 suite of documents and rescinds Resolution # M38/20 from the 19 March 2020 Council meeting to hold two extraordinary meetings for the purpose of considering the suite, being no longer required.

Cr Cor Smit/Cr Cate Cross

CARRIED UNANIMOUSLY

M98/20 RESOLVED that Council move into Committee of the Whole for discussion.

Cr Julia Ham/Cr Margaret Isselmann

CARRIED UNANIMOUSLY

M99/20 RESOLVED that Council move out of Committee of the Whole for discussion.

Cr Bruce Wright /Cr John Larter

CARRIED UNANIMOUSLY

10.3 ADOPTION OF DRAFT LEGISLATIVE COMPLIANCE POLICY

M100/20 RESOLVED:
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

Cr Julia Ham/Cr Cate Cross

CARRIED UNANIMOUSLY

10.4 ADOPTION OF AUDIT, RISK AND IMPROVEMENT COMMITTEE TERMS OF REFERENCE

M101/20 RESOLVED:
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

Cr Cate Cross/Cr John Larter

CARRIED UNANIMOUSLY

10.5 NCIF AND SCF QUARTERLY REPORT - 31 MARCH 2020

M102/20 RESOLVED:
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 31st March 2020.

Cr Julia Ham/Cr John Larter

CARRIED UNANIMOUSLY

M103/20 RESOLVED that Council move into Committee of the Whole for discussion.

Cr Margaret Isselmann/Cr Julia Ham

CARRIED UNANIMOUSLY

M104/20 RESOLVED that Council move into Committee of the Whole for discussion.

Cr Bruce Wright/Cr Andrianna Benjamin

CARRIED UNANIMOUSLY

10.6 STATEMENT OF INVESTMENTS - APRIL 2020

M105/20 RESOLVED:
THAT COUNCIL:

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

Cr Julia Ham/Cr John Larter

CARRIED UNANIMOUSLY

10.7 FINANCIAL REPORT APRIL 2020

M106/20 RESOLVED:
THAT COUNCIL:

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

Cr Julia Ham/Cr John Larter

CARRIED UNANIMOUSLY

10.8 QUARTERLY BUDGET REVIEW AS AT 31 MARCH 2020

M107/20 RESOLVED:
THAT COUNCIL:

1. Receive and adopt the 3rd 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 3rd 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.

Cr Geoff Pritchard/Cr John Larter

CARRIED UNANIMOUSLY

10.9 OPERATIONAL PLAN THIRD QUARTER UPDATE - 31 MARCH 2020

M108/20 RESOLVED:
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.

Cr Margaret Isselmann/Cr John Larter

CARRIED UNANIMOUSLY

11. MANAGEMENT REPORTS

11.1 DRAFT ROAD NAMING POLICY - FOR PUBLIC EXHIBITION

M109/20 RESOLVED:
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

Cr Cate Cross/Cr Cor Smit

CARRIED UNANIMOUSLY

11.2 DA2019/0139 - HOUSE 4/1420 GOOBARRAGANDRA ROAD - PRIMITIVE CAMPGROUND

**M110/20 RESOLVED:
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.

Cr Geoff Pritchard/Cr Cate Cross

CARRIED UNANIMOUSLY

12. MINUTES OF COMMITTEE MEETINGS

12.1 MINUTES - AUDIT, RISK AND IMPROVEMENT COMMITTEE - 06 MAY 2020

**M111/20 RESOLVED:
THAT COUNCIL:**

1. Receive the report on the Minutes - Audit, Risk and Improvement Committee – 3 March 2020 from the Executive Chief of Staff
2. Note the minutes of the Audit, Risk and Improvement Committee meeting held on 03 March 2020.

Cr Cate Cross/Cr John Larter

CARRIED UNANIMOUSLY

12.2 MINUTES - DISABILITY INCLUSION ACCESS REFERENCE GROUP (DIARG) - 23 APRIL 2020**M112/20 RESOLVED:
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.

Cr Cate Cross/Cr Julia Ham

CARRIED UNANIMOUSLY

There being no further business to discuss, the meeting closed at 3.15pm.

**THE MINUTES OF THE COUNCIL MEETING HELD VIA VIDEO LINK, ON THURSDAY
28 MAY 2020 COMMENCING AT 2.00PM**

PRESENT: Mayor James Hayes (Chair), Councillor Andrianna Benjamin, 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, Executive Chief of Staff Shelley Jones, Chief Financial Officer Susanne Andres and Executive Assistant Jeannie Moran-Fahey.

2. APOLOGIES

A request for Leave of Absence has been received from Cr Cate Cross and Cr John Larter.

M113/20 RESOLVED that the Leave of Absence received from Cr Cate Cross and Cr John Larter be received and granted.

Cr Cor Smit/Cr Julia Ham

CARRIED UNANIMOUSLY

3. DECLARATIONS OF INTEREST

Cr Geoff Pritchard declared a non-pecuniary interest in relation to any matters relating to bushfires due to his daughter being involved in the current Royal Commission for bushfires and will remain in the room for the discussion and participate in the voting.

4. ADMISSION OF LATE REPORTS

Nil.

5. GOVERNANCE AND FINANCIAL REPORTS

M114/20 RESOLVED that Council move into Committee of the Whole.

Cr Julia Ham/Cr Bruce Wright

CARRIED UNANIMOUSLY

M115/20 RESOLVED that Council move out of Committee of the Whole.

Cr Wright/Cr Margaret Isselmann

CARRIED UNANIMOUSLY

5.1 2020-2021 ADVOCACY PRIORITIES

M116/20 RESOLVED: THAT COUNCIL:

1. Receive the report on the 2020-2021 Advocacy Priorities
2. Adopts the priority list of advocacy projects and initiatives for 2020-2021 for the purpose of lobbying for funding support
3. Endorse the referral of the priority Council projects to Council's Project Management Framework for development to 'shovel ready' status
4. Adopts the complete list of projects as per Appendix 1 of the minutes for government policy support and/or funding should the opportunity arise

Priority List		Short - < 12 months Medium - 12 - 24 months Long - >24 months
Project Description	Estimated Project Value	Estimated Timeframe for completion
Brindabella Road Safety Upgrade – reconstruction and realignment between Piccadilly Circus and the Brindabella Valley	\$17m	Medium
Critical safety upgrades to intersections on Snowy Mountains Highway, including the Gocup Road intersection and the Batlow Road intersection	\$20m	Long
Lobbying support for the reestablishment of softwood forest		Long
Lobbying support for the training and remobilisation of skilled and unskilled workers post fire and COVID		Medium
Regional Trail Development – development of a Walking and Cycling Masterplan and Economic Business Case for the SVC Region that considers town linkages, visitation and incorporation of existing assets such as the Rail Trail and Hume and Hovell walking track	\$250k	Short
Roadside Vegetation Cleanup - post fire	\$2m	Short
Tumut Aerodrome Improvements – Improved facilities emergency response	\$12.5m	Medium
Wondalga Road/Greenhills Road intersection upgrade – forest industry/safety improvement	\$970k	Short
Caravan Park Improvements – Accommodation and associated infrastructure at Batlow Caravan Park Seasonal worker accommodation and tourism	\$5m	Short

Recovery of costs for installation of displaced family (bushfire impacted) accommodation Batlow Stage 1 - six 2-bedroom cabins (inc. 2x DDA compliant)	\$700k	Short
Recovery of additional site clean-up costs for the former Batlow Cannery site as a direct result of bushfire in response to impacts on public safety (friable asbestos)	\$1.3m	Short
Trail Development (Walking and Cycling) - design and construction of world class trails network for Yarrangobilly and Talbingo Mountain as part of the SVC regional trail concept plan.	\$9.05m	Medium
Emergency Evacuation Centre and Tumut Basketball Centre – business case revision, Design & Construct	\$20m	Medium
Upgrade Riverglade Oval	\$1.2m	Short

Cr Bruce Wright/Cr Margaret Isselmann

CARRIED UNANIMOUSLY

There being no further business to discuss, the meeting closed at 2.21pm.

Appendix 1

2020-2021 Advocacy Projects and Issues

#	Scale of investment	Project Description	Estimated Project Value	Short - = 12 months
				Medium - 12 - 24 months
				Long - >24 months
#	Scale of investment	Project Description	Estimated Project Value	Timeframe for completion
1	\$10m - \$50m	Brindabella Road Safety Upgrade – reconstruction and realignment between Piccadilly Circus and the Brindabella Valley	\$17m	Medium
2	\$10m - \$50m	Critical safety upgrades to intersections on Snowy Mountains Highway, including the Gocup Road intersection and the Batlow Road intersection	\$20m	Long
3	\$100m +	Lobbying support for the reestablishment of softwood forest		Long
4		Lobbying support for the training and remobilisation of skilled and unskilled workers post fire and COVID		Medium
5	<\$1m	Regional Trail Development – development of a Walking and Cycling Masterplan and Economic Business Case for the SVC Region that considers town linkages, visitation and incorporation of existing assets such as the Rail Trail and Hume and Hovell walking track	\$250k	Short
6	\$1m - \$10m	Roadside Vegetation Cleanup - post fire	\$2m	Short
7	\$10m - \$50m	Tumut Aerodrome Improvements – Improved facilities emergency response	\$12.5m	Medium
8	<\$1m	Wondalga Road/Greenhills Road intersection upgrade – forest industry/safety improvement	\$970k	Short
9	\$1m - \$10m	Caravan Park Improvements – Accommodation and associated infrastructure at Batlow Caravan Park Seasonal worker accommodation and tourism	\$5m	Short
10	<\$1m	Recover costs for Bushfire displaced family accommodation Batlow Stage 1 - six 2-bedroom cabins (inc. 2x DDA compliant)	\$700k	Short
11	\$1m - \$10m	Recovery of additional site clean-up costs for the former Batlow Cannery site as a direct result of bushfire in response to impacts on public safety (friable asbestos)	\$1.3m	Short
12	\$1m - \$10m	Trail Development (Walking and Cycling) - design and construction of world class trails network for Yarrangobilly and Talbingo Mountain as part of the SVC regional trail concept plan.	\$0.05m	Medium
13	\$10m - \$50m	Emergency Evacuation Centre and Tumut Basketball Centre – business case revision, Design & Construct	\$20m	Medium
14	\$1m - \$10m	Upgrade Riverglade Oval	\$1.2m	Short
15	\$1m - \$10m	Brindabella Road Survey & Design (Brindabella Valley to Tumut section)	\$1m	Short
16	\$1m - \$10m	Communication and digital connectivity – disaster resilience – mobile, UHF, radio, TV		Medium
17	\$1m - \$10m	Country University and Innovation Hub	\$2.15m	Medium

18	\$10m - \$50m	Elliott Way improvement (Snowy 2.0, Transgrid, forest industry enabler, tourism)	\$18m	Medium
19	<\$1m	Lobbying support for the attraction and retention of health professionals to improve level of health care in community – specialised professionals		Medium
20	\$50m - \$100m	Lobbying support for the establishment of value adding agricultural industry		Long
21	\$50m - \$100m	Lobbying support to enable the diversification of agricultural production		Long
22	\$50m - \$100m	Lobbying support to reestablish regional tourism		Long
23	\$10m - \$50m	Realignment of Jackson Bridge Tumbarumba	\$12m	Long
24	\$1m - \$10m	Road Widening and Pavement Strengthening at Courabyra Road Tumbarumba	\$8m	Medium
25	\$10m - \$50m	SMH Overtaking Lanes	\$46m	Long
26	<\$1m	Tumut Industrial Estate business case, design and approvals	\$850k	Short
27	<\$1m	Byatt St/Murrays Crossing Road improvement (Snowy 2.0)	\$500k	Medium
28	<\$1m	Rifle Range Road – industrial area access improvement	\$600k	Short
29	<\$1m	Courabyra Road safety improvements	\$725k	Medium
30		Lobby for the continued support of tourism industry development		Long
31	<\$1m	Residential Land and Housing Development demand and options analysis	\$150k	Short
32	<\$1m	Strategic Assessment Tumbarumba Heavy Vehicle Bypass	\$850k	Medium
33	\$1m - \$10m	Upgrade the Grahamstown Road – horticultural/agricultural industry enabler/freight productivity	\$6.4m	Medium
34	\$10m - \$50m	Upgrade Tooma Road for increased Freight Vehicle Mass limits for HPV	\$22m	Medium
35	\$1m - \$10m	Implement next stage of Batlow CBD masterplan	\$1m	Medium

36	<\$1m	Upgrade the Batlow Skate park upgrade (Batlow youth precinct)	\$300k	Short
37	<\$1m	Amenities upgrade Tumbarumba Caravan Park	\$300k	Short
38	<\$1m	Amenities for Tumut's Pioneer Park	\$250k	Medium
39	\$1m - \$10m	Tumut town centre upgrade - completion of project - stage 2 Russell and Fitzroy Streets and parking	\$2.7m	Short
40	\$1m - \$10m	Upgrade the Adelong CBD including drainage improvement	\$2m	Medium
41	<\$1m	Aged Care Business Case	\$150k	Short
42		Lobbying support for establishment of forestry related manufacturing		Long
43		Lobbying support to continue to encourage emerging industry		Long
44	\$1m - \$10m	Old Tumbarumba Road bridge upgrade – horticultural industry/freight productivity route	\$3m	Medium
45	\$1m - \$10m	Old Tumbarumba Road safety and productivity upgrade – horticultural industry/freight productivity route	\$2.5m	Medium
46	<\$1m	Softwood Centre of Excellence and Hub – scoping study and cost designs	\$150k	Short
47	\$1m - \$10m	Upgrade Bombowlee Creek Road Blue Cut Bridge - forest industry productivity /safety improvements	\$2.5m	Medium
48	<\$1m	Widening and alignment Improvements – Brungle	\$800k	
49	\$10m - \$50m	Tumbarumba Raw Water Supply Security for drought mitigation	\$10m	Long
50	\$1m - \$10m	Upgrade toddler/Learn to Swim area at Tumut pool	\$1m	Short
51	\$1m - \$10m	Khancoban Waste Water Treatment Plant Upgrade	\$8m	Long
52	\$1m - \$10m	Khancoban Water Treatment Plant Upgrade	\$3.5m	Long
53	<\$1m	Design of Safety upgrade Batlow Road – Climbing Lanes and turnouts	\$200k	Short
54	\$10m - \$50m	Yellowin Access Road Upgrade	\$15m	Long
55	<\$1m	Lower Bago Road improvements	\$500k	Short

10. GOVERNANCE AND FINANCIAL REPORTS**10.1 DONATION FROM GRIFFITH COUNCIL**

REPORT AUTHOR: CHIEF EXECUTIVE OFFICER
RESPONSIBLE DIRECTOR: CHIEF EXECUTIVE OFFICER

EXECUTIVE SUMMARY:

Council is the recipient of funds donated from the Griffith City Council and Griffith community in order to assist with bushfire recovery. Council itself has a significant shortfall in funding for recovery activities however it is considered that this donation would have maximum benefit by providing it directly to the community effort that has been so significant in the bushfire recovery process.

