



**SNOWY VALLEYS COUNCIL MEETING
BUSINESS PAPER
17 SEPTEMBER 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 Councils website;

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



Thursday 17 September 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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14. MEETING CLOSURE

5. CONFIRMATION OF MINUTES

5.1 Ordinary Meeting - 20 August 2020

Recommendation:

That the Minutes of the Ordinary Council Meeting held on 20 August 2020 be received and confirmed as an accurate record

**THE MINUTES OF THE COUNCIL MEETING HELD VIA VIDEO LINK ON THURSDAY
20 AUGUST 2020 COMMENCING AT 2.02pm**

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, Co-ordinator Communications and Engagement Nadine McNamara, 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

Cr Bruce Wright was previously granted Leave of Absence for this meeting.

M164/20 RESOLVED:

That the previously requested Leave of Absence for Cr Bruce Wright be withdrawn.

Cr Bruce Wright/Cr John Larter

CARRIED UNANIMOUSLY

3. DECLARATIONS OF INTEREST

Cr James Hayes declared a pecuniary interest in relation to report # 11.1 SVC Community Strengthening Grants – 2020-2021 recommendation 2 i) due to the grant recommendation for AGT Financial Services of which Cr James Hayes is a Board member and he will leave the room during the discussion and voting on this matter.

Cr Margaret Isselmann declared a pecuniary interest in relation to report # 11.1 SVC Community Strengthening Grants – 2020-2021 recommendation 2 o) due to the grant recommendation for Rotary Club of Batlow and Cr Isselmann being a member of same who wrote the application. Cr Isselmann will leave the room during discussion and voting on this matter.

4. PUBLIC FORUM

Nil.

5. CONFIRMATION OF MINUTES

M165/20 RESOLVED:

That the Minutes of the Ordinary Council Meeting held on 16 July 2020 be received.

Cr Julia Ham/Cr Bruce Wright

CARRIED UNANIMOUSLY

M166/20 RESOLVED:

That the Minutes of the Ordinary Policy and Strategy meeting held on 30 July 2020 be received.

Cr Bruce Wright/Cr Julia Ham

CARRIED UNANIMOUSLY

5.1 BUSINESS ARISING

Updates were received on a number of matters from the previous minutes.

6. CORRESPONDENCE/PETITIONS

Nil.

7. NOTICE OF MOTION/NOTICE OF RESCISSION

Nil.

8. MAYORAL MINUTE

8.1 LOCAL GOVERNMENT SEAT ON NATIONAL CABINET

M167/20 RESOLVED:

THAT COUNCIL:

1. Agrees to send a letter to the Premier and to Kristy McBain MP as the Federal Member for Eden-Monaro, to Dr Joe McGirr MP as the State Member for Wagga Wagga, Justin Clancy MP as the State Member for Albury, our local MLCs Wes Fang, Bronwyn Taylor and Matthew Mason-Cox and Deputy Prime Minister Michael McCormack and seeks their assistance in requesting that First Ministers review the decision to exclude Local Government.
2. Seeks a meeting with our local Federal and State Members to discuss in

more detail the importance of having local government representation on National Cabinet and the value of partnerships with Councils in achieving the objectives of the National Cabinet and the national reform agenda.

3. Notes that the Australian Local Government Association (ALGA), Local Government NSW and other state/territory local government associations will continue to advocate for local government representation on the National Cabinet and for Local Government's interests in all relevant forums.

Cr John Larter/Cr Julia Ham

CARRIED UNANIMOUSLY

9. URGENT BUSINESS WITHOUT NOTICE

Nil.

10. GOVERNANCE AND FINANCIAL REPORTS

10.1 LGNSW ANNUAL CONFERENCE - NOVEMBER 2020

M168/20 RESOLVED:
THAT COUNCIL:

1. Receive the report on LGNSW Annual Conference – October 2020 from Executive Chief of Staff.
2. Consider attendance at the LGNSW Conference being held 22-24 November 2020 at the Hunter Valley or virtually, should that be an option in the current COVID environment.
3. Bring forward any proposed motions to the LGNSW Conference for consideration to the Chief Executive Officer before Thursday 3 September for inclusion in a report to the 17th September 2020 Council Meeting for review and adoption, ensuring that they also meet the deadline of 28 September for assessment by LGNSW.
4. Approve the attendance of Clr James Hayes, Clr John Larter, Clr Cor Smit, Clr Julia Ham and Clr Cate Cross at the LGNSW Conference.
5. Nominate two (2) voting delegates for voting on motions during the formal business sessions being Clr James Hayes and Clr John Larter and that these Councillors be authorised to delegate their vote to another Snowy Valleys Council Councillor at their discretion during the meeting.

Cr Cor Smit/Cr Bruce Wright

CARRIED UNANIMOUSLY

10.2 2019-2020 OPERATIONAL PLAN FOURTH QUARTER UPDATE**M169/20 RESOLVED:**
THAT COUNCIL:

1. Receive the report on Operational Plan Fourth Quarter Update as at 30 June 2020 from the Executive Chief of Staff.
2. Acknowledges the impact of bushfire and COVID19 on the Operational Plan delivery for the current year 2019-2020 and the high completion rate of actions for this quarter and financial year

Cr Cate Cross/Cr Julia Ham

CARRIED UNANIMOUSLY**M170/20 RESOLVED** to move into Committee of the Whole.

Cr Geoff Pritchard/Cr John Larter

CARRIED UNANIMOUSLY**M171/20 RESOLVED** to move out of Committee of the Whole.

Cr Bruce Wright/Cr John Larter

CARRIED UNANIMOUSLY**10.3 DISBANDING OF COUNCIL COMMITTEES****M172/20 RESOLVED:**
THAT COUNCIL:

1. Receive the report on disbanding of Council Committees.
2. Remove the Economic Development Committee from the master 'List of Committees' as the committee was never established.
3. Remove the Snowy Valley Tourism Committee from the master 'List of Committees' as the committee was never established.
4. Remove the Planning Reform Committee from the master 'List of Committees' as the committee was never established.
5. Dissolve the Adelong Falls Gold Mill Ruins Committee and remove from the master 'List of Committees' as the committee is no longer active.
6. Dissolve the Tumut Region Sports Committee and remove from the master 'List of Committees' as the committee is no longer active.
7. Dissolve the Tumbarumba Airfield Committee and remove from the master 'List of Committees' as the committee is no longer active.

8. Acknowledge the contribution made by the past members of the above listed Committees.

Cr Cor Smit/Cr Julia Ham

CARRIED UNANIMOUSLY

10.4 DRAFT PRIVACY MANAGEMENT PLAN - FOR PUBLIC EXHIBITION

M173/20 RESOLVED:
THAT COUNCIL:

1. Receive the report on Snowy Valleys Draft Privacy Management Plan from the Executive Chief of Staff
2. Approve the Draft Privacy Management Plan for public exhibition for a period of no less than 28 days.
3. Note if submissions are received during the public exhibition period, a further report will be provided to Council on the submissions received and any proposed amendments to the plan.
4. Adopt the Privacy Management Plan if no submissions are received on the day after the completion of the public exhibition period and place the plan on Council's website.

Cr Julia Ham/Cr John Larter

CARRIED UNANIMOUSLY

10.5 QUARTERLY NCIF / SCF GRANTS REPORT

M174/20 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 July 2020 from the Executive Chief of Staff.

Cr Julia Ham/Cr John Larter

CARRIED UNANIMOUSLY

10.6 STATEMENT OF INVESTMENTS - JULY 2020

M175/20 RESOLVED:
THAT COUNCIL:

1. Receive the Statement of Investments as at 31 July 2020 from the Chief Financial Officer.

Cr Julia Ham/Cr John Larter

CARRIED UNANIMOUSLY

10.7 FINANCIAL REPORT JULY 2020**M176/20 RESOLVED:**
THAT COUNCIL:

1. Receive the report on financial performance as at 31 July 2020 from the Chief Financial Officer.

Cr Margaret Isselmann/Cr Andrianna Benjamin

CARRIED UNANIMOUSLY

10.8 REVIEW AND APPROVAL OF 2019/2020 CARRY OVERS**M177/20 RESOLVED:**
THAT COUNCIL:

1. Receive the report on proposed 2019/20 carry overs and committed projects from the Chief Financial Officer;
2. Approve the 2019/20 carry overs and endorse for expenditure in 2020/21.

Cr Julia Ham/Cr Cate Cross

CARRIED UNANIMOUSLY

11. MANAGEMENT REPORTS**11.1 SVC COMMUNITY STRENGTHENING GRANTS - 2020-2021****M178/20 RESOLVED:**

THAT COUNCIL:

1. Receive the report on the Community Strengthening Grants from the Program Manager.
2. Endorse the projects recommended for funding by the Community Strengthening Grant Assessment Panel, being:
 - a) Batlow Story Group (Batlow RSL) - \$10,000
 - b) Gilmore Progress Association - \$5,000
 - c) Khancoban United Volunteers Association (KUVA) – \$2,225
 - d) Tumut Regional Family Services - \$1,900
 - e) Tumbarumba Endurance Riders Club - \$8,900
 - f) Do It for Batlow - \$9,836
 - g) Tumut Schools as Community Centres - \$3,500
 - h) Tumorrana Recreation Hall - \$9,398
 - j) Batlow Apple Tree Learning Centre - \$10,000

- k) Tumbarumba Historical Society - \$2,223
- l) Tumut Golf Club - \$2,868
- m) Brungle Tumut Local Aboriginal Lands Council - \$5,000
- n) Rotary Club of Tumut - \$5,500
- p) Camp Hudson Management Committee - \$10,000

Cr Bruce Wright/Cr Julia Ham

CARRIED UNANIMOUSLY

Cr James Hayes left the meeting at 3.00pm for the discussion and voting on item 11.1 recommendation 2 (i) relating to Adelong Community Enterprises due to his pecuniary interest.

M179/20 RESOLVED:

THAT COUNCIL:

1. Receive the report on the Community Strengthening Grants from the Program Manager.
2. Endorse the project recommended for funding by the Community Strengthening Grant Assessment Panel, being:
 - i) Adelong Community Enterprises - \$6,150

Cr Julia Ham/Cr Cor Smit

CARRIED UNANIMOUSLY

Cr Margaret Isselmann left the meeting at 3.02pm for the discussion and voting on item 11.1 recommendation 2 (o) relating to the Rotary Club of Batlow due to her pecuniary interest.

Cr James Hayes returned to the meeting at 3.03pm.

M180/20 RESOLVED:

THAT COUNCIL:

1. Receive the report on the Community Strengthening Grants from the Program Manager.
2. Endorse the project recommended for funding by the Community Strengthening Grant Assessment Panel, being:
 - o) Rotary Club of Batlow - \$5,000

Cr Cate Cross/Cr Julia Ham

CARRIED UNANIMOUSLY

M181/20 RESOLVED

THAT COUNCIL:

Thank Snowy Hydro for their involvement and contribution to the Community Strengthening Grants.

Cr John Larter/Cr Cor Smit

CARRIED UNANIMOUSLY

Cr Margaret Isselmann returned to the meeting 3.10pm

11.2 CITIES POWER PARTNERSHIP PROGRAM**M182/20 RESOLVED:**

THAT COUNCIL:

1. Receive this report on the Cities Power Partnership Program from the Executive Director Infrastructure
2. Endorse joining Cities Power Partnership Program
3. Authorise the Mayor to write to the Chief Executive Officer of the Cities Power Partnership Program, confirming Council's participation in the program, and acknowledging that Council will:
 - a. within 6 months, identify 5 items included in the Cities Power Partnership Pledge that Council will strive to achieve. (Noting that some projects already in the council pipeline could be included towards a council's pledge)
 - b. complete a 12 monthly online survey that provides the Climate Council with basic information on how Council are progressing on the 5 pledge items that Council selected
 - c. nominate a point of contact within Council that the Climate Council can liaise with on Cities Power Partnership Program matters, including contact details
 - d. confirm that Council are willing to connect and collaborate with other local Councils to share knowledge
4. Receive a further report for the adoption of 5 action items selected from the Cities Power Partnership Pledge