RECOMMENDATION:**THAT COUNCIL:**

- 1. Receive the report on Bushfire Donation from Griffith City Council from the Chief Executive Officer.**
- 2. Send a letter of thanks from the Snowy Valleys Mayor to Griffith City Council for their kind donation of \$13,217.35;**
- 3. Distribute the funds from the Griffith City Council bushfire donation to organisations assisting the BlazeAid Camps in the region with the recovery from 2020 bushfires being the Adelong Show Society, Tumbarumba Show Society, Tooma Recreation Reserve Committee, and the Jingellic Show Society;**
- 4. Distribute the total funds from the bushfire donation from Griffith City Council proportionally on the basis of volunteer days as at 5.00pm Monday 1 June 2020.**

BACKGROUND:

Snowy Valleys Mayor James Hayes remotely attended the Griffith City Council meeting held on the 26 May 2020. At the meeting Griffith Mayor Dal Broi presented Snowy Valleys Council with a cheque for \$13,217.35 that was raised through the Griffith Mayor's Bushfire Appeal.

Whilst the operations of BlazeAid have been supported by state funds there have been many hours of support provided over and above that funding from community volunteers, including additional required investment in improvements to facilities provided by the community organisations. This additional support to operations has been invaluable to those in need of assistance as a result of the 2020 bushfires in the region.

Other funds received from other Councils have been directed towards community disaster relief groups directly.

REPORT:

The different locations service different needs and it is hard to find a method that accurately reflects the community's efforts in each location. For example, the Adelong Camp is said to be the biggest camp in Australia at present as it provides a hub for training as well as landholder assistance. Statistics on Council record as at 5.00pm 1 June 2020:

	Properties Registered	Volunteer Days	Total Fencing Cleared	Total fencing rebuilt
Jingellic	75	1,486	71.45	65.82
Tumbarumba	114	2,087	81	74
Tooma	33	1,287	64	77
Adelong	237	5,756	255	171
Totals	459	10,616	471.45	387.82

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

Integrated Planning and Reporting Framework:

CSP Outcome 2028

Theme 5: Our Infrastructure

Delivery Outcomes

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

Operational Actions

1.5.1 Facilitate, deliver and provide support to Council and Community Events and Programs

SUSTAINABILITY ASSESSMENT:

Financial and Resources Implications

The funds proposed to be donated to community groups are at full value without deductions for administration costs.

Policy, Legal and Statutory Implications:

Section 356 of the Local Government Act 1993 prescribes the requirements when councils provide financial assistance to others (including charitable, community and sporting organisations and private individuals).

Financial assistance must be for the purposes of exercising the council's functions. Section 356(2) requires councils to give at least 28 days public notice of a proposal to pass a resolution to grant financial assistance prior to doing so.

Public notice is not required if:

- The assistance is part of a specific program which has been included in the council's management plan
- The program's budget does not exceed 5% of the council's income from ordinary rates for the year and
- The program is uniformly available to all or a significant group of persons within the area.

The writer does not believe public notice is required on this occasion.

RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:

OPTIONS:

Council may choose a different statistic than the recommended volunteer days as the basis of the distribution. Distribution of funds on the basis of the different statistics are provided below:

	Properties Registered	Volunteer Days	Total Fencing Cleared	Total fencing rebuilt
Jingellic	\$ 2,159.70	\$ 1,850.13	\$ 2,003.14	\$ 2,243.22
Tumbarumba	\$ 3,282.74	\$ 2,598.40	\$ 2,270.88	\$ 2,522.00
Tooma	\$ 950.27	\$ 1,602.37	\$ 1,794.27	\$ 2,624.25
Adelong	\$ 6,824.64	\$ 7,166.45	\$ 7,149.06	\$ 5,827.88
Totals	13217.35	13217.35	13217.35	13217.35

Alternatively, Council may choose a different method or recipient for the funds.

COUNCIL SEAL REQUIRED:

No.

IMPLEMENTATION AND COMMUNICATION:

The writer sought advice from staff working in the recovery area as how best these funds could be fairly, quickly and easily distributed to community groups.

A letter of thanks will be sent to the Mayor of Griffith City Council.

A letter will be sent to the nominated community groups advising them of the funds and where they have originated from.

ATTACHMENTS

Nil

10. GOVERNANCE AND FINANCIAL REPORTS**10.2 ENTERPRISE RISK MANAGEMENT FRAMEWORK - FOR ADOPTION**

REPORT AUTHOR: RISK MANAGEMENT OFFICER
RESPONSIBLE DIRECTOR: EXECUTIVE CHIEF OF STAFF

EXECUTIVE SUMMARY:

The draft Enterprise Risk Management Framework (the Framework) has been reviewed with consideration given to the findings and agreed actions of the Internal Audit on Risk Management conducted in January 2020.

Both the Risk Management Policy (the Policy) and the Terms of Reference for the Safety, Risk & Quality Committee (the Terms of Reference) have been reviewed in line with the Framework and the recommendations made by the Internal Audit on Risk Management.

This report presents the draft Framework, Policy and Terms of Reference to the Council for adoption.

RECOMMENDATION:**THAT COUNCIL:**

- 1. Receive the report on Adoption of Risk Management Policy and Framework**
- 2. Adopt the Enterprise Risk Management Framework – SVC-RM-PIn-002-02**
- 3. Adopt the Safety, Risk & Quality Committee Terms of Reference – SVC-TofR-005-03**
- 4. Approve the Risk Management Policy – SVC-RM-PO-003-04 for Public Exhibition for a period of no less than 28 days**
- 5. 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 policy**
- 6. Adopt the Risk Management Policy if no submissions are received on the day after the completion of the public exhibition**

BACKGROUND:

In January 2020 an Internal Audit was conducted on Snowy Valleys Council's risk management arrangements. The findings and recommendations were presented to the Audit, Risk and Improvement Committee on 05 May, 2020

REPORT:

A review of the Enterprise Risk Management Framework (the Framework) was undertaken as per the recommendations of the Internal Audit into Risk Management in January 2020. As part of this review the following changes have been made within the Framework:

Alignment with ISO 31000:2018 Risk Management Guidelines and Office of Local Government Risk Management and Internal Audit Framework

The draft Enterprise Risk Management and Internal Audit Framework has been aligned with the abovementioned Framework and the international standard. This has included restructuring some sections of the Policy and the Framework.

Descriptors of risk consequences and likelihood developed to align with risk categories

The risk management procedure has been reviewed and updated to include detailed risk consequence statements for each risk category. The likelihood statements are further strengthened to assist with more accurate risk assessment.

Risk Appetite Statements be referred to in the Risk Management Policy

To align with the Risk Appetite Statement requirements in the *ISO 31000:2018* the risk appetite statement has been incorporated into the Risk Management Policy. The practical application of this Risk Appetite Statement is incorporated into the consequence statements for each risk category. The incorporation of the Risk Appetite Statements into the Policy removes the requirement for a separate risk appetite document or duplication in the Framework.

The eleven risk statements in the current separate Risk Appetite Statement document have been consolidated into a single risk appetite statement in accordance with the requirements of the *ISO 31000:2018 Risk Management Guidelines*. The individual risk categories and risk tolerances have been detailed in the draft Enterprise Risk Management Framework.

Safety, Risk & Quality (SRQ) Committee

Under the draft Framework the SRQ Committee are a sub-committee of the Executive Team (ELT). The role of the SRQ Committee is to monitor performance, make decisions and drive continuous improvement across Snowy Valleys Council as a function of the ELT.

Role Responsibility Statements

The responsibilities, including that of the SRQ Committee, have been reviewed to align within the Framework, the Policy and the Terms of Reference.

SRQ Committee Quorum

The Terms of Reference outline that a minimum of two (2) Executives must be present to achieve a Quorum. This maintains the function as a sub-committee of the Executive Leadership Team and ensures appropriate authority for decision making.

Accountability for SRQ Performance

Accountability for the performance of risk management also resides with the SRQ Committee. The Committee will set performance targets for risk management within the organisation. These may include timeframes for delivery of proposed controls or the metrics by which the performance of controls will be measured. The SRQ Committee will also drive the completion of the Audit Matrix Actions within Council.

Amending Terms of Reference and Dissolving the Committee

As a management function the authority to approve amendments to the SRQ Terms of Reference or dissolve the Committee will reside with the CEO. Regular reporting to the Audit, Risk & Improvement Committee provides Councillors with visibility over performance and decisions concerning operational safety and risk management.

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

Integrated Planning and Reporting Framework: CSP Outcome 2028

Theme 4: Communication & Engagement

Delivery Outcomes

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

Operational Actions

4.5.2 Implement an Enterprise Risk Management Framework

SUSTAINABILITY ASSESSMENT:

	Positive	Negative
Social	NIL	NIL
Environmental	NIL	NIL
Economic	NIL	NIL
Governance	Council implements a systematic approach to the management of risks to promote professional decision making and operations.	Expectations must be managed in relations to the time that it will take the organisation to fully implement the updated Enterprise Risk Management Framework, which will be a staged and monitored approach.

Financial and Resources Implications

There are no additional resources required to ensure that the Enterprise Risk Management Framework can be implemented, maintained and improved.

Policy, Legal and Statutory Implications:

The *Local Government Act 1993* requires all councils to appropriately manage their risks. The NSW Government's *Internal Audit Guidelines* encourage all councils in NSW to have a structured risk management framework in place to identify any known and emerging risks they face and implement controls to manage these risks.

The *Internal Audit Guidelines* are the Director General's Guidelines for the purposes of *section 23A* of the *Local Government Act 1993*, issued by the Chief Executive, Local Government under delegated authority.

Core Requirement 1.2 of NSW Treasury's *Internal Audit and Risk Management Policy for the NSW Public Sector* (TPP 15-03) requires department heads and governing boards of statutory bodies to establish and maintain a risk management process that is consistent with the current Australian/New Zealand (AS/NZS standard on risk management).

The *ISO 31000:2018 Risk Management Guidelines* are the standards referenced by the *Internal Audit Guidelines*, and *Internal Audit and Risk Management Policy for the NSW Public Sector*.

RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:

The absence of the Enterprise Risk Management Framework and Risk Management Policy would increase the Council's risk of breaching key legislative requirements. Non-compliance with laws and regulations may attract penalties, result in significant reputation damage and/or individual liabilities.

The lack of appropriate delegated authority to the Safety, Risk & Quality Committee creates duplication of effort and decreases the effectiveness of the Council's systematic management of risk. Without decision making authority performance of existing risk controls and/or implementation of additional controls may not be adequately addressed in a timely manner.

OPTIONS:

1. Council may choose not to adopt the draft Framework, Policy or Terms of Reference and provide relevant feedback for incorporation with the document being re-submitted for adoption in the future.
2. Council may choose to amend the draft Framework, Policy or Terms of Reference as presented.

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

The draft Enterprise Risk Management Framework, Risk Management Policy, and Terms of Reference were drafted in consultation with the Coordinator Governance and Risk, the Risk Management Officer and the Governance Officers.

The draft documents were presented to the Audit, Risk and Improvement Committee at the 06 May 2020 meeting, the Executive Leadership Team (ELT) for endorsement before being presented to the Safety, Risk & Quality Committee on 20 May, 2020.

The Framework and Policy were placed on internal exhibition for a period of 7 days from 03 June 2020, with no feedback received.

The Policy will be placed on public exhibition for no less than 28 days.

There is no requirement for Framework or the Terms of Reference to go on public exhibition.

Attachments

- 1 DRAFT Risk Management Policy (under separate cover) [⇒](#)
- 2 DRAFT Safety, Risk & Quality Terms of Reference (under separate cover) [⇒](#)
- 3 ECM_3045084_v5_DRAFT Enterprise Risk Management Framework SVC-RM-Pln-002 (under separate cover) [⇒](#)

10. GOVERNANCE AND FINANCIAL REPORTS**10.3 DRAFT GIFTS AND BENEFITS POLICY - FOR PUBLIC EXHIBITION**

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

EXECUTIVE SUMMARY:

To present to the Council the draft Gifts and Benefits Policy to be placed on public exhibition

RECOMMENDATION:**THAT COUNCIL:**

- 1. Receive the report on Draft Gifts and Benefits Policy (SVC-EXE-PO-009-02) for Public Exhibition**
- 2. Approve the Draft Gifts and Benefits Policy for 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 policy**
- 4. Adopt the policy if no submissions are received on the day after the completion of the public exhibition**

BACKGROUND:

The Gifts and Benefits Policy demonstrates Snowy Valleys Councils commitment to ensure the transparency and integrity of the receiving and acceptance of gifts and benefits to work participants and Councillors when acting in their official capacity.

REPORT:

This policy operates in conjunction with Councils *Code of Conduct – Part 6 - Personal Benefits*. It provides greater clarity to all work participants of Council establishes a procedure for disclosing and, where necessary, surrendering certain gifts and benefits received from but not limited to the community, business and industry, non-profit organisations and individuals.

Council have recently developed an electronic Gifts and Benefits register that is viewable by all staff and stored electronically in the Pulse software system. The register will contain all gifts and benefits received across the organisation. The register contains the following information:

- Name of person to whom the gift or benefit was offered
- Name of person and organisation who offered the gift or benefit and contact details
- Details of the gift or benefit
- Estimated monetary value
- Response to the offer

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:

	Positive	Negative
Social	Nil	Nil
Environmental	Nil	Nil
Economic	Will ensure that Council officials are not influenced in their decision making due to the receiving of personal benefits.	Nil
Governance	Will ensure a consistent approach across the organisation in the registering of all gifts and benefits being offered or accepted.	Nil

Financial and Resources Implications

This policy has no impact on Council's financial or other resources.

Costs and Benefits:

There is no direct cost associated with the adoption or implementation of the Gifts and Benefits Policy. The benefit to Council is a clear statement outlining what gifts and benefits Council will and will not accept.

Policy, Legal and Statutory Implications:

Local Government Act 1993 – Section 440

Independent Commission against Corruption Act 1988 – Section 11

Crimes Act 1900 (NSW) – Section 249B

RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:

Having a consistent and clear position for Council officials as well as suppliers as to what Council will and will not accept in regards to Gifts and Benefits will ensure consistency across the Council. This will help ensure work participants do not receive personal benefits or be influenced by such offers.

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 Gifts and Benefits Policy was drafted in consultation with the Coordinator Governance and Risk and the Governance Officers. The draft document was presented to the Executive Leadership Team for endorsement before being placed on internal exhibition for a 7 day period.

This policy will be placed on public exhibition for a period of no less than 28 days.

Attachments

- 1 DRAFT Gifts and Benefits Policy - SVC-EXE-PO-009-02.pdf (under separate cover)



10. GOVERNANCE AND FINANCIAL REPORTS**10.4 ADOPTION OF VOLUNTEER FRAMEWORK DOCUMENTS**

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

EXECUTIVE SUMMARY:

To present to Council the draft volunteer framework documents for adoption. Draft framework documents were on Public Exhibition from 06 May 2020 through to 03 June 2020. 7 Submissions were received for the Volunteer Induction and Safety Handbook, feedback considered and incorporated as indicated via track changes on the attached document.

RECOMMENDATION:**THAT COUNCIL:**

1. **Receive the report on Adoption of Volunteer Framework Documents**
2. **Adopt the Volunteer Policy SVC-GOV-PO-025-01 and rescind the following documents as superseded**
 - a) **Volunteer Policy OHSRM.01 (former Tumut Shire Council Policy)**
 - b) **Volunteer Management Policy TSC-RM-PO-34 (former Tumbarumba Shire Council Policy)**
3. **Adopt the Volunteer Induction Procedure SVC-GOV-PR-051-01**
4. **Adopt the Volunteer Induction and Safety Handbook SVC-GOV-Gdl-027-01 and rescind the following documents as superseded**
 - a) **Volunteer Handbook CorpPlan18 (former Tumut Shire Council document)**
 - b) **Volunteer Coordinator Manual CorpPlan17 (former Tumut Shire Council document)**
 - c) **Volunteer Safety Management TSC-WHS-M-0142 (former Tumbarumba Shire Council document)**

BACKGROUND:

Volunteering for Council is “the commitment of time and energy to the provision of services and programs that benefit the community and the volunteer. It is undertaken freely and by choice, without financial gain and in designated volunteer positions only. Volunteering takes many forms and can take both an informal and a more structured formalised approach”.

REPORT:

As at 04 June 2020 there are 301 online registered volunteers across Snowy Valleys Council. This number has increased from 158 online registered volunteers on 28 August 2019. This increase is based on the work of the governance team across many months to identify those volunteers across the organisation that had not completed the online inductions. This is an ongoing process as there are still some volunteers across Council who have not registered online.

In 2018 a review of the management of section 355 committees and volunteers was undertaken. This review highlighted that volunteers were being managed under two separate sets of policies and procedures (manuals) of the former Councils. Operating under two different frameworks

created some inconsistencies and a number of risks were identified in volunteer management across Council. These inconsistencies, risks and other recommendations were considered during the development of the volunteer framework documents.

The significant proposed changes to volunteer management include:

- A comprehensive induction for new volunteers
- Online induction only required every 2 years rather than annually
- More efficient volunteer registration and induction for events

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

4.5.3 Provide support to volunteer groups and section 355 committees to manage risk

SUSTAINABILITY ASSESSMENT:

	Positive	Negative
Social	Volunteering promotes civic participation and encourages individuals to be active	Nil
Environmental	Many volunteers across Council assist in maintaining parks and gardens which contributes to maintaining beautiful towns and villages	Risks to Council if volunteers are not managed correctly.
Economic	Volunteering contributes to the vibrancy and vitality or regional life	There is a significant cost to Council in managing volunteers which is insignificant to the value received from the engagement of volunteers.
Governance	The volunteer framework sets out requirements for the management of volunteers across Council in alignment with legislation, in particular the WHS Act.	Risks to Council if volunteers are not managed correctly.

Financial and Resources Implications

There is a significant increase in staff resources to implement the new volunteer framework documents. The selected Council Representatives will be responsible for managing volunteers in accordance with the framework documents. This will increase responsibilities on staff from different levels across the organisation, including those of Managers and Directors.

Costs and Benefits:

Volunteering contributes to the vibrancy and vitality of regional life. It also promotes civic participation, encourages individuals to be active and helps shape and contribute to beautiful towns and villages. Council aims to provide a diverse range of opportunities for volunteers and are grateful for the time dedicated by volunteers across Council.

Policy, Legal and Statutory Implications:

Volunteers are considered workers according to the WHS Act 2011 and are therefore provided the same protection, and have the same obligations, as a Council employee under the Act.

- Local Government Act 1993
- Work Health and Safety Act 2011
- Child Protection (Working with Children) Act 2012

RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:

This policy, procedure and handbook are an important step in developing a volunteer framework that will provide support in managing risks to Council volunteers and risks to Council from engaging volunteers.

OPTIONS:

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

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:**Internal consultation**

There have been many volunteer workshops held internally with staff who are involved with the direct management of volunteers. The input received has been used to develop these documents to date. The documents were placed on internal exhibition to both staff and Councillors and feedback has been incorporated into the documents.

Main staff consulted included

- Governance and Risk
- Community Transport
- Children's Services
- Safety and Systems
- Place Activation
- Multi Service Outlet

In addition, consultation with Statewide Mutual was undertaken to review the volunteer documents and feedback incorporated accordingly.

Public Consultation

The volunteer framework documents were placed on public exhibition from 06 May 2020 till 03 June 2020. Public Exhibition consisted of the following:

- Media Release on 07 May 2020
- Facebook posts
- Two direct emails to all online registered volunteers of Council

- Noted during Council update interview on Sounds of Mountains radio station
- Public Notices in local papers

7 submissions were received during the public exhibition period, for the handbook. There were no submissions received for the policy or the procedure.

Who	Feedback	Feedback incorporated
3 x volunteers	<p>Two submissions received indicated that the handbook was too long</p> <p>One submission identifying inclusion of clause for pandemic, i.e. social distancing, hand sanitising etc.</p>	<p>The handbook could not be reduced in size as the content is the minimum requirements to ensure good volunteer management in accordance with legislative and Council requirements.</p> <p>Good point raised, however not for inclusion in the handbook. Volunteer management to be handled via Council Representatives as each scenario is different.</p>
3 x staff	<p>One submission was for a spelling error.</p> <p>Risk Management Officer – changes to risk management section</p> <p>Safety and Systems Officer – changes to WHS requirement section</p>	<p>Spelling error corrected in the SAFETY value box (handbook page 2 of 32)</p> <p>Risk section updated (handbook page 16 of 32)</p> <p>WHS section updated (handbook page 18 and 19 of 32) Injury management and rehabilitation are not covered by StateCover (workers compensation) but are dealt with under public liability</p>
1 x Statewide Mutual	Statewide reviewed the final Draft documents and requested that changes be made to the Motor Vehicle section	Feedback incorporated (handbook page 29 of 32).

Attachments

- 1 ECM_2053281_v4_DRAFT Volunteer Policy - SVC-GOV-PO-025-01 (under separate cover) [⇒](#)
- 2 ECM_2053282_v6_Volunteer Induction Procedure - SVC-GOV-PR-051-01 - DRAFT (under separate cover) [⇒](#)
- 3 ECM_3040426_v5_Draft Volunteer Induction and Safety Handbook - SVC-GOV-Gdl-027-01 (under separate cover) [⇒](#)

10. GOVERNANCE AND FINANCIAL REPORTS

10.5 FINANCIAL REPORT MAY 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 31 May 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 31 May 2020.

REPORT:

A summarised financial report for Council is provided below for May 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	Adjusted	YTD	%	Full Year
	Actuals	YTD Budget	YTD Variance	Variance	Budget - Revised Quarter 3
	\$'000	\$'000	\$'000	%	\$'000
Income					
Rates, Levies & Annual Charges	17,656	17,840	- 184	-1%	17,840
User Fees & Charges	10,690	10,843	- 153	-1%	11,829
Interest & Investment Revenue	441	550	- 109	-20%	600
Operating Grants	12,458	10,807	1,651	15%	11,789
Capital Grants	4,460	4,929	- 469	-10%	5,377
Other Income	2,620	3,610	- 990	-27%	3,938
Total Income	48,325	48,579	- 254	-1%	51,373
Expenditure					
Employee Benefits	16,538	16,091	447	3%	17,554
Materials & Contracts	16,710	15,662	1,048	7%	17,086
Depreciation and Amortisation	10,126	10,126	-	0%	11,047
Other Expenses	4,712	4,917	- 205	-4%	5,364
Cost of Assets	48		48		
Total Expenditure	48,134	46,797	1,338	3%	51,051
Operating Result - Surplus/(Deficit)	191	1,782			322
Surplus/(Deficit) after Capital Grants	- 4,269	- 3,147			- 5,055

Income

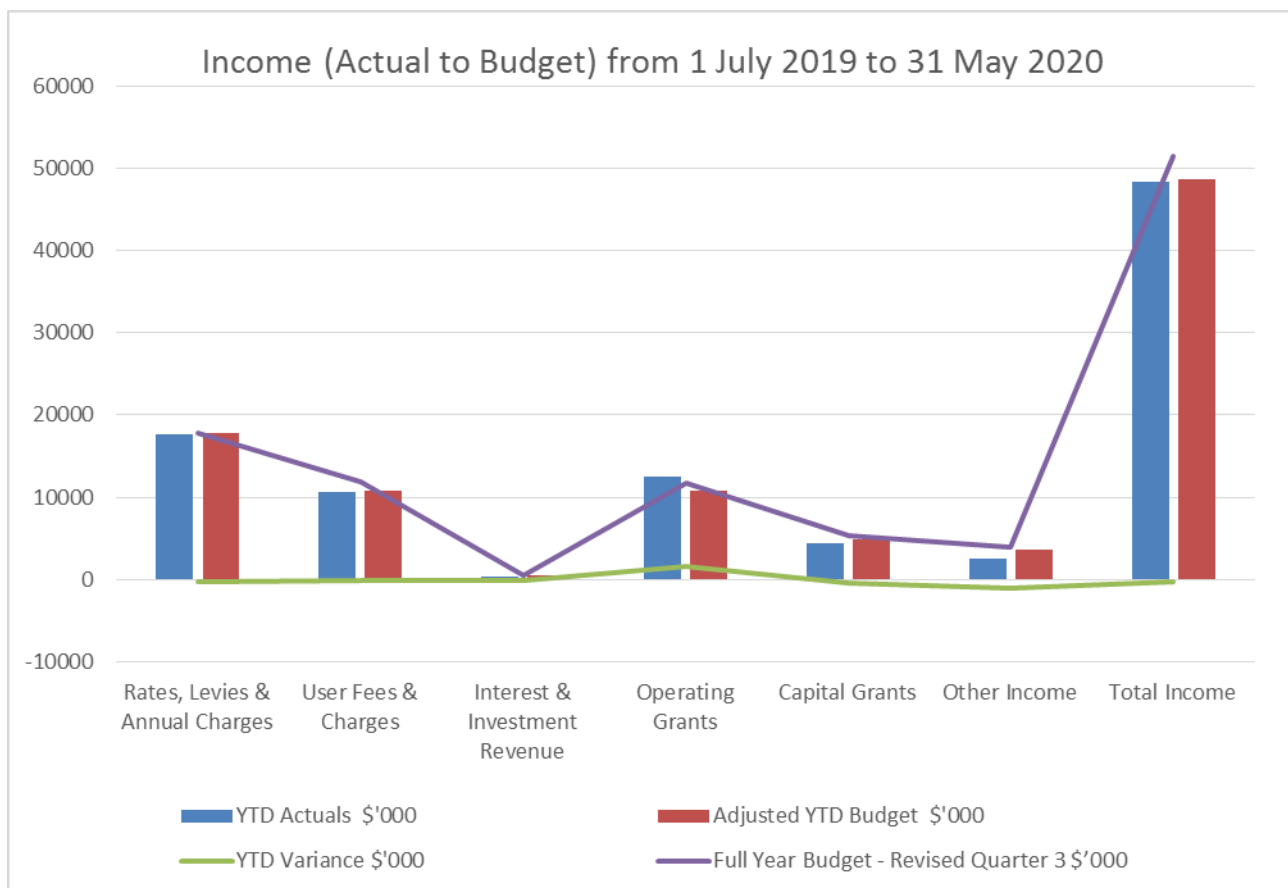
User fees and charges are currently tracking slightly below budget. An additional \$672K was recognised during May from the raising of the quarterly water accounts.

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 was adopted in the 3rd Quarterly Budget Review reducing predicted income by \$265K.

Operating grants substantially increased due to the prepayment of 2020/21 Financial Assistance Grant of \$3.08M. This advance payment reflects around 50% of the amount that Council is entitled to receive during 2020/21. Under Australian Accounting Standards, Council is required to recognise this prepayment as revenue in the financial year it is received. Council also received the 4th Quarter Financial Assistance Grant 2019/20 of \$727K during May.