Cr Cate Cross/Cr Julia Ham

CARRIED UNANIMOUSLY

12. MINUTES OF COMMITTEE MEETINGS**12.1 MINUTES - AUDIT, RISK AND IMPROVEMENT COMMITTEE - 05 AUGUST 2020**

M183/20 RESOLVED:
THAT COUNCIL:

1. Receive the report on the Minutes - Audit, Risk and Improvement Committee – 05 August 2020
2. Note the minutes of the Audit, Risk and Improvement Committee meeting held on 05 August 2020

Cr Cate Cross/Cr John Larter

CARRIED UNANIMOUSLY

12.2 MINUTES - BATLOW DEVELOPMENT LEAGUE - 1 JULY 2020

M184/20 RESOLVED:
THAT COUNCIL:

1. Receive the report on the Batlow Development League (BDL) from Executive Director Community & Corporate.
2. Note the Minutes of the Batlow Development League meeting held on 1 July 2020
3. Note the following recommendation/s from the minutes:
 - a) That Council seek urgent access to the Batlow Cannery Site for contamination using current resources that are available through the Laing O'Rourke clean up in consultation with State Member of Wagga Wagga Dr. Joe McGirr.
 - b) That Council meet with Laing O'Rourke and the owner of the Old Packhouse in Memorial Avenue, Batlow to discuss the future of the building.
4. Request that the CEO arrange for a letter to be sent to the Batlow Development League advising that:
 - a) Council has allocated funds to undertake an environmental assessment, spatial assessment and community engagement process in respect of the former Batlow Cannery site.
 - b) Matters relating to the "Old Packhouse" are matters for consideration by Laing O'Rourke and Public Works Advisory.

Cr Cor Smit/Cr Julia Ham

CARRIED UNANIMOUSLY

13. CONFIDENTIAL**M185/20 RESOLVED:**

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

13.1 BATLOW CANNERY - VARIATION TO EXISTING LEASE

Item 13.1 is confidential under the Local Government Act 1993 Section 10A 2 (a) and (d)ii as it relates to personnel matters concerning particular individuals (other than councillors) and information that would, if disclosed, confer a commercial advantage on a competitor of the council and Council considers that discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

Cr Cor Smit/Cr Julia Ham

CARRIED UNANIMOUSLY

At this stage, the time being 3.19pm Council went into Confidential.

Cr Cor Smit left the meeting at 3.20pm and returned at 3.24pm.

M186/20 RESOLVED to move into Committee of the Whole.

Cr Margaret Isselmann / Cr Julia Ham

CARRIED UNANIMOUSLY

M187/20 RESOLVED to move out of Committee of the Whole.

Cr Cate Cross/Cr Cor Smit

CARRIED UNANIMOUSLY

Cr Margaret Isselmann declared a pecuniary interest due to her involvement with the Batlow Men's Shed and left the confidential session returning to the main meeting at 3.42pm. Due to connectivity issues outside her control Cr Margaret Isselmann then left the meeting at 3.52pm.

13.1 BATLOW CANNERY - VARIATION TO EXISTING LEASE**M188/20 RESOLVED:**

THAT COUNCIL:

1. Receive this report on the proposal to vary the lease for part of the Batlow Cannery Site
2. Delegate the Chief Executive Officer to negotiate a variation to the lease

agreement for part of the Batlow Cannery Site within the following parameters:

- a. extend the lease area by approximately 0.75 hectares to include most of the available existing concrete slab on the site
 - b. the extension to the lease area will adjoin the existing lease area of approximately 1 hectare, noting that the total area of the site is approximately 3.0 hectares
 - c. rental income for the additional area will be commensurate to the existing rental income
 - d. any site improvements such as fencing and access roads related to the additional area to be at the cost of the tenant subject to the approval of Council Officers
 - e. parties to meet own legal costs associated with varying the lease agreement
3. Delegate to the Mayor and Chief Executive Officer to affix the Council seal and execute all documents relevant to the variation to the lease of the land as required.

Cr Cor Smit/Cr Bruce Wright

CARRIED UNANIMOUSLY

M189/20 RESOLVED to move out of Confidential into open session.

Cr Julia Ham/Cr John Larter

CARRIED UNANIMOUSLY

Cr Margaret Isselmann returned to the meeting at 3.55pm.

There being no further business to discuss, the meeting closed at 3.59pm.

7. NOTICE OF MOTION/NOTICE OF RESCISSION**Item 7.1 NOTICE OF MOTION - LOCAL GOVERNMENT NSW REFORM OF THE AGED AUSTRALIAN CONSTITUTION**

Author: Cr Geoff Pritchard

Notice of Motion

Australia is suffering the greatest crisis since the second world war. The COVID-19 crisis has opened up many cracks in Australia's government governance. It has also paralysed the economy, normal life and is causing ongoing mental health issues.

"Every cloud has a silver lining". Disasters enable reform which could not be done in normal times. This was evidenced by the way Germany and Japan powered ahead after the destruction of world war.

We also need a "light on the hill" now to pull us all together and to help get us through these debilitating times.

Constitutional change is very, very difficult and a prolonged procedure.

This following article is very helpful.

John McMillan "Constitutional Reform in Australia"

It is apparent that for constitutional change to be successful it needs a slow "bottom up" apolitical, non-divisive, inclusive and measured approach from across the entire nation.

Local governments working in unison would have the grass roots credibility needed. If not supported by state governments other options could work.

RECOMMENDATION:**THAT COUNCIL:**

- 1. Receive the report on Reform of the Aged Australian Constitution from Cr Geoff Pritchard.**
- 2. That interested Councillors initiate discussion with community groups and individuals about reform of the Australian Constitution.**

Officers Comment:

The CEO's understanding of Cr Pritchard's motion is that local government is the closest level of government to the community. Whilst local government itself does not have constitutional recognition, Cr Pritchard's thoughts are that we are the best level of government to engage directly with the community and drive constitutional change. Cr Pritchard believes and indeed it has been demonstrated that a crisis is an opportune time to enact change and drive improvement and our communities have certainly experienced many difficult times in 2020.