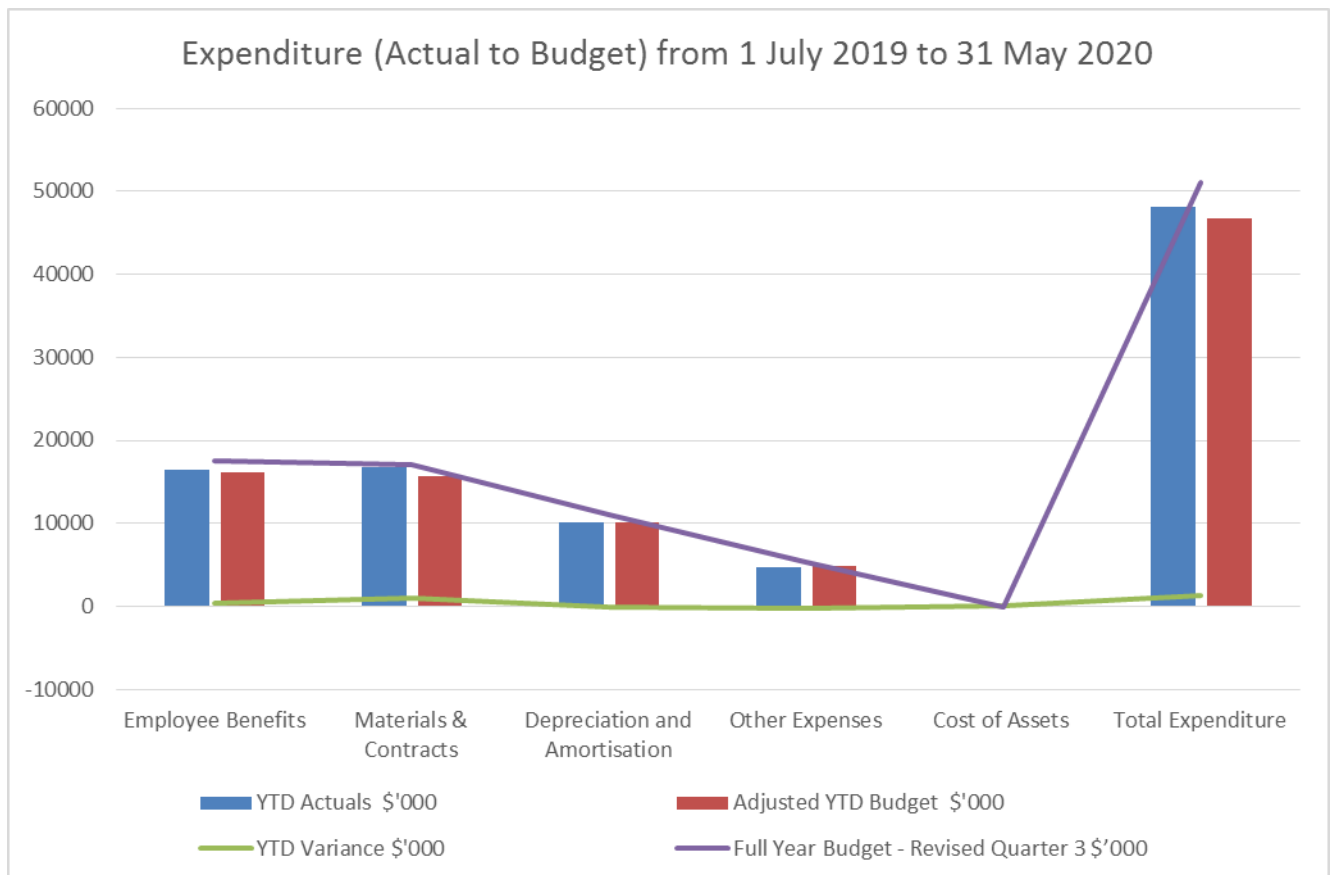
Capital grants are tracking below budget due to major grants being acquitted on finalisation of completed projects or when reaching milestones. Revenue recognition will further increase once capital project work and milestones are completed and can be invoiced.

A QBR3 adjustment was approved to increase Other Income by \$2M in line with expected revenue to be received due to the fire disaster. Currently \$849K has been received to cover some of the costs of the S44 event. Another claim is currently being reviewed by RFS, however, timing of receipt of these monies money is uncertain at this stage.



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 to increase expenditure by \$2M was adopted with the 3rd Quarter Budget Review to reflect the additional incurred costs through Council’s S44 claim. It is also expected that works on capital projects during June improve the operating result once capitalised. Since January, Council has expensed or incurred over \$6M in its response to the bushfire disaster and subsequent flooding incidents of which \$2.3M is not currently covered by any external funding stream.



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

10.6 STATEMENT OF INVESTMENTS - MAY 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 31 May 2020.

RECOMMENDATION:

THAT COUNCIL:

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

BACKGROUND:

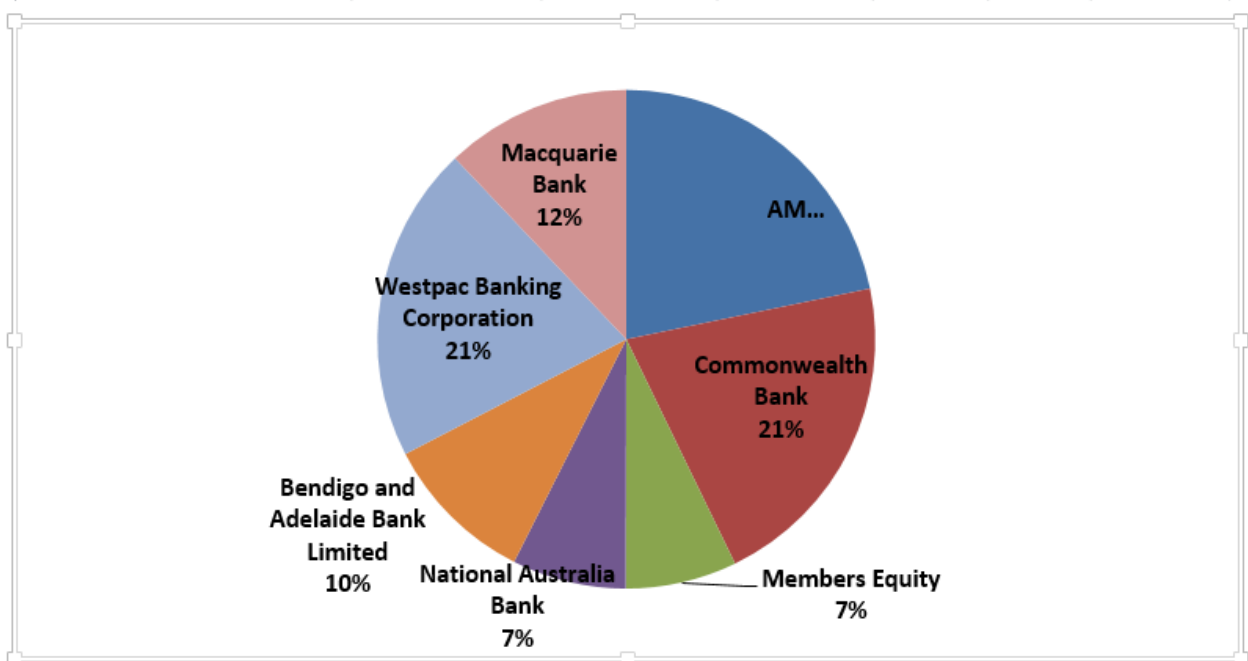
Nil

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.

Combined Cash & Investments Table		31/05/2020				
Cash & 11am at call Accounts	Current Month	Last Month	Movement	Type	Interest Rate%	Maturity Date
Commonwealth Bank	\$ 805,144	\$ 24,903	\$ 780,242	IWD Gen	0.25%	
National Australia Bank	\$ 104,542	\$ 64,071	\$ 40,471	W/Acct	0.25%	
Commonwealth Bank	\$ 835,341	\$ 1,246,793	-\$ 411,452	W/Acct	0.25%	
Commonwealth Bank	\$ 7,397,067	\$ 7,444,665	-\$ 47,598	At Call (BOS)	0.50%	
Commonwealth Bank	\$ 3,158	\$ 3,260	-\$ 102	Gen-Roth	0.25%	
<i>Sub Total Cash & 11 am at Call Accounts</i>	\$ 9,145,252	\$ 8,783,692	\$ 361,560		0.30%	
Total Cash & At Call Investments	\$ 9,145,252	\$ 8,783,692	\$ 361,560		0.30%	

	Current Month	Last Month	Movement	Lodgement Date	Interest Rate%	Maturity Date
Westpac Banking Corporation	\$ -	\$ 2,000,000	-\$ 2,000,000			
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
Members Equity	\$ 2,000,000	\$ -	\$ 2,000,000	25/05/2020	1.25%	25/02/2021
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
Total TD's	\$ 32,615,623	\$ 32,615,623	\$ -		1.63%	
Total Cash & Investments	\$ 41,760,875	\$ 41,399,315	\$ 361,560			



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 have increased by \$361K during May 2020.

Major income received during May included:

- Financial Assistance Grant Advance Payment (2020/2021) \$3M
- Financial Assistance Grant Payment (4th quarter 2019/2020) \$727K

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

- Reseal Roads \$975K
- Batlow Cannery cleanup (Progress payment 3) \$958K
- Batlow Library (progress claim – lockup stage) \$326K
- Fergusons Bridge Progress claim \$226K
- Network upgrade (various sites) \$164K
- Montreal Theatre (toilet block) \$164K

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

- Redemption of Westpac term deposit of \$2M and reinvested with ME Bank term deposit for 12 months at 1.25%

Cash investment rates continue to remain low due to the volatile economic environment. Long-term investment rates have been particularly badly affected. 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. 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:

Financial Costs	Financial Benefits	Benefits	Opportunities
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

11. MANAGEMENT REPORTS**11.1 LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM**

REPORT AUTHOR: PROGRAM MANAGER
RESPONSIBLE DIRECTOR: EXECUTIVE DIRECTOR INFRASTRUCTURE

EXECUTIVE SUMMARY:

On 22 May 2020, the Australian Government announced a new \$500 million Local Roads and Community Infrastructure Program (LRCI).

This program is designed to support local Councils to deliver priority local road and community infrastructure projects across Australia by supporting employment and the resilience of local economies to help communities bounce back from the COVID-19 pandemic.

Snowy Valleys Council has been allocated \$871,816 through this funding. It is intended that the funding will be available from 1 July 2020 with all projects to be completed by 30 June 2021.

This report seeks the approval of Council to proceed with the delivery of the following high priority infrastructure projects funded through the LRIC, as detailed in the report:

- Replacement of the Withers Creek Bridge
- Upgrade of the Wondalga Road (Forestry Link Road) Intersection
- Upgrade of Rifle Range Road
- Upgrade of the Jingellic Toilets
- Optional Project - Enhance the Tumut Central Business District Fitzroy Street entrance

The optional project has been included in the above list, in case unforeseen issues arise that impede the delivery of the priority infrastructure projects.

These projects are all high priority infrastructure projects and based on the information provided to date, comply with the LRIC funding arrangements.

RECOMMENDATION:**THAT COUNCIL:**

1. **Receive this report on the Australian Governments Local Roads and Community Infrastructure Program from the Executive Director Infrastructure**
2. **Note the allocation of \$871,816 to Snowy Valleys Council, through the Australian Governments Local Roads and Community Infrastructure Program**
3. **Endorse proceeding with the delivery of the following high priority infrastructure projects funded through the Australian Governments Local Roads and Community Infrastructure Program:**
 - a. **Replacement of the Withers Creek Bridge**
 - b. **Upgrade of the Wondalga Road (Forestry Link Road) Intersection**
 - c. **Upgrade of the Jingellic Public Toilets**
 - d. **Upgrade of Rifle Range Road**
 - e. **Optional Project - Enhance the Tumut Central Business District Fitzroy Street entrance**

4. Authorise the Chief Executive Officer to negotiate and/or amend the project list as described in item 3 above, as required to comply with the Local Roads and Community Infrastructure Program funding arrangements

BACKGROUND:

The Local Roads and Community Infrastructure (LRCI) Program Funding is intended for local road and community infrastructure projects that involve the construction, maintenance and/or improvement of council-owned assets that are generally accessible to the public. Projects will need to deliver benefits to the community, such as improved accessibility, visual amenity and safety benefits.

A copy of the fact sheet for the LRCI as issued by the Department of Infrastructure, Transport, Regional Development and Communications is attached to this report.

As described in the factsheet, Councils are able to select the projects to be funded in their community according to priorities at the local level.

Similar to the Roads to Recovery Program, councils will need to submit a Work Schedule that outlines the project(s) they plan to undertake.

Noting that the guidelines for the funding program are still being finalised, the conditions that currently apply to the funding include:

- Councils will need to complete all project works by 30 June 2021 to receive their full nominal share of funding.
- Councils will also need to demonstrate that projects are additional to their pre-COVID-19 work program for 2020-21. If a project has been brought forward from a future work program it will be eligible for funding.

Once The Department of Infrastructure, Transport, Regional Development and Communications have finalised implementation arrangements for the LRCI, Council will then be asked to agree to the program arrangements and identify local projects in their area.

REPORT:

In anticipation of the requirements of the LRCI to identify local projects, the following proposed projects have been selected from Councils prioritised infrastructure project list based on criticality and community need, with the exception of the optional project.

The optional project has been selected as a stopgap, in case unforeseen issues arise that impede the delivery of the priority infrastructure projects. This project includes an adaptable scope that can be adjusted to match available funding.

Along with being high priority projects, the projects listed below are also considered to be the best fit for the objectives of the LRCI funding program, and can be realistically delivered within the required funding timeframe.

Project	Existing Funding	Additional Needed	Summary
Replacement of Withers Creek Bridge – <i>Located along Withers Lane off Bombowlee Creek Road</i>	\$300k	\$300k	This timber Bridge in poor condition and at risk of failure if not replaced. Temporary emergency works were undertaken on the bridge in 2015, but the bridge is in urgent need of full replacement. The bridge services seven properties with no alternative access if the bridge becomes impassable.

Project	Existing Funding	Additional Needed	Summary
			<p>The existing bridge is also subject to erosion creating environmental issues that would be resolved with the replacement of the bridge.</p> <p>Replacement of the bridge is only partially funded and requires additional funding to be able to progress the replacement of the bridge.</p> <p>Total estimated cost to replace the bridge \$600k</p> <p>Existing Council budget \$300k</p> <p>Additional funding required \$300k</p>
Upgrade Wondalga Road (Forestry Link intersection)	\$245	\$255	<p>Intersection is subjected to high volume B-double heavy vehicle usage mixed with domestic users.</p> <p>Increased traffic movements due the bushfire recovery which is expected to be ongoing as the timber plantations are re-established have caused further deterioration of the intersection.</p> <p>Impacted by pavement failures causing significant deformation, and shoves of the pavement and wearing surface – risk of accidents due to the poor condition of the roadway.</p> <p>It is intended to upgrade the intersection in partnership with Softwoods Working Group.</p> <p>Total estimated cost to upgrade the intersection \$1M</p> <p>Intended contribution through the Softwoods Working Group \$500k</p> <p>Existing Council budget \$245k</p> <p>Additional funding required \$255k</p>
Rifle Range Road	Nil	\$252k	<p>Existing gravel roadway in poor condition requiring ongoing maintenance.</p> <p>This roadway services an expanded industrial area with high volume heavy vehicle movements.</p> <p>The existing gravel road is not fit for purpose – does not meet the levels of service required for a high usage industrial area and in need of upgrading.</p> <p>Total estimated cost to upgrade the roadway \$252k</p> <p>Additional funding required \$252k</p>

Project	Existing Funding	Additional Needed	Summary
Upgrade Jingellic Public Toilets	\$65k	\$65k	Existing public toilets in very poor condition. Non-compliant, no disabled access. No alternative public toilets available in the LGA within 30kms Total estimated cost \$130k Existing Council budget \$65k Additional funding required \$65k
Optional Project - Tumut Central Business District Fitzroy Street entrance upgrade	Nil	TBC	Improve the entrance to the Central Business District in Tumut – improved amenity and functionality. Economic stimulus project – attraction of tourists and passer-by's to stop and experience the main street of Tumut. Flexible scope, can be adjusted to suit availability of funding. Estimated total Cost \$260k comprising of the following elements: Landscape architect \$20k Paving \$120k Public art, planters, seating, bike racks, etc \$120k
TOTAL		\$872,000	

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

Integrated Planning and Reporting Framework:

CSP Outcome 2028

Theme 5: Our Infrastructure

Delivery Outcomes

5.4 Provide a program to deliver and improve public amenities and infrastructure which meets an acceptable community standard

SUSTAINABILITY ASSESSMENT:

Financial and Resources Implications

Part funding has been set aside for these projects within Councils budget.