Cr Pritchard has expressed on many occasions that communities don't see artificial boundaries and that Australia needs to function with communities of interest. An example of this is the health system where border communities are unreasonably directed to their own state health system when they may actually be closer in distance to assistance in another state. As an example, people living in Queanbeyan being closest to ACT facilities in Canberra as opposed to NSW facilities in Sydney. Similar examples can be given for the Victorian, Queensland and South Australian border.

Relevance to NSW Local Government: The writer notes that Code of Meeting Practice and the NSW Local Government Legislation requires matters before Council to be legal, and be about strategic and policy matters. The writer believes the matter of raising attention to this matter in the community is within these requirements and should Council resolve as such then Councillors can choose to have this discussion with relevant groups and people in the community should they choose.

7. NOTICE OF MOTION/NOTICE OF RESCISSION**Item 7.2 NOTICE OF RESCISSION - PUBLIC HEALTH COMMITTEE - COVID-19**

Author: James Hayes

Notice of Motion

That the 16 July 2020 resolution of Council regarding the establishment of a Public Health Committee in relation to COVID-19 be rescinded for the reasons set out below.

RECOMMENDATION:**THAT COUNCIL:**

- 1. Receive the Notice of Motion to Rescind Resolution M146/20 – Public Health Committee COVID-19 from Mayor, Cr James Hayes.**
- 2. Rescind Resolution M146/20 – Public Health Committee COVID-19**

Notes:

At the 16 July 2020 meeting of Council, the following matter was put to Council and resolved unanimously:

9. URGENT BUSINESS WITHOUT NOTICE**9.1 PUBLIC HEALTH COMMITTEE – COVID-19*****M146/20 RESOLVED:***

A motion was moved and seconded that Snowy Valleys Council establish a small public health committee which focuses on rapid local responses to the COVID-19 pandemic.

Officers Comment:

Local Government has a role to play in ensuring the health and wellbeing of its communities. However, the response to the current Covid 19 pandemic is being directed by the NSW Government. In addition to the implementation of its own Covid Safe plan, Local Government has a supporting role in facilitating communications, provision of equipment to facilitate road closures and other matters where Council assets may be required in the response to the situation.

A meeting was convened to discuss the establishment and terms of reference for the proposed committee. At that meeting it was determined that an effective and rapid response could be achieved through utilising Council's existing communications mechanisms to distribute information and messages to inform Snowy Valleys residents on how best to respond and protect themselves during the Covid 19 pandemic and to reinforce the public health messaging from the lead response agencies and government.

Attachments

- 1 ECM Doc ID# 3063506 Authorising Signatory - Notice of Rescission - Public Health Committee - Cr Hayes [↓](#)
- 2 ECM Doc ID# 3063508 - Authorising Signatory - Notice of Rescission - Public Health Committee - Cr Smit [↓](#)
- 3 ECM Doc ID# 3063509 Authorising Signatory - Notice of Rescission - Public Health Committee - Cr Wright [↓](#)

From: Hayes, James
Sent: Wednesday, 9 September 2020 5:06 PM
To: Kirkby, Brenda <bkirkby@svc.nsw.gov.au>
Subject: Re: Authorising Signatories - Notice of Rescission - Resolution No. M146/20 of Council's Ordinary Meeting held 16 July 2020 - Public Health

Yes, happy to confirm

Sent from my iPad

On 9 Sep 2020, at 3:19 pm, Kirkby, Brenda <bkirkby@svc.nsw.gov.au> wrote:

Good afternoon,

Three councillor signatories are required for the below Notice of Rescission of Resolution No. M146/20 of Council's Ordinary Meeting of 16 July 2020.

Could you please reply stating that you confirm yourself as a signatory towards this Notice:



NOTICE OF RESCISSION.

As provided by Section 372 of the Local Government Act, 1993, we, the undersigned, hereby give notice to rescind the following: -

Resolution No: M146/20 of Council's Ordinary Meeting held on 16 July 2020

SUBJECT: PUBLIC HEALTH COMMITTEE - COVID-19

RESOLVED that.

A motion was moved and seconded that Snowy Valleys Council establish a small public health committee which focuses on rapid local responses to the COVID-19 pandemic.

Moved: Cr Geoff Pritchard

Seconded: Cr James Hayes

Brenda Kirkby | Councillor Support Officer
P: 02 6941 2529

From: Smit, Cornelis
Sent: Wednesday, 9 September 2020 3:41 PM
To: Kirkby, Brenda <bkirkby@svc.nsw.gov.au>
Subject: Re: Authorising Signatories - Notice of Rescission - Resolution No. M146/20 of Council's Ordinary Meeting held 16 July 2020 - Public Health Committee COVID-19

I. Hereby authorise myself as signatory to the motion of recession as per subject line
Cor Smit

Sent from my iPad

On 9 Sep 2020, at 3:37 pm, Kirkby, Brenda <bkirkby@svc.nsw.gov.au> wrote:

Good afternoon,

Three councillor signatories are required for the below Notice of Rescission of Resolution No. M146/20 of Council's Ordinary Meeting of 16 July 2020.

Could you please reply stating that you confirm yourself as a signatory towards this Notice:



NOTICE OF RESCISSION.

As provided by Section 372 of the Local Government Act, 1993, we, the undersigned, hereby give notice to rescind the following: -

Resolution No: M146/20 of Council's Ordinary Meeting held on 16 July 2020

SUBJECT: PUBLIC HEALTH COMMITTEE - COVID-19

RESOLVED that.

A motion was moved and seconded that Snowy Valleys Council establish a small public health committee which focuses on rapid local responses to the COVID-19 pandemic.