The LRCI Program Funding allows for these high priority projects to be brought forward for completion as other funding was not currently available.

Costs and Benefits:

Securing funding through the LRCI and bringing these projects forward for delivery will assist in reducing part of the financial commitment that would otherwise need to be made by Council to facilitate the delivery of these projects in future financial years.

Policy, Legal and Statutory Implications:

The procurement process for the delivery of these projects will be undertaken in accordance with the provisions of the NSW Local Government Act 1993, NSW Local Government (General) Regulation 2005 and Councils own procurement policy and procedures.

RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:

Failure to deliver the funded works by 30th June 2021 could impact on both the reputation and business of the organisation and withdrawal of the funding.

To help reduce this risk, the delivery of these projects will be undertaken in accordance with Councils accredited Integrated Management System. This will ensure that the WHS, Quality and Environmental aspects of the work are managed in compliance with AS/NZS 4801:2001, ISO 9001:2008 and ISO 14001:2004 to achieve the best outcomes for Council and the community.

OPTIONS:

The Council may determine not to proceed with the recommendations referred to in this report or alternatively amend the recommendations noting that this could impact on the timely delivery of these high priority projects.

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Due to the timing of the grant funding, only limited consultation has been undertaken with the relevant stakeholders for the listed projects.

Further consultation will be undertaken as the project and funding arrangements are refined.

Attachments

- 1 Local Roads and Community Infrastructure Program - Australian Government Communications (under separate cover) ⇒

11. MANAGEMENT REPORTS**11.2 DRAFT ASSET MANAGEMENT POLICY - FOR PUBLIC EXHIBITION**

REPORT AUTHOR: MANAGER TECHNICAL SERVICES
RESPONSIBLE DIRECTOR: EXECUTIVE DIRECTOR INFRASTRUCTURE

EXECUTIVE SUMMARY:

This report seeks the approval of Council to place the Draft Asset Management Policy (SVC-COR-PO-109-01) on public exhibition for a minimum of 28 days, consistent with the requirements of the Local Government Act 1993.

The Draft Asset Management Policy has been developed to enable a consistent approach to management of all assets owned and managed within the Snowy Valleys Council Local Government Area.

The policy provides guidelines to Council and the community with regards to sustainable management and renewal of assets.

RECOMMENDATION:**THAT COUNCIL:**

- 1. Receive this report on the Draft Asset Management Policy (SVC-COR-PO-109-01) from the Executive Director Infrastructure**
- 2. Approve the Draft Asset Management Policy for Public Exhibition for a period of no less than 28 days**
- 3. 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**
- 4. Adopt the policy if no submissions are received on the day after the completion of the public exhibition period**

BACKGROUND:

The Draft Snowy Valleys Council Asset Management Policy has been developed following a review of both former Tumbarumba and Tumut policies to ensure that a consistent approach is applied to asset management for the Snowy Valleys Council Local Government Area.

REPORT:

This policy has been developed to provide the community with clear guidelines and information on the management and operation of Councils assets in respect renewal, monitoring of performance and commitment to moving to a 1:1 renewal ratio for assets in the Local Government Area including:

- Transport
- Water Supply
- Waste and sewerage
- Stormwater
- Buildings and facilities

- Open Space and Recreation
- Plant vehicle and equipment fleet
- Information Technology
- Public Art

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

Integrated Planning and Reporting Framework: CSP Outcome 2028

Theme 5: Our Infrastructure

SUSTAINABILITY ASSESSMENT:

Council will need to ensure longer term that the assets it builds are able to be maintained and replaced in the future with a 1:1 renewal ratio commitment of Council for all its asset.

Financial and Resources Implications

Council undertakes revaluations and condition assessments of its asset base on a 5 year rolling schedule. The modelling and assessments made identify the financial and resource requirements for renewals of the assets owned and operated by Council.

Policy, Legal and Statutory Implications:

The Management of Council Assets and direction of Council is required under the Integrated Planning and Reporting framework. The management of Council's assets is also subject to the *Local Government Act 1993*, *Australian Accounting Standards* and *Civil Liability Act 2002*.

RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:

The drafted Asset Management Policy has been developed to mitigate risk to the public and Council and to ensure that the organisation is compliant with legislation and has a clear direction on the management of its asset base.

It also provides the frameworks for the development of associated procedures and levels of service.

OPTIONS:

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

COUNCIL SEAL REQUIRED:

No.

COMMUNITY ENGAGEMENT AND COMMUNICATION:

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 Asset Management Policy (under separate cover) [↗](#)

11. MANAGEMENT REPORTS

11.3 TUMUT AERODROME ACCESS POLICY - FOR ADOPTION

REPORT AUTHOR: SURVEY & DESIGN ENGINEER
RESPONSIBLE DIRECTOR: EXECUTIVE DIRECTOR INFRASTRUCTURE

EXECUTIVE SUMMARY:

Snowy Valleys Council exhibited the Draft Aerodrome Access Policy which resulted in three external submissions being received. These were reviewed and in part, implemented into the policy.

RECOMMENDATION:

THAT COUNCIL:

1. Receive the report on the Aerodrome Access Policy – feedback from public and internal exhibition from Executive Director Infrastructure.
2. Note the three submissions received for the Draft Aerodrome Access Policy.
3. Adopt the Aerodrome Access Policy with changes.
4. Write to the submitters, thanking them for their input and advising them of the outcome to their submission.

BACKGROUND:

The Aerodrome Access Policy is intended to establish guidelines for users of the aerodrome so as to promote safety on site. The policy also enables Council to demonstrate its commitment to safety and appropriately manage risks inherent to aerodromes.

REPORT:

Snowy Valleys Council exhibited the Draft Aerodrome Access Policy for public feedback.

The below table summarises the submissions:

Submission date	Submission Summary	Comments
25 April 2020	Council should eradicate the "Cats Eyes" weeds from the runway strip. Allow for aircraft retrieval from the runway as required by the pilot.	Council has sprayed recently and will continue to address. Allowance has been made whilst seeking to uphold safety measures.
28 April 2020	Note that practices following current requirements are slack.	Having a formal policy should help strengthen compliance and allows reference to specific requirements for enforcement.

Submission date	Submission Summary	Comments
	<p>Locks on gates need attention.</p> <p>Issue with “Cats eyes” weeds.</p> <p>Allow for aircraft retrieval from the runway as required by the pilot.</p>	<p>This is intended to be addressed once the policy has been delivered and received by the community.</p> <p>Council has sprayed recently and will continue to address.</p> <p>Allowance has been made whilst seeking to uphold safety measures.</p>
29 April 2020	<p>Revise the policy regarding the mandatory use of high visibility clothing.</p> <p>Note the ability of RFS to impose a high visibility clothing requirement on their contractors if their risk assessment so determines.</p> <p>SVC to consider providing temporary signage at Tumut Aerodrome during firefighting operations.</p>	<p>Policy has been revised.</p> <p>Noted in a more generalised and expanded statement.</p> <p>Noted in a more generalised and expanded statement.</p>

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

Integrated Planning and Reporting Framework: CSP Outcome 2028

Theme 5: Our Infrastructure

Delivery Outcomes

1.6 Support and partner with other agencies to ensure community safety

Operational Actions

4.3.4 Promote and implement safety and well-being initiatives in accordance with Councils Resourcing Strategy and Safety Plans

SUSTAINABILITY ASSESSMENT:

	Positive	Negative
Social	Safety improvements for the community.	None Identified
Environmental	None Identified	None Identified
Economic	Protecting Council from negative economic implications in the case of an incident occurring.	Minor cost involved in providing and maintaining safety and security related infrastructure (locks, keys,

	Positive	Negative
		signage, etc).
Governance	Council provides and regulates appropriate safety and security practices in line with requirements and current best practice.	A minority of customers may feel disadvantaged by the policy requirements, or resist change.

Financial and Resources Implications

Financial resources will be allocated from the Aerodrome Maintenance Budget – minimal impacts expected.

Costs and Benefits:

NA

Policy, Legal and Statutory Implications:

In accordance with the Community Engagement Policy and Strategy the Draft Aerodrome Access Policy was placed on public and internal exhibition.

In constructing the policy the following legislation was considered:

- *Local Government Act 1993*
- *Work Health and Safety Act 2011*

Also considered were:

- Manual Of Standards (MOS) Part 139
- Australian Airports Association – Small Regional Aerodrome Handbook

RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:

The Aerodrome Access Policy seeks to manage WHS risks to the public, Council staff and consequently the reputation of Council.

In addition to the policy, Council needs to enforce requirements, administrate key registrations, maintain physical barrier and signage assets, and take appropriate measures to manage increased risks due to large events.

OPTIONS:

- Resolve to adopt the Aerodrome Access Policy.
- Resolve to amend and adopt the Aerodrome Access Policy.

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

The draft policy was put on exhibition for community feedback.

Council received feedback from three members of the public who raised generally consistent concerns with some of the content. The policy was then reviewed in line with this feedback and appropriate changes have been made.

Attachments

- 1 Draft Tumut Aerodrome Access Policy (under separate cover) [⇒](#)

11. MANAGEMENT REPORTS**11.4 SNOWY VALLEYS COUNCIL LOCAL STRATEGIC PLANNING STATEMENT (DRAFT LSPS) - FOR ADOPTION**

REPORT AUTHOR: EXECUTIVE DIRECTOR COMMUNITY AND CORPORATE
RESPONSIBLE DIRECTOR: EXECUTIVE DIRECTOR COMMUNITY AND CORPORATE

EXECUTIVE SUMMARY:

This report presents the draft Snowy Valleys Local Strategic Planning Statement (Draft LSPS) to Council for adoption following public exhibition. The Draft LSPS has implications for the Council organisation and the Snowy Valleys Council community.

All councils within NSW are required to prepare a LSPS to act as a link between the strategic priorities identified at a regional or district level, and the finer-grained planning at a local level expressed in council's local environmental plan and development control plans, to ensure consistency in strategic planning approaches. There is a need for Council to make the LSPS before 1 July 2020 in accordance with legislative requirements.

The Draft LSPS that was placed on exhibition for 28 days from 29 April 2020 until 27 May 2020 has been prepared in accordance with the *Environmental Planning and Assessment Act 1979* and Regulations.

RECOMMENDATION:**THAT COUNCIL:**

- 1. Receive the report on the Exhibited Draft Local Strategic Planning Statement**
- 2. Adopt the Draft Local Strategic Planning Statement with the changes as recommended in Column 4 'LSPS Submission Analysis Table' to this report in accordance with Clause 11A of the *Environmental Planning and Assessment (Savings, Transitional and Other Provisions) Regulation 2017* that requires Council to make its first local strategic planning statement under section 3.9 of the *Environmental Planning and Assessment Act 1979 No. 203* before 1 July 2020.**
- 3. Publish the adopted Local Strategic Planning Statement on the NSW planning portal in accordance with Clause 3.9(5) of the *Environmental Planning and Assessment Act 1979* before 1 July 2020.**

BACKGROUND:

In March 2018, amendments to the Environmental Planning and Assessment Act 1979 (EP&A Act) introduced new requirements for councils to prepare and make local strategic planning statements. Local strategic planning statements (LSPS) are to set out:

- a 20-year vision for land use in the local area
- special characteristics which contribute to local identity
- shared community values to be maintained and enhanced
- how growth and change will be managed into the future

Councils are to demonstrate how their vision gives effect to the regional or district plan, based on local characteristics and opportunities, and the council's own priorities in the community strategic plan it prepares under local government legislation.

Informed by the strategic and community planning work undertaken across regions, districts and Local Government Areas, the LSPS will be the key resource to understand how strategic and statutory plans will be implemented at the local level.



Council resolved to 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 at its meeting held on 16 April 2020.

REPORT:

Due to COVID 19 restrictions and legislated timing requirements the public exhibition was necessarily restricted in terms of being able to undertake face to face meetings/discussions, road shows, focus groups and public forum approaches.

Public exhibition of the Draft LSPS was advertised in the Tumut and Adelong Times, The Tumbarumba Times and on Council's 'yourvoice.svc' web site. Community feedback and comment were invited during the exhibition period 29 April 2020 to 27 May 2020.

In addition to advertised public exhibition the following table outlines organisations specifically informed of the exhibition of the Draft LSPS.

Name	Contact	Emailed	Printed	Post
Department of Planning Industry and Environment	Admin	n/a	23/04/20	23/04/20
NSW Ministry of Health	Admin	n/a	23/04/20	23/04/20
Transport NSW	Admin	n/a	23/04/20	23/04/20
NSW Department of Education	Admin	n/a	23/04/20	23/04/20
Department of Premier and Cabinet		n/a	23/04/20	23/04/20
Department of Industry	District Office - Agriculture	n/a	23/04/20	23/04/20

Name	Contact	Emailed	Printed	Post
NSW National Parks and Wildlife Services	Tumut Office	n/a	23/04/20	23/04/20
Forestry Corporation	Admin	n/a	23/04/20	23/04/20
Department of Primary Industries	Admin	n/a	23/04/20	23/04/20
Infrastructure NSW	Admin	22/04/20	23/04/20	n/a
Snowy Monaro Council	Customer Service	22/04/20	n/a	n/a
Yass Valley Council	Customer Service	22/04/20	n/a	n/a
Cootamundra Gundagai Council	Customer Service	22/04/20	n/a	n/a
Wagga Wagga City Council	Customer Service	22/04/20	n/a	n/a
Greater Hume Council	Customer Service	22/04/20	n/a	n/a
Canberra Region Joint Organisation	Gabby Cusack	22/04/20	n/a	n/a
Riverina Joint Organisation	Admin	22/04/20	n/a	n/a
Aboriginal Liaison Committee	President	22/04/20	n/a	n/a
Adelong Progress Association	President	22/04/20	n/a	n/a
Batlow Development League (BDL)	President	n/a	n/a	n/a
Talbingo Ratepayers Association	President	n/a	n/a	n/a
Tumbarumba Chamber of Commerce	President	20/04/20	n/a	n/a
Tumut Chamber of Commerce	President	22/04/20	n/a	n/a
Tumut Community Association	President/ Members	22/04/20	n/a	n/a
Tumut Community Foundation	President	22/04/20	n/a	n/a

It is noted that the Riverina Joint Organisation advised that it would not be making a submission as Council was not a member.