Moved: Cr Geoff Pritchard

Seconded: Cr James Hayes

Brenda Kirkby | Councillor Support Officer
P: 02 6941 2529

From: Bruce Wright
Sent: Wednesday, 9 September 2020 3:35 PM
To: Kirkby, Brenda <bkirkby@svc.nsw.gov.au>
Subject: RE: Authorising Signatories - Notice of Rescission - Resolution No. M146/20 of Council's Ordinary Meeting held 16 July 2020 - Public Health Committee COVID-19

I hereby authorise myself as a signatory on the notice of rescission as per the subject line

Bruce Wright OAM

From: Kirkby, Brenda [<mailto:bkirkby@svc.nsw.gov.au>]
Sent: Wednesday, 9 September 2020 3:30 PM
To: Bruce Wright
Subject: Authorising Signatories - Notice of Rescission - Resolution No. M146/20 of Council's Ordinary Meeting held 16 July 2020 - Public Health Committee COVID-19

Good afternoon,

Three councillor signatories are required for the below Notice of Rescission of Resolution No. M146/20 of Council's Ordinary Meeting of 16 July 2020.

Could you please reply stating that you confirm yourself as a signatory towards this Notice:



NOTICE OF RESCISSION.

As provided by Section 372 of the Local Government Act, 1993, we, the undersigned, hereby give notice to rescind the following: -

Resolution No: M146/20 of Council's Ordinary Meeting held on 16 July 2020

SUBJECT: PUBLIC HEALTH COMMITTEE - COVID-19

RESOLVED that.

A motion was moved and seconded that Snowy Valleys Council establish a small public health committee which focuses on rapid local responses to the COVID-19 pandemic.

Moved: Cr Geoff Pritchard

Seconded: Cr James Hayes

Brenda Kirkby
Councillor Support Officer

10. GOVERNANCE AND FINANCIAL REPORTS**10.1 ELECTION OF DEPUTY MAYOR FOR THE TERM 2020 - 2021**

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

EXECUTIVE SUMMARY:

This report outlines the procedures for the election of the position of Deputy Mayor for the period up until the next local government election, scheduled for 4 September 2021.

The NSW Government confirmed in June that local council elections originally scheduled for September 2020 would be postponed for 12 months due to the COVID-19 pandemic, with councillors continuing to hold civic offices until the rescheduled elections on 4 September 2021.

Further, advice from the NSW Government was received in August in relation to the position of Mayor and Deputy Mayor, whereby an election must be held in September 2020 where the term has expired.

Mayors are appointed for a 2-year term with the last election being held in September 2019, deeming a Mayoral election unnecessary.

The Snowy Valleys Council Deputy Mayor has consistently been appointed for a 1-year term, the last election being held in September 2019, deeming a Deputy Mayor election necessary as the term has expired.

In response to the COVID-19 pandemic Councils have the option to hold council meetings entirely remotely via audio-visual link. Should Council choose not to meet in person for the election of the Deputy Mayor, the NSW Government has prescribed an open ballot shall be undertaken remotely in this circumstance.

RECOMMENDATION:**THAT COUNCIL:**

- 1. Receive the report on the Election of Deputy Mayor from the Chief Executive Officer.**
- 2. Determine the voting method in the event of there being more than one candidate, noting that an open ballot is required should Council choose to meet virtually and not in person.**
- 3. Invite nominations for the election of Deputy Mayor for the term 2020-2021.**
- 4. Conduct the election for Deputy Mayor in accordance with the Local Government (General) Regulation 2005 Schedule 7.**
- 5. Elect a Deputy Mayor in accordance with Section 231 of the Local Government Act for the term 2020-2021.**
- 6. Confirm the successful candidate by resolution.**

BACKGROUND:

At the Ordinary Meeting of Council held on 19 September 2019 Report 9.1, Election of Mayor and Deputy Mayor was tabled.

Following the Mayoral elections, Cr James Hayes OAM was elected as Mayor for the Mayoral term of two (2) years.

Cr John Larter was elected to the position of Deputy Chair.

It is unclear from the minutes, and without a clear resolution, whether the Deputy Mayor position was for the Mayoral term, or a one (1) year term. There is however a precedent in place for Snowy Valleys Council, being a one year term for the Deputy Mayor.

An extract from the minutes of the 19 September 2019 Ordinary Meeting is below:

9.1 ELECTION OF MAYOR AND DEPUTY MAYOR

M248/19 RESOLVED: THAT COUNCIL:

1. *Receive the report on the election of Mayor and Deputy Mayor to the September 2019 meeting of Council.*
2. *Elect a Mayor in accordance with Sections 225, 226, 227 and 230 of the Local Government Act.*
3. *Elect a Deputy Mayor in accordance with Section 231 of the Local Government Act.*
4. *Invite nominations for the election of Mayor and Deputy Mayor.*
5. *Ensure the election of Mayor and Deputy Mayor by Councillors be undertaken in accordance with Local Government (General) Regulation 2005; Schedule 7 – Election of mayor by councillors.*
6. *Determines the method of voting is by ordinary ballot in the event of there being more than one candidate for office that Council.*

Cr Julia Ham/Cr John Larter

CARRIED UNANIMOUSLY

The General Manager advised that he received 1 (one) nomination for the position of Mayor from Councillor James Hayes.

Cr James Hayes was declared Mayor and resumed as Chair.

The Mayor advised that he had received 2 (two) nominations for the position of Deputy Mayor from Councillor John Larter and Councillor Julia Ham.

Ballot

1. *Cr John Larter 5*
2. *Cr Julia Ham 3*

Councillor John Larter was declared Deputy Mayor.

REPORT:

Section 231 of the Local Government Act 1993 states that Councillors may elect a person to be the Deputy Mayor, and this may be for the Mayoral Term or for a shorter term.

Whilst the Deputy Mayor has no statutory authority other than that conferred by the Mayor, Council has always elected a Deputy Mayor to stand in when the Mayor is absent from duty and/or to chair various meetings should the Mayor not be present at such meetings.

The election of the Deputy Mayor is covered by the provisions of Schedule 7 of the Local Government (General) Regulation 2005.

In addition to the requirements of the Regulation, Councils have received further advice on the conduct of the election and the method of voting from the Office of Local Government in the current COVID-19 circumstances.

Schedule 7 of the Local Government (General) Regulation 2005 prescribes three methods of election of mayors:

- open ballot (eg a show of hands)
- ordinary ballot, or
- preferential ballot.