Submissions Received as a Result of the Public Exhibition

As a result of the exhibition submissions were received as follows:

- Two (2) from community members
- Snowy Monaro Regional Council
- Cancer Council NSW
- Eight (8) NSW Government Agencies - NSW Planning Industry and Environment (DPIE) Western Region, Local and Regional Planning; Snowy Monaro Council; DPIE Biodiversity and Conservation Division (BCD); NSW Planning Industry and Environment Resilience Planning; Environment Protection Authority (EPA); Heritage NSW; Department of Primary Industries (DPI) Fisheries; and, Transport for NSW (TfNSW).

Topics covered in the submissions included:

- Brindabella Road
- Rail trails
- Practicality of achieving the early monitoring and reporting timetables
- Industrial development and the timber industry
- Tourism opportunities
- Inaccuracies in the draft LSPS
- Importance of the Murray River
- Presentation of the LSPS document
- Studies recommended to be undertaken
- Population projections
- Provision of shade for UV radiation protection
- Whether some of the matters included in other strategic documents should be included in the LSPS
- Aboriginal cultural heritage
- Protection and management of the environment
- Hazards and climate change
- Resilience
- Protection and conservation of fish stocks
- Collaboration on strategic planning issues
- Road networks

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

Integrated Planning and Reporting Framework:

CSP Outcome 2028

Theme 1: Towns and Villages

Theme 2: Growth through Innovation

Theme 3: Our Environment

Theme 4: Communication & Engagement

Theme 5: Our Infrastructure

Delivery Outcomes

As the LSPS is a comprehensive strategic spatial land use planning document many of the listed delivery outcomes would be applicable however the one that provides a pertinent summary is:

1.9 Provide a planning and development framework which protects the local amenity while supporting sustainable growth and an appropriate balance of land use

Operational Actions

1.1.2 Continue the development and delivery of place based plans as a way to integrate town/village developments around long term aspirations.*

SUSTAINABILITY ASSESSMENT:

	Positive	Negative
Social	<p>The LSPS will assist Council to plan for needs associated with population change or transformation in local employment opportunities.</p> <p>Adaptation to the impacts of natural hazards and climate change are articulated considerations in the LSPS.</p>	<p>The LSPS will assist Council to plan for needs associated with population change or transformation in local employment opportunities.</p> <p>Adaptation to the impacts of natural hazards and climate change are articulated considerations in the LSPS.</p>
Environmental	<p>Protection, conservation and enhancement of Snowy Valley's landform, waterways and bushland that have high environmental value is an expressed priority in the LSPS.</p>	<p>Protection, conservation and enhancement of Snowy Valley's landform, waterways and bushland that have high environmental value is an expressed priority in the LSPS.</p>
Economic	<p>Identification of the need for further local strategic planning effort such as precinct and master planning, local character statements, and local housing and infrastructure strategies forms part of the LSPS. Thus an LSPS should be seen as evolutionary where identified actions result in future refinements to the plan.</p> <p>The LSPS will assist council in its consideration of infrastructure needs to support growth. This will promote transparency and clarity by identifying upfront the strategic infrastructure priorities, which can then be delivered through a range of methods such as Council budgets, government funding or planning agreements.</p>	<p>Identification of the need for further local strategic planning effort such as precinct and master planning, local character statements, and local housing and infrastructure strategies forms part of the LSPS. Thus an LSPS should be seen as evolutionary where identified actions result in future refinements to the plan.</p> <p>The LSPS will assist council in its consideration of infrastructure needs to support growth. This will promote transparency and clarity by identifying upfront the strategic infrastructure priorities, which can then be delivered through a range of methods such as Council budgets, government funding or planning agreements.</p>
Governance	Importantly, the LSPS allows	Importantly, the LSPS allows

	Positive	Negative
	councils to translate their strategic planning work into local priorities and actions. In turn this informs the review and development of future strategic plans at the district and regional level. This feedback cycle from local to regional planning ensures that the line-of-sight between the different levels of spatial planning works both ways.	councils to translate their strategic planning work into local priorities and actions. In turn this informs the review and development of future strategic plans at the district and regional level. This feedback cycle from local to regional planning ensures that the line-of-sight between the different levels of spatial planning works both ways.

Financial and Resources Implications

A long term local strategic planning statement addressing spatial land use over a 20 year period has annual budget implications that need to be considered. Funds should be set aside to implement the program of actions as described in the LSPS.

Costs and Benefits:

Nil

Policy, Legal and Statutory Implications:

Section 3.9 of the Environmental Planning and Assessment Act 1979 applies to local strategic planning statements. Those parts most relevant to Snowy Valleys are as follows:

3.9 Local strategic planning statements of councils

(1) The council of an area must prepare and make a local strategic planning statement and review the statement at least every 7 years.

(2) The statement must include or identify the following—

- (a) the basis for strategic planning in the area, having regard to economic, social and environmental matters,
- (b) the planning priorities for the area that are consistent with any strategic plan applying to the area and (subject to any such strategic plan) any applicable community strategic plan under section 402 of the [Local Government Act 1993](#),
- (c) the actions required for achieving those planning priorities,
- (d) the basis on which the council is to monitor and report on the implementation of those actions.

(3)

(3A)

(4)

(5) A local strategic planning statement must be published on the NSW planning portal. Clause 11A of the Environmental Planning and Assessment (Savings, Transitional and Other Provisions) Regulation 2017 requires Council to make its first local strategic planning statement under section 3.9 of the Act before 1 July 2020. The NSW Department of Planning, Industry & Environment have made it clear that the 1 July 2020 deadline will not be extended.

RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:

Nil

OPTIONS:

1. Council can make amendments to the Draft LSPS prior to it being adopted; or

2. Council can resolve to adopt the exhibited Draft LSPS without amendments.

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:**External Consultation**

Comments on the Draft LSPS were sought from the NSW Department of Planning, Industry & Environment. On 26 November 2019 the Department provided the following feedback:

- The Draft LSPS was thorough and comprehensive
- The Draft LSPS appears to be generally consistent with the legal requirements for LSPSs
- Council's draft LSPS does not appear to be inconsistent with the Riverina Murray Regional Plan

Suggestions were provided by the Department to assist the author of the Draft LSPS if there was a desire to improve the document. The suggestions were incorporated into the latest version of the Draft LSPS.

Gary White, Chief Planner Regions from the NSW Department of Planning, Industry & Environment gave a presentation to a Council Workshop on 7 November 2019 on the benefits of strategic planning and the preparation of LSPSs.

Public Exhibition

Council resolved to 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 at its meeting held on 16 April 2020.

The Draft LSPS was placed on exhibition for 28 days from 29 April 2020 until 27 May 2020.

Attachments

- 1 Snowy Valleys Council Draft Local Strategic Planning Statement (LSPS) (under separate cover) [⇒](#)
- 2 Local Strategic Planning Statement (LSPS) - Submissions Analysis Table (under separate cover) [⇒](#)
- 3 Local Strategic Planning Statement (LSPS) - Submissions (under separate cover) [⇒](#)

11. MANAGEMENT REPORTS**11.5 DISBANDING OF REGIONAL HEALTH SERVICE COMMITTEE**

REPORT AUTHOR: COORDINATOR PLACE ACTIVATION
RESPONSIBLE DIRECTOR: EXECUTIVE DIRECTOR COMMUNITY AND CORPORATE

EXECUTIVE SUMMARY:

This report is to recommend that Regional Health Services Committee formed in 2018, be dissolved. The Committee has met intermittently since its formation and there are several Committee in the region that are undertaking the same information gathering and advocacy work.

RECOMMENDATION:**THAT COUNCIL:**

- 1. Receive the Report on Disbanding the Regional Health Services Committee.**
- 2. Agree to the disbandment of Regional Service Committee**
- 3. Acknowledge the contribution made by past and present members of the Regional Health Services Committee**

BACKGROUND:

At the September 2018 Ordinary Meeting of Snowy valleys Council it was resolved to approve the formation a Regional Health Services Committee and endorse its draft Terms of Reference (M266/18).

As per the Terms of Reference the Regional Health Services Committee is an advisory committee to Snowy valleys Council with the purpose to engage, support and advocate for appropriate and sustainable health services across SVC and to provide recommendations to Council to assist where possible.

The committee has not met consistently since its formation and there are several other regional committees and bodies that have a similar focus, purpose and membership.

REPORT:

The Regional Health Services Committee have not met since August 2019 and it has been difficult for the proposed membership as outlined in the Terms of Reference to be available for meetings. There are also several other community and industry based committees that operate in the region, including but not limited to – Local Health Area Advisory Committees in Tumbarumba and Tumut. In the Business Paper for the September 2018 Ordinary Meeting of Snowy Valleys Council one of the main reasons put forward for the formation of the Committee was:

'Council views meeting the health needs of our region as a priority issue in terms of ensuring adequate and appropriate health services.'

Since the formation of the Committee, there has been significant progress on the Tumut Health Service redevelopment and the Tumbarumba MPS (Hospital) has been completed. SVC recognises the importance of the health needs of the region, which is reflected in advocacy documentation and priorities, including lobbying support for the attraction and retention of health professionals to improve the level of health care in the community.

Work continue to be done external to the Committee, through advocacy and the operational actions undertaken by staff. The key partnerships with stakeholders, that were intended to be consolidated by the Committee, are being maintained daily, particularly post-bushfires and during the Covid-19 pandemic.

As per the Terms of Reference, Section 10 entitled Dissolution states '*Council may at any time dissolve the Committee*'.

There are a number of committees/organisation that are currently operational and are committed to engage, support and advocate for appropriate and sustainable health services across the Snowy Valleys Council Local Government Area. Such committees/organisations are:

- Murrumbidgee Local Health District
- Murrumbidgee Primary Health Network
- Local Health Advisory Committee – Tumut
- Local Health Advisory Committee – Tumbarumba
- Local Health Advisory Committee – Adelong Batlow

Other groups who advocate for health issues in the area:

- Friends of Tumbarumba Hospital
- Tumut Community Association

Snowy Valleys Council have been invited to be a committee member on the Local Health Area Advisory Committee in Tumbarumba and Tumut, led by NSW Health – Murrumbidgee Local Health District (MLHD).

The role of the Local Health Advisory Committee is to; Advocate for the local community, connect with local communities about health priorities, be a voice for planning and evaluation of service, Provide support to local health service, promoting health literacy and wellbeing in their local communities.

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

Costs and Benefits:

Nil

Policy, Legal and Statutory Implications:

Nil

RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:

Health and associated services are not core business of Council and there may be community sentiment that Council is revoking support for these services by disbanding the committee.

However Council continues to advocate for health services and support the community to strengthen accessibility to services.

OPTIONS:

Council can agree to the recommendation as per the report, or amend some or all of the recommendations.

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Staff held conversations with Council delegates and other members of the Committee.

ATTACHMENTS

Nil

12. MINUTES OF COMMITTEE MEETINGS**12.1 MINUTES - BATLOW DEVELOPLMENT LEAGUE - 6 MAY 2020**

REPORT AUTHOR: EXECUTIVE DIRECTOR COMMUNITY AND CORPORATE
RESPONSIBLE DIRECTOR: EXECUTIVE DIRECTOR COMMUNITY AND CORPORATE

RECOMMENDATION:**THAT COUNCIL:**

1. **Receives the report on the Batlow Development League meeting held on 6 May 2020.**
2. **Notes the Minutes of the Batlow Development League meeting held on 6 May 2020.**
3. **Notes for consideration and further reporting to Council the following recommendations from Batlow Development League:**
 - i. **Council proceeds with a planned business case for the Batlow Cannery site by 30th June 2020.**
 - ii. **Council support Batlow Development League in seeking funds to secure use of the rail corridor from the Batlow Caravan Park to the Batlow Apples site.**
 - iii. **Council repurposes the remaining Cannery Office building as a Tourist Information Centre along with offices that could be used by visiting professionals and organisations that require such facilities.**
 - iv. **Council make application to the owners of the electrical substation on the corner of Memorial Avenue and Kurrajong Avenue to demolish it.**
4. **Seeks external funding to undertake an assessment of the vacant former cannery site in order to establish and evaluate the range of potential development opportunities available.**

BACKGROUND:

The Batlow Development League (BDL) was established with the objective of providing civic leadership to the Batlow Community and to stimulate the ongoing economic, social and cultural prosperity of the community of Batlow.

The Batlow Apple Blossom Festival committee and the Batlow Ciderfest committees are subcommittees of the BDL

REPORT:

The Batlow Development League met on 6 May 2020.

The Following items were discussed:

1. BUSINESS ARISING
 - a) Public Toilets – The toilets at the Literary Institute Toilets are open but the toilets at the showground are still closed – toilets are still not being cleaned weekly.

- b) Pedestrian Crossing, Batlow Road – Request Council for an update at next committee meeting.
- c) Batlow Library - hopefully finished by the end of financial year
- d) Bushfire Clean Up – Laing O'Rourke hopes to have it completed by end of June.
- e) Cannery – Former Cannery officers have been leased for a short term (3 months)
- f) Rail Corridor Walking Track – This is not a part of the cannery site. John Holland Group are managing it.

2. GENERAL BUSINESS

2.1 Cannery Site

2.1.1 Recommend that Snowy Valleys proceeds (albeit with a smaller budget) with the planned business case for the Batlow Cannery site by 30 June 2020. The Batlow Development League recommends that Snowy Valleys Council supports it in developing the following community projects:

- The Snowy Valleys Council supports the Batlow Development League in applications to seek funds to complete the project.
- That Snowy Valleys Council supports the Batlow Development League in an application to secure use of the rail corridor from the Batlow Caravan Park to the Batlow Apples site.

2.1.3 The Batlow Development League recommends that the Snowy Valleys Council repurposes the remaining Cannery Office building as a Tourist Information Centre along with offices that could be used by visiting professionals and organisations that require such facilities (e.g. Vet and Counsellors).