Open ballots can be undertaken remotely where a council is conducting its meetings by audio visual link. Council has been meeting virtually since the onset of the pandemic in accordance with the requirements as prescribed by the Office of Local Government.

Ordinary and preferential ballots are secret ballots and councillors will need to attend the meeting in person if the election is to be by way of an ordinary or preferential ballot.

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

Provision has been made in the 2020-2021 budget for the Mayoral Allowance, and any amount payable to the Deputy Mayor will be deducted from the budget amount for Mayor. There is no additional allowance paid to the position of Deputy Mayor and any arrangements to remunerate the Deputy Mayor for periods of carrying out Acting Mayoral duties must be by arrangement between the Mayor and Deputy Mayor.

Policy, Legal and Statutory Implications:

In accordance with Section 231 of the *Local Government Act 1993*, Councillors may elect a person to be the Deputy Mayor, and this may be for the Mayoral term or for a shorter term.

Elections must be conducted in accordance with *Local Government Regulation 2005 - Schedule 7 - Election of Mayor by Councillors, Clause 394*.

Schedule 7 is reproduced below:

SCHEDULE 7 – Election of mayor by councillors

(Clause 394)

Part 1 - Preliminary

1 Returning officer

The general manager (or a person appointed by the general manager) is the returning officer.

2 Nomination

(1) A councillor may be nominated without notice for election as mayor or deputy mayor.

(2) *The nomination is to be made in writing by 2 or more councillors (one of whom may be the nominee). The nomination is not valid unless the nominee has indicated consent to the nomination in writing.*

(3) *The nomination is to be delivered or sent to the returning officer.*

(4) *The returning officer is to announce the names of the nominees at the council meeting at which the election is to be held.*

3 Election

(1) *If only one councillor is nominated, that councillor is elected.*

(2) *If more than one councillor is nominated, the council is to resolve whether the election is to proceed by preferential ballot, by ordinary ballot or by open voting.*

(3) *The election is to be held at the council meeting at which the council resolves on the method of voting.*

(4) *In this clause:*

"ballot" has its normal meaning of secret ballot.

"open voting" means voting by a show of hands or similar means.

Part 2 - Ordinary ballot or open voting

4 Application of Part

This Part applies if the election proceeds by ordinary ballot or by open voting.

5 Marking of ballot-papers

(1) *If the election proceeds by ordinary ballot, the returning officer is to decide the manner in which votes are to be marked on the ballot-papers.*

(2) *The formality of a ballot-paper under this Part must be determined in accordance with clause 345 (1) (b) and (c) and (6) of this Regulation as if it were a ballot-paper referred to in that clause.*

(3) *An informal ballot-paper must be rejected at the count.*

6 Count-2 candidates

(1) *If there are only 2 candidates, the candidate with the higher number of votes is elected.*

(2) *If there are only 2 candidates and they are tied, the one elected is to be chosen by lot.*

7 Count-3 or more candidates

(1) *If there are 3 or more candidates, the one with the lowest number of votes is to be excluded.*

(2) *If 3 or more candidates then remain, a further vote is to be taken of those candidates and the one with the lowest number of votes from that further vote is to be excluded.*

(3) *If, after that, 3 or more candidates still remain, the procedure set out in subclause (2) is to be repeated until only 2 candidates remain.*

(4) *A further vote is to be taken of the 2 remaining candidates.*

(5) *Clause 6 of this Schedule then applies to the determination of the election as if the 2 remaining candidates had been the only candidates.*

(6) *If at any stage during a count under subclause (1) or (2), 2 or more candidates are tied on the lowest number of votes, the one excluded is to be chosen by lot.*

Part 3 - Preferential ballot

8 Application of Part

This Part applies if the election proceeds by preferential ballot.

9 Ballot-papers and voting

(1) The ballot-papers are to contain the names of all the candidates. The councillors are to mark their votes by placing the numbers "1", "2" and so on against the various names so as to indicate the order of their preference for all the candidates.

(2) The formality of a ballot-paper under this Part is to be determined in accordance with clause 345 (1) (b) and (c) and (5) of this Regulation as if it were a ballot-paper referred to in that clause.

(3) An informal ballot-paper must be rejected at the count.

10 Count

(1) If a candidate has an absolute majority of first preference votes, that candidate is elected.

(2) If not, the candidate with the lowest number of first preference votes is excluded and the votes on the unexhausted ballot-papers counted to him or her are transferred to the candidates with second preferences on those ballot-papers.

(3) A candidate who then has an absolute majority of votes is elected, but, if no candidate then has an absolute majority of votes, the process of excluding the candidate who has the lowest number of votes and counting each of his or her unexhausted ballot-papers to the candidates remaining in the election next in order of the voter's preference is repeated until one candidate has received an absolute majority of votes. The latter is elected.

*(4) In this clause, "**absolute majority**", in relation to votes, means a number that is more than one-half of the number of unexhausted formal ballot-papers.*

11 Tied candidates

(1) If, on any count of votes, there are 2 candidates in, or remaining in, the election and the numbers of votes cast for the 2 candidates are equal-the candidate whose name is first chosen by lot is taken to have received an absolute majority of votes and is therefore taken to be elected.

(2) If, on any count of votes, there are 3 or more candidates in, or remaining in, the election and the numbers of votes cast for 2 or more candidates are equal and those candidates are the ones with the lowest number of votes on the count of the votes-the candidate whose name is first chosen by lot is taken to have the lowest number of votes and is therefore excluded.

Part 4 - General

12 Choosing by lot

To choose a candidate by lot, the names of the candidates who have equal numbers of votes are written on similar slips of paper by the returning officer, the slips are folded by the returning officer so as to prevent the names being seen, the slips are mixed and one is drawn at random by the returning officer and the candidate whose name is on the drawn slip is chosen.

13 Result

The result of the election (including the name of the candidate elected as mayor or deputy mayor) is:

(a) to be declared to the councillors at the council meeting at which the election is held by the returning officer, and

(b) to be delivered or sent to the Director-General and to the Secretary of the Local Government and Shires Association of New South Wales.

Nomination papers have been prepared for the election of Deputy Mayor. These have been distributed to Councillors. Councillors are requested to complete nomination papers prior to the meeting and hand them to the Chief Executive Officer (Returning Officer) by 1.30 pm on the day of the Council meeting.

The nomination is to be made in writing by two or more Councillors, (one of whom may be the nominee), and is not valid unless the nominee has indicated consent to the nomination in writing.

If more than one Councillor is nominated, Council is to resolve whether the election is to proceed by preferential ballot, by ordinary ballot, or by open voting. Traditionally Council has resolved to vote by ordinary ballot, which is a secret ballot. In the event that Council resolves to proceed with an ordinary ballot, then the only disclosure to be made by the Returning Officer will be the name of the elected candidate. If Council wishes individual votes to be known then it should resolve to vote by open voting.

Legal advice was obtained from LGNSW to confirm the voting requirements and whether a 'polling' function could be utilised if Council chose to meet virtually to undertake the election process. The advice confirmed that "Zoom Polling" was not an acceptable method of voting.

The fees to be paid to the Mayor and Deputy Mayor are prescribed by S249 of the Local Government Act 1993, which is reproduced below.

249 Fixing and payment of annual fees for the mayor

- (1) A council must pay the mayor an annual fee.*
- (2) The annual fee must be paid in addition to the fee paid to the mayor as a councillor.*
- (3) A council may fix the annual fee and, if it does so, it must fix the annual fee in accordance with the appropriate determination of the Remuneration Tribunal.*
- (4) A council that does not fix the annual fee must pay the appropriate minimum fee determined by the Remuneration Tribunal.*
- (5) A council may pay the deputy mayor (if there is one) a fee determined by the council for such time as the deputy mayor acts in the office of the mayor. The amount of the fee so paid must be deducted from the mayor's annual fee.*

RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:

Should Council choose to undertake the voting for the election of Deputy Mayor by ordinary or preferential ballot, Council will need to reconvene in person for the purpose of the election.

Should Council choose to meet in person, the requirements of Public Health (COVID-19 Restrictions on Gathering and Movement) Order (No 4) 2020 apply and appropriate COVID Safe procedures will need to be adhered to, including social distancing, to ensure the health and safety of all attendees.

OPTIONS:

The decision to elect a Deputy Mayor is optional. Council could opt to not have a Deputy Mayor for the remainder of the Mayoral term.

Council can choose the method of voting for the election.

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Legal advice was obtained from LGNSW to confirm the voting requirements and whether a 'polling' function could be utilised if Council chose to meet virtually to undertake the election process.

The Local Government Act 1993 and Office of Local Government websites were accessed for additional information.

Attachments

- 1 NSW Government Circular to Councils - September 2020 mayoral elections (under separate cover) [⇒](#)

10. GOVERNANCE AND FINANCIAL REPORTS**10.2 DETERMINATION OF THE NUMBER OF COUNCILLORS**

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

EXECUTIVE SUMMARY:

Section 224 (2) of the *Local Government Act 1993* (The Act) states '*Not less than 12 months before the next ordinary election, the council must determine the number, in accordance with subsection (1), of its councillors for the following term of office*'.

If Council determines to change the number of councillors, approval from the electors must be gained at a constitutional referendum.

Approval through a constitutional referendum would have the effect of changing the number of councillors for the electoral term commencing September 2024.

This report recommends that Council retain the current number of Councillors being nine, of which one is a councillor elected Mayor.

As such, it is not proposed to take any action in respect of the holding of a constitutional referendum to seek approval for any such change.

RECOMMENDATION:**THAT COUNCIL:**

1. **Receive the report on Determination of the Number of Councillors for the term of office following the September 2021 elections from the Chief Executive Officer.**
2. **In accordance with Section 224 (2) of the Local Government Act 1993, determine the number of Councillors to be unchanged, being nine (one of whom is the Mayor).**

BACKGROUND:

Section 224 of the Local Government Act 1993 requires that:

- (1) A council must have at least five and not more than 15 councillors (one of whom is the mayor).
- (2) Not less than 12 months before the next ordinary election, the council must determine the number, in accordance with subsection (1), of its councillors for the following term of office.
- (3) If the council proposes to change the number of councillors, it must, before determining the number, obtain approval for the change at a constitutional referendum.

Snowy Valleys Council currently has nine councillors, of which one is the Mayor and this report recommends no changes to this arrangement.

REPORT:

The NSW Government 'Your Council' website confirms Snowy Valleys Council as an OLG Group 11 council, classified as 'Large Rural'. A NSW council group is determined firstly by whether they are Urban or Rural in nature, and then by population size and density.

According to REMPLAN 2019 data, Snowy Valleys currently has a population of 14,532 people represented by 9 Councillors. The population per Councillor is 1,615 people.

In comparison, the average number of councillors for OLG Group 11 councils is 9, and the average population per Councillor is 1,522 people.

Section 224(2) of the Act requires that not less than 12 months before an ordinary election the council (local government election) must determine the number of its councillors for the following term.

If, as a result of doing so, a council has determined to change the number of its councillors, it must also obtain approval for the change at a constitutional referendum.

Approval would have the effect of changing the number of councillors for the electoral term *commencing in September 2024*.

The Office of Local Government Circular 19-23 issued on 30 September 2019 advises that:

Any changes approved at a referendum will come into effect at the September 2024 local government elections.

In this regard, it should be noted that a decision made at a constitutional referendum binds the Council until changed by a subsequent constitutional referendum.

If Council resolves that a constitutional referendum is to be conducted, it must comply with the notification requirements in Schedule 10 of the *Local Government (General) Regulation 2005*:

(a) if a council resolves to take a constitutional referendum or council poll, the general manager is to notify the Electoral Commissioner of the resolution within 21 days after the council makes the resolution (if the Electoral Commissioner is to administer the referendum or poll).

It is proposed that the number of Councillors remain the same as the current term.

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

Integrated Planning and Reporting Framework: CSP Outcome 2028

Theme 4: Communication & Engagement

Delivery Outcomes

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

Operational Actions

4.5.9 Prepare and coordinate requirements for 2021 council elections

SUSTAINABILITY ASSESSMENT:

Financial and Resources Implications

Should a constitutional referendum be required to support a change in the number of councillors, this cost would need to be met by council either in addition to the costs of administering the 2021 local government elections (if held in conjunction with the council election) or as a stand alone endeavour.

Advice was sought from the NSW Electoral Commission in 2018 to inform a report by the Chief Executive Officer on deamalgamation indicating the costs associated with the administering of a plebiscite.

For the purpose of this report, these figures provide an **indicative comparison only** should council consider changing the number of councillors thus deeming a constitutional referendum administered by the NSW Electoral Commission as necessary.

In late 2018, the indicative costs to administer a plebiscite were in the order of:

- a) \$8,900 + GST per question if run in conjunction with an existing election process and;
- b) \$89,000 + GST if run as a separate process.

Policy, Legal and Statutory Implications:

Section 224 (2) of the Local Government Act 1993 (The Act) states 'Not less than 12 months before the next ordinary election, the council must determine the number, in accordance with subsection (1), of its councillors for the following term of office'.

Schedule 10 of the Local Government (General) Regulation 2005 – Constitutional Referendums and council polls.

RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:

It is unknown at this stage how the outcomes of the current Boundaries Commission Review will impact on the future of the local government elections in 2021.

OPTIONS:

Council can determine not to alter the current number of councillors.

Should Council determine to change the number of councillors, Council can opt to undertake a constitutional referendum at its cost as either a stand alone endeavour, or as part of the election of councillors in 2021.

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Should Councillors resolve to change the number of councillors, it must under Section 224 of the *Local Government Act 1993* seek approval for the change via a constitutional referendum the outcomes of which would come into effect at the September 2024 local government elections.

Attachments

- 1 OLG Circular to Councils - Constitutional Referendums and Council Polls (under separate cover) [⇒](#)

10. GOVERNANCE AND FINANCIAL REPORTS**10.3 ADDITIONAL REQUESTS FOR COUNCILLOR ATTENDANCE AT LGNSW ANNUAL CONFERENCE - NOVEMBER 2020**

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

EXECUTIVE SUMMARY:

The Local Government NSW (LGNSW) Annual conference is the annual policy-making event for all NSW councils and LGNSW associate members. It is the leading networking event of the local government year where councillors come together to share ideas and debate issues that shape the local government sector.

LGNSW have confirmed that the conference will be held virtually on Monday 23 November 2020. LGNSW have adapted the conference program to suit an online format.

Given the new format and reduced costs associated with attendance, this report seeks to authorise the attendance of those additional Councillors who have nominated to attend.

RECOMMENDATION:**THAT COUNCIL:**

1. **Receive the report on LGNSW Annual Conference – November 2020 from the Chief Executive Officer.**
2. **Approve the attendance of Clr Geoff Pritchard and Clr Margaret Isselmann at the LGNSW Conference in addition to those Clrs approved to attend in accordance with resolution M168/20.**
3. **Note the new cost structure for the online format of the conference.**

BACKGROUND:

The Local Government NSW Annual Conference provides an opportunity for Councillors to meet, discuss and debate issues facing local government, and develop agreed positions which can inform the development of future NSW Local Government policies.

At the Ordinary meeting in August, resolution M168/20:

RESOLVED:**THAT COUNCIL:**

1. Receive the report on LGNSW Annual Conference – October 2020 from Executive Chief of Staff.
2. Consider attendance at the LGNSW Conference being held 22-24 November 2020 at the Hunter Valley or virtually, should that be an option in the current COVID environment.
3. Bring forward any proposed motions to the LGNSW Conference for consideration to the Chief Executive Officer before Thursday 3 September for inclusion in a report to the 17th September 2020 Council Meeting for review and adoption, ensuring that they also meet the deadline of 28 September for assessment by LGNSW.
4. Approve the attendance of Clr James Hayes, Clr John Larter, Clr Cor Smit, Clr

Julia Ham and Clr Cate Cross at the LGNSW Conference.

5. Nominate two (2) voting delegates for voting on motions during the formal business sessions being Clr James Hayes and Clr John Larter and that these Councillors be authorised to delegate their vote to another Snowy Valleys Council Councillor at their discretion during the meeting.

Cr Cor Smit/Cr Bruce Wright

CARRIED UNANIMOUSLY

LGNSW have since advised that the conference will be presented in an online format to allow members to come together, submit motions, vote and discuss key issues while still meeting COVID-19 health and safety requirements.

As a result, the cost of attendance has also decreased to reflect the new format.

This has presented councillors who had not previously wished to attend in person the opportunity to participate in the conference virtually.

REPORT:

Attendance

Attendance at the Local Government NSW Annual Conference provides an opportunity to network with Local Government colleagues and for Councillors in attendance to receive briefings on sector issues to inform decisions that constitute good governance for its community.

Attendance also provides the opportunity for Council and senior management to discuss advocacy priorities for the year ahead with various members of parliament.

The registration fee has been reduced to \$66.

The revised program is attached for Councillors information.

Councillors Pritchard and Isselmann have expressed an interest in attending the conference in this format.

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

Integrated Planning and Reporting Framework:

CSP Outcome 2028

Theme 4: Communication & Engagement

Delivery Outcomes

4.6 Council builds strong relationships with other organisations to advocate for our communities

Operational Actions

4.6.2 Undertake advocacy initiatives in accordance with the priorities as adopted in the Advocacy plan

SUSTAINABILITY ASSESSMENT:

Financial and Resources Implications

Council has a budget to enable Councillors to attend conferences and to meet associated costs.

Costs and Benefits:

Conference costs per delegate:

| | |
|--------------------------------|-----------------|
| Registration | \$66 (incl GST) |
| Total Cost per Delegate | \$66 |

The Councillors now nominating to attend the conference have sufficient budget to cover the expenses associated with attendance:

| Councillor | Actuals | Budget | Balance |
|-------------------------|---------|---------|---------|
| Clr. Margaret Isselmann | 0 | \$4,000 | \$4,000 |
| Clr. Geoff Pritchard | 0 | \