2.1.4 The Batlow Development League recommends that the Snowy Valleys Council make application to the owners of the electrical substation on the corner of Memorial Avenue and Kurrajong Avenue to demolish it

2.2 100kph Speed Limited

2.2.1 The 100 kph speed limit on Yellowin Road, Heatleys Road and Gedyes Road is dangerous. BDL Recommend the speed limited to be reduced to 60kph

3 Correspondence

3.1 Resignation of J Wilford from Batlow Development League

- Next Meeting 3 June 2020.

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

4.5.3 Provide support to volunteer groups and section 355 committees to manage risk

SUSTAINABILITY ASSESSMENT:

Nil

Financial and Resources Implications

Nil

Costs and Benefits:

Nil

Policy, Legal and Statutory Implications:

Local Government Act 1993

RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:

Nil

OPTIONS:

Nil

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Nil

Attachments

- 1 Minutes - Batlow Development League - 6 May 2020 (under separate cover) [⇒](#)

12. MINUTES OF COMMITTEE MEETINGS**12.2 MINUTES - BATLOW DEVELOPMENT LEAGUE - 3 JUNE 2020**

REPORT AUTHOR: EXECUTIVE DIRECTOR COMMUNITY AND CORPORATE
RESPONSIBLE DIRECTOR: EXECUTIVE DIRECTOR COMMUNITY AND CORPORATE

RECOMMENDATION:**THAT COUNCIL:**

1. Receive the report on the Batlow Development League (BDL) meeting held on 3 June 2020.
2. Note the Minutes of the Batlow Development League meeting held on 3 June 2020.
3. Notes for consideration and further reporting to Council the following recommendations from Batlow Development League:
 - I. The Batlow Cannery site be retained as a community asset for Batlow.
 - II. That the Snowy Valleys Council work with BDL and the community to form a masterplan for the entire cannery site.
 - III. That Snowy Valleys Council roll over the money allocated for the sound shell to the next financial year as due to the bushfires and COVID-19 quotes are coming in slowly and negotiations with building companies are still being finalised.
 - IV. That the Batlow/Tumut Rail Trail be placed as a priority on the Snowy Valleys Council's Recovery Advocacy Plan and that BDL to continually monitor the success of the Tumbarumba/Rosewood Rail Trail.

BACKGROUND:

The Batlow Development League (BDL) was established with the objective of providing civic leadership to the Batlow Community and to stimulate the ongoing economic, social and cultural prosperity of the community of Batlow.

The Batlow Apple Blossom Festival committee and the Batlow Ciderfest committees are subcommittees of the BDL.

REPORT:

The Batlow Development League met on 6 May 2020.

The Following items were discussed:

1. BUSINESS ARISING
 - a) Bushfire clean up continues. It will take approximately 12 weeks before being completed.
 - b) Public Toilets will be inspected by Council at the Literary Institute to ensure cleaning takes place

- c) All Public toilets and playgrounds have now been reopened.
- d) Request for 100km to 60km zone has been emailed to Local Traffic Committee to be placed on agenda for next meeting.
- e) Library – new building being delivered on site on 5 June. Library will be closed for 2 weeks so fir out can take place. Launch of New Library will be 3 August 2020.

2. GENERAL BUSINESS

- a) Batlow Cannery Site – Batlow Rotary have received various donations and would like to see the office building used as a Men's shed.
- b) Crossing on Batlow Road – RMS will not approve the crossing. Perhaps it would be better if the IGA used the Selwyn Street door as its main entrance.
- c) Hides Park Sound Shell (The Cannery) – Some quotes have been received for the construction of the sound shell.
- d) Zoom Meeting – Resolved that BDL reimburse committee member for the cost of Zoom meetings and CiderFest to pay 50% of the cost to BDL.
- e) Future projects - Recovery Group is concerned about the viability of small businesses in Batlow after the clean-up is finished.
- f) Grants – Resolved approval to complete an application for the VISY Grant - to offset the cost for the Sound Shell and Hides Park improvements.
- g) Rail Trail - The Tumbarumba/Rosewood Rail Trail is proving to be popular even amongst COVID19 restrictions.

3. Next Meeting – 1 July 2020 at 5pm by Zoom

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

4.5.3 Provide support to volunteer groups and section 355 committees to manage risk

SUSTAINABILITY ASSESSMENT:

Nil

Financial and Resources Implications

Costs and Benefits:

Nil

Policy, Legal and Statutory Implications:

Local Government Act 1993

RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:

Nil

OPTIONS:

Nil

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Nil

Attachments

- 1 Minutes - Batlow Development League Meeting - 3 June 2020 (under separate cover) [⇒](#)

12. MINUTES OF COMMITTEE MEETINGS**12.3 MINUTES - DISABILITY INCLUSION ACCESS REFERENCE GROUP (DIARG) COMMITTEE MEETING - 28 MAY 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 that was held on 28 May 2020.**
- 2. Note the minutes on the DIARG Committee meeting that was held on 28 May 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:

At the 28 May 2020 DIARG Committee meeting the following items were discussed:

- Minutes of the 23 April 2020 were accepted.
- Business arising from minutes 23 April 2020
 - Disability Inclusion Action Plan (DIAP) 2017 -2018 Actions - Intereach, 'Access at a Glance' disability access to business scoring. Being able to access both Tumbarumba and Tumut Chambers of Commerce has been difficult.
- The lack of access to information about services and to public facilities and venues for people with disability in the local government area.
- It was reported that facilities for people with a disability in the Local Government Area are insufficient and some do not meet disability standards. People with disability are another possible target market for tourism
- The possibility of maintaining Zoom meetings post COVID -19 and the opportunity ZOOM meetings create to increase membership because of decreased travelling to and from meetings.
- Gadara School has had a name change to Snowy Valleys School.

Sub Committee: Community Welfare Committee

Have not met since last DIARG meeting. The need to meet to finalise Draft Terms of Reference was discussed.

Next DIARG meeting is scheduled for Thursday 25 June 2020, 11am – 1pm.

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

1.2.3 Deliver year 1 of actions under Disability Inclusion Action Plan

SUSTAINABILITY ASSESSMENT:**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) - 28 May 2020 (under separate cover) [⇒](#)

12. MINUTES OF COMMITTEE MEETINGS**12.4 MINUTES - KHANCOBAN COMMUNITY COMMITTEE MEETING - 20 MAY 2020**

REPORT AUTHOR: COORDINATOR GOVERNANCE & RISK
RESPONSIBLE DIRECTOR: EXECUTIVE DIRECTOR COMMUNITY AND CORPORATE

RECOMMENDATION:**THAT COUNCIL:**

1. **Receive the report on the Khancoban United Volunteers Association meeting held on 20 May 2020.**
2. **Note the Minutes of the Khancoban United Volunteers Association meeting held on 20 May 2020**
3. **Approve the “You Khan Uke Festival” as a Council event to be held in September 2020, organised through the Khancoban United Volunteers Association.**

BACKGROUND:

The Khancoban United Volunteers Association is a Section 355 Committee of Council.

REPORT:

At the monthly meeting of the Khancoban United Volunteers Association, the following key items were discussed:

- Minutes
 - The previous meeting were accepted.
- Business arising from the minutes
 - Donation made to the Committee by Heather Roberts of \$670.60 from raffles and lunches
 - Question regarding the general store and any interested parties. Cllr Smit mentioned there is interest but could provide no further details
 - Tumbarumba Chamber of Commerce requested the Committee pay the initial cost of the Khancoban hall asbestos survey with money to be refunded to KUYA from the grant
 - Swipe cards for pools to be operational by summer 2020/21
 - KUYA has contacted Justin Clancy’s office asking for a \$10K grant for the painting above the shopping centre walkway
 - Anti-graffiti paint applied to mural
- Correspondence In
 - Letter from Sandra Bowdren regarding ukulele festival
 - Committee voted unanimously to allow the group to hold their festival weekend under s355 committee umbrella

- Clr Ham mentioned more funding available through Council for special events.
Clr Ham to send link to committee members.
- Treasures Report
- Agenda Items
 - KUVA waiting until June monthly meeting before discussing the reopening of the OpShop, craft and book clubs ensuring COVID safe restrictions
 - Foot pedal sanitiser to be purchased
- General Business
 - \$500 donation to be sent via cheque to President of Batlow Rotary Club for the family who lost twin girls in house fire
 - No financial report has been received from Khancoban Coming Alive Festival

Khancoban Ukulele Festival

The Coordinator Governance and Risk and the Risk Management Office attended a meeting with the Committee Chairperson and Committee Treasurer on 02 June 2020, to discuss governance and financial controls for Committees. This meeting was conducted as part of the consultation of the development of the section 355 committee operation manual.

At this meeting, it was brought to the attention of the two Council Officers that the "You Khan Uke Group" had successfully applied for a \$9500 grant through the Foundation for Rural and Regional Renewal. The grant was for the establishment of a "You Khan Uke" Festival in September 2020. The grant application was submitted under the Khancoban United Volunteers Association on behalf of the "You Khan Uke Group" using an ABN linked to the Khancoban Community Technology Centre.

After further research and confirmation with the Foundation for Rural and Regional Renewal, the understanding is that the Committee can accept the grant and that the ukulele festival be undertaken as a Council event. The grant money cannot be donated from the Committee to the "You Khan Uke Group" as originally intended.

Councils Coordinator Governance and Risk, Event Activation Officer, Risk Management Officer, Chief Financial Officer and the Committee Chair have come to the agreement that the event will be run as a Council event through the Khancoban United Volunteers Association Committee, pending resolution to this affected by Council. As a Council event, accurate information regarding event details, risk assessments, financials, Councils role, etc will need to be clearly defined and communicated throughout the organisation of the event, in consultation with the Events Activation Officer.

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

4.5.3 Provide support to volunteer groups and section 355 committees to manage risk

SUSTAINABILITY ASSESSMENT:

Community groups assist in the social sustainability of our towns and provide a forum for residents to connect, contribute and keep updated.

Financial and Resources Implications

A \$9500 successful grant application has been made through the Foundation for Rural and Regional Renewal for a ukulele festival to be held in Khancoban during September 2020.

Costs and Benefits:

The “You Khan Uke” festival will have a cost impact on Council, as the event will need to be managed as an event of Council and therefore staff resources will be impacted. The Events Activation Officer will be the main position that will have to contribute time to the event. There will be staff resources used to promote the event and assist with event management.

Benefits of the “You Khan Uke” festival include social and economic benefits. The festival is expected to attract approx. 100-200 people to Khancoban during the course of the weekend. This will have economic benefits to the community, via accommodation, meals, entertainment etc. The social benefits include the inclusion of the community working together in preparation and delivery of the festival.

Policy, Legal and Statutory Implications:

Section 355 Local Government Act

RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:

The Committee placed Council at risk by allowing a community group, the “You Khan Uke” Group to apply for a grant using the Khancoban United Volunteers Association as the grant applicant. There is a misunderstanding from the Committee in regards to governance responsibilities surrounding grant applications and their impacts on Council. Committees are unable to give donations to other groups, especially groups who are not considered a legal entity.

This risk is expected to be minimised in the future through the adoption and implementation of the Committees of Council Framework.

OPTIONS:

Not adopt Recommendation 3. The Committee could refuse the \$9500 grant for the ukulele festival.

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Not required

Attachments

- 1 Khancoban United Volunteers Association Minutes 20 May 2020 (under separate cover) [⇒](#)
- 2 Khancoban United Volunteers Association Treasurers Report March and April 2020 (under separate cover) [⇒](#)

12. MINUTES OF COMMITTEE MEETINGS**12.5 MINUTES - LOCAL TRAFFIC COMMITTEE - 27 MAY 2020**

REPORT AUTHOR: ROAD SAFETY OFFICER
RESPONSIBLE DIRECTOR: EXECUTIVE DIRECTOR INFRASTRUCTURE

RECOMMENDATION:**THAT COUNCIL:**

1. Receive this report on the Local Traffic Committee meeting held on 27 May 2020
2. Note the Minutes of the Local Traffic Committee meeting held on 27 May 2020
3. Endorse the following recommendations from the minutes:
 - a. 3.1.1 – Request that Transport for NSW assess the existing 60km/hr speed zone along the Snowy Mountains Highway through Tumut in view of reducing to 50 km/hr, inclusive of the Snowy Mountains Highway/Gocup Road Intersection
 - b. 3.2.1 and 3.2.2 – Request that Transport for NSW install a new rural bus stop at 660 Batlow Road along route number 689 PM1 (Tumbarumba – Willigobung end), noting that the family using this bus stop will need negotiate alternative arrangements with the bus company for safe pickup of passengers in the interim
 - c. 3.3.1 – Include the installation of four speed cushions along the northern end of Elm Drive to reduce traffic speed in the vicinity of Pioneer Park/Hockey Fields/Basketball Courts
 - d. 3.3.2 – Give consideration to installing additional speed cushions at the southern end of Elm Drive in the vicinity of the entrances to the Tumut Showgrounds and the Tumut Turf Club, subject to the availability of funding
 - e. 4.1.1 – Request that Transport for NSW immediately assess alternate traffic approaches to the intersection of Snowy Mountains Highway and Gocup Road
 - f. 4.1.2 – Request that Transport for NSW realign Gocup Road, so that it intersects the Snowy Mountains Highway (Adelong Road) in the vicinity of the Tumut Saleyards
 - g. 4.2.1 – Investigate the installation of roadside barriers to inhibit vehicles leaving the Tooma Road at the crest of Bald Hill
 - h. 4.3.1 – Request that Transport for NSW undertake an assessment of the suitability of heavy vehicle parking along the Snowy Mountains Highway (Adelong Road) in the vicinity of the Tumut Railway precinct

BACKGROUND:

The Local Traffic Committee is primarily a technical review committee related to traffic control devices, facilities and events related to roads and transport within the Local Government Area that are not State nor Federal Roads.

A copy of the Local Traffic Committee Minutes along with the relevant reports to the Local Traffic Committee are attached to this report.

REPORT:

The next meeting is scheduled for 26 August, 2020. This meeting will be held in the Tumut Room, Riverina Highlands Building, Tumut.

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

Theme 5: Our Infrastructure

Delivery Outcomes

5.3 Provide and partner with other agencies to deliver an effective, safe local transport network

Operational Actions

Choose Operational Plan Activity

SUSTAINABILITY ASSESSMENT:

Nil

Financial and Resources Implications

Internal resources are utilised to prepare the reports for the Local Traffic Committee and for the provision of executive support to the Committee.

The delivery of traffic safety initiatives proposed by the Local Traffic Committee are subject to the availability of funding.

Policy, Legal and Statutory Implications:

Requirement for Council to maintain a Local Traffic Committee are pertained within the Roads Act 1993, with Terms of Reference being supplied by Transport for NSW.

RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:

Risk Management Assessments are provided with Special Event applications.

OPTIONS:

Nil.

COUNCIL SEAL REQUIRED:

No.

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Nil

Attachments

- 1 Local Traffic Committee Meeting - Minutes - 27 May 2020 (under separate cover) [⇨](#)
- 2 Local Traffic Committee Meeting - Agenda - 27 May 2020 (under separate cover) [⇨](#)
- 3 Local Traffic Committee Meeting - Agenda Item 4.1 - Snowy Mountains Highway Speed Zone Request (under separate cover) [⇨](#)
- 4 Agenda Item 4.1 - Map of Reported Crashes Snowy Mountains Highway 2014 to 2018 (under separate cover) [⇨](#)

- 5 Agenda Item 4.1 - Map of Speed Zone Request (under separate cover) [⇒](#)
- 6 Local Traffic Committee Meeting - Agenda Item 4.2 - Rural Bus Stop 660 Batlow Road Tumbarumba (under separate cover) [⇒](#)
- 7 Agenda Item 4.2 - Rural Bus Stop 660 Batlow Road Tumbarumba (under separate cover) [⇒](#)
- 8 Local Traffic Committee Meeting - Agenda Item 4.3 - Elm Drive-Speed Cushions Request (under separate cover) [⇒](#)
- 9 Agenda Item 4.3 - Elm Drive Speed Cushions (under separate cover) [⇒](#)

12. MINUTES OF COMMITTEE MEETINGS**12.6 MINUTES - TUMBAFEST ANNUAL GENERAL MEETING - 29 APRIL 2020**

REPORT AUTHOR: TOURISM OFFICER
RESPONSIBLE DIRECTOR: EXECUTIVE DIRECTOR COMMUNITY AND CORPORATE

RECOMMENDATION:**THAT COUNCIL:**

1. **Receive the report on the Tumbafest Annual General Meeting (AGM).**
2. **Note the Minutes of the Tumbafest Annual General Meeting held on 29 April 2020**

BACKGROUND:

The Tumbafest committee was established with the responsibilities for the strategic and future planning of the Tumbafest Festival held in Tumbarumba on the last weekend in February annually.

The Tumbafest committee develop and implement operational aspects of the festival relying upon volunteer support to deliver a successful festival. Tumbafest is reliant on sponsorship, bar, ticket and merchandise sales to fund the event each year.

This is a licensed event and as such the organisers liaise with the licensing police to secure appropriate licences.

REPORT:

The Tumbafest Committee held a Zoom online meeting on 29 April 2020.

A summary of the meeting is as follows:

1. Confirmation of past meeting minutes held 17th April 2019
2. Correspondence:
 - Ed & Jackie Lauder tendered their resignation from the committee.
 - Allison Dennis also tendered her resignation from the committee.
 - The President thanked Ed, Jackie and Allison for their dedication and commitment to the committee and Tumbafest.
3. Reports
 - Presidents Report – see attached Annual Report, presented by Andrew Rae
Moved: Neil Bombardier **Seconded:** Chris Blake
 - Financial Report – see attached Annual Report, presented by Chris Blake
Moved: Helen Taylor **Seconded:** Irene Lauder
 - Event Report– see attached Annual Report, presented by Karly Fynn.
Moved: Martin Brown **Seconded:** Tamikah Hoffman
 - The annual report will be submitted and presented to Council and become a public document.
4. Election of Bearers
 - 2019 President Andrew Rae declared all position vacant and called for nominations

- Julie Giddings chaired the meeting during election of positions
- President: Andrew Rae
Moved: Neil Bombardier **Seconded:** Tamikah Hoffman
- Vice President: Tamikah Hoffman
Moved: Irene Lauder Seconded: Martin Burke
- Secretary: Neil Bombardier
Moved: Andrew Rae Seconded: Irene Lauder
- Treasurer: Chris Blake
Moved: Andrew Rae Seconded: Ken Dale
- Councillor Representative: Julia Ham
- Tourism Officer: Sophie Gairn (ex officio)
- Continuing Committee Members: Desley Kendell, Helen Taylor, Irene Lauder, Julie Giddings, Richard Cottom, Sue Goldspink, Martin Burke, Martin Brown, Marilyn Fredricks, Ken Dale
- Andrew Rae, Neil Bombardier and Chris Blake accepted their nomination on the proviso that should Tumbafest continue as a S355 Committee of Council they would stand down from these positions once the draft S355 Committee Policy was adopted by Council.

All positions were nominated and unanimously carried.

5. General Business:

- Accounting for Tumbafest 2021
 - Chris moved a motion to confirm HB Accounting to continue as the accounting service for Tumbafest 2021 subject to the negotiation of fees.
Moved: Chris Blake **Seconded:** Karly Fynn:
- Donation to Tumbarumba Bushfire Appeal
 - The committee discussed the options for making a donation of the profits from the 2020 event towards the Tumbarumba Bushfire Appeal.
 - Tumbafest pledges \$10,000 via the Tumbarumba Rotary Bushfire Fund to be distributed via the Winter Appeal.
Moved: Andrew Rae **Seconded:** Julie Giddings

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

Integrated Planning and Reporting Framework:

CSP Outcome 2028

Theme 4: Communication & Engagement

Delivery Outcomes

1.5 Support and promote community and tourism events and festivals

Operational Actions

1.5.1 Facilitate, deliver and provide support to Council and Community Events and Programs

SUSTAINABILITY ASSESSMENT:

Nil

Financial and Resources Implications

In kind and financial sponsorship assistance is provided by Council. Council's Tourism Officer attends meetings and provides assistance as required, particularly through the use of the Tumbarumba Visitor Information Centre as a point of contact for event enquiries, ticket sales and event promotions. Other in-kind support includes works staff assisting at the event site and administrative support. This can result in staff requiring time in lieu for the time they spend assisting the event.

Another resource implication is the time spent by relevant Council staff in performing checks on amusement rides, devices and food stalls throughout the event. Council land is used for the event and this requires it being closed to the general public for the duration of the event

Costs and Benefits:

Costs include the above mentioned resource implications.

Benefits of Tumbafest are high and include, but are not limited to: socialisation, community engagement opportunities, positive impacts on the local economy through increased visitor numbers and associated spending, increased recognition of the area a tourism destination, fundraising opportunities for local community and sporting groups, supporting local businesses and accommodation providers and encouraging residents and community groups in volunteering.

Policy, Legal and Statutory Implications:

Nil

RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:

Nil

OPTIONS:

Nil

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Nil outside of the committee meetings at this time

Attachments

- 1 Minutes - Tumbafest AGM - 29 April 2020 (under separate cover) ⇨
- 2 Event Report - Tumbafest 2020 (under separate cover) ⇨

12. MINUTES OF COMMITTEE MEETINGS**12.7 MINUTES - TUMBAFEST COMMITTEE MEETING - 15 APRIL 2020**

REPORT AUTHOR: TOURISM OFFICER
RESPONSIBLE DIRECTOR: EXECUTIVE DIRECTOR COMMUNITY AND CORPORATE

RECOMMENDATION:**THAT COUNCIL:**

1. **Receive the report on the Tumbafest Committee Minutes from Executive Director Community & Corporate.**
2. **Note the Minutes of the Tumbafest Committee Minutes meeting held on 15 April 2020.**

BACKGROUND:

The Tumbafest committee was established with the responsibilities for the strategic and future planning of the Tumbafest Festival held in Tumarumba on the last weekend in February annually. The Tumbafest committee develop and implement operational aspects of the festival relying upon volunteer support to deliver a successful festival. Tumbafest is reliant on sponsorship, bar, ticket and merchandise sales to fund the event each year. This is a licensed event and as such the organisers liaise with the licensing police to secure appropriate licences.

REPORT:

The Tumbafest Committee held a Zoom online meeting on 15 April 2020. A summary of the meeting is as follows: Confirmation of past meeting minutes.

1. Section 355 Committee of Council vs Incorporated Association
 - The committee discussed the possibility of moving to an Incorporated Association. Pros and cons were discussed and additional questions were raised.
 - The committee has agreed to remain as is for now, but to investigate further in relation to becoming an Incorporated Association.
2. The committee requests further information/clarification/guarantees on the following:
 - a) Commitment from Snowy Valleys Council they will hand over Tumbafest assets (generators, tables etc)
 - b) Request SVC continue to store these assets or receive confirmation from them that Tumbafest will be required to store these items
 - c) Commitment from council they will waive hire fees for the Kiosk and sports ground for the event including potential early bird ticket sales at the Kiosk
 - d) Details on any costs Council will impose (ie. Cost of waste management, cost of set up fencing) and information on whether Council will continue to provide this in kind or if it will be deducted from our sponsorship.
 - e) Information from HB accounting as to tax implications and accounting.
 - f) Information from Walsh & Blair as to any legal requirements and fees in relation to becoming an incorporated association
 - g) Information on insurance costs

3. General Business

- The meeting on 18 March was an informal debrief discussion that has formed part of the Post Event Report that will be presented at the AGM on 29th April
- Next meeting:
 - a. AGM
 - b. 29th April 2020, 5pm

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

1.5 Support and promote community and tourism events and festivals

Operational Actions

1.5.1 Facilitate, deliver and provide support to Council and Community Events and Programs

SUSTAINABILITY ASSESSMENT:

Nil

Financial and Resources Implications

In kind and financial sponsorship assistance is provided by Council. Council's Tourism Officer attends meetings and provides assistance as required, particularly through the use of the Tumbarumba Visitor Information Centre as a point of contact for event enquiries, ticket sales and event promotions. Other in-kind support includes works staff assisting at the event site and administrative support. This can result in staff requiring time in lieu for the time they spend assisting the event.

Another resource implication is the time spent by relevant Council staff in performing checks on amusement rides, devices and food stalls throughout the event. Council land is used for the event and this requires it being closed to the general public for the duration of the event.

Costs and Benefits:

Costs include the above mentioned resource implications.

Benefits of Tumbafest are high and include, but are not limited to: socialisation, community engagement opportunities, positive impacts on the local economy through increased visitor numbers and associated spending, increased recognition of the area a tourism destination, fundraising opportunities for local community and sporting groups, supporting local businesses and accommodation providers and encouraging residents and community groups in volunteering.

Policy, Legal and Statutory Implications:

Nil

RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:

Nil

OPTIONS:

Nil

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Nil outside of the committee meetings at this time

Attachments

- 1 Minutes - Tumbafest Committee Meeting -15 April 2020 (under separate cover) [⇒](#)

12. MINUTES OF COMMITTEE MEETINGS**12.8 MINUTES - TUMBAFEST COMMITTEE MEETING (EXTRAORDINARY) - 29 APRIL 2020**

REPORT AUTHOR: TOURISM OFFICER
RESPONSIBLE DIRECTOR: EXECUTIVE DIRECTOR COMMUNITY AND CORPORATE

RECOMMENDATION:**THAT COUNCIL:**

1. **Receive the report on the Tumbafest Committee (Extraordinary) Meeting from Executive Director Community & Corporate.**
2. **Note the Minutes of the Tumbafest Committee (Extraordinary) Meeting held on 29 April 2020**
3. **Support the Tumbafest Committee motion to initiate the process of becoming an Incorporated Association**

BACKGROUND:

The Tumbafest committee was established with the responsibilities for the strategic and future planning of the Tumbafest Festival held in Tumberumba on the last weekend in February annually. The Tumbafest committee develop and implement operational aspects of the festival relying upon volunteer support to deliver a successful festival. Tumbafest is reliant on sponsorship, bar, ticket and merchandise sales to fund the event each year.

This is a licensed event and as such the organisers liaise with the licensing police to secure appropriate licences.

REPORT:

The Tumbafest Committee held a Zoom online extraordinary meeting on 29 April 2020. A summary of the meeting is as follows:

1. Confirmation of past meeting minutes
2. Incorporated Association:
 - a) The Committee discussed further, following the previous meeting, the process of moving forward as an Incorporated Association
 - b) The Committee voted to initiate the process of becoming an Incorporated Association subject to:
 - i) Council approval to do so
 - ii) Council approving all Tumbafest assets be transferred to the incorporate association
 - c) Pecuniary interests were declared by Andrew Rae, Sophie Gairn and Neil Bombardier who did not vote.
3. Next Meeting
 - a) AGM
 - b) 29 April 2020 at 5.30pm.

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

1.5 Support and promote community and tourism events and festivals

Operational Actions

1.5.1 Facilitate, deliver and provide support to Council and Community Events and Programs

SUSTAINABILITY ASSESSMENT:

Nil

Financial and Resources Implications

In kind and financial sponsorship assistance is provided by Council. Council's Tourism Officer attends meetings and provides assistance as required, particularly through the use of the Tumbarumba Visitor Information Centre as a point of contact for event enquiries, ticket sales and event promotions. Other in-kind support includes works staff assisting at the event site and administrative support. This can result in staff requiring time in lieu for the time they spend assisting the event.

Another resource implication is the time spent by relevant Council staff in performing checks on amusement rides, devices and food stalls throughout the event. Council land is used for the event and this requires it being closed to the general public for the duration of the event.

Costs and Benefits:

Costs include the above mentioned resource implications.

Benefits of Tumbafest are high and include, but are not limited to: socialisation, community engagement opportunities, positive impacts on the local economy through increased visitor numbers and associated spending, increased recognition of the area a tourism destination, fundraising opportunities for local community and sporting groups, supporting local businesses and accommodation providers and encouraging residents and community groups in volunteering.

Policy, Legal and Statutory Implications:

Nil

RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:

Nil

OPTIONS:

Nil

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Nil outside of the committee meetings at this time

Attachments

- 1 Minutes - Tumbafest Extraordinary Meeting - 29 April 2020 (under separate cover) [⇒](#)
- 2 Tumbafest Incorporated Association Approval Request Letter (under separate cover) [⇒](#)

13. CONFIDENTIAL

The Local Government Act provides that Council may close to the public that part of the meeting that deals with matters of a confidential nature. Section 10(2) lists such matters.

The grounds on which a meeting is closed to the public must be specified in the decision to close the meeting and recorded in the minutes of the meeting.

Recommendation:

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

13.1 BATLOW SHOWGROUND RESURFACING PROJECT

Item 13.1 is confidential under the Local Government Act 1993 Section 10A 2 (d)i as it relates to commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it and Council considers that discussion of the matter in an open meeting would be, on balance, contrary to the public interest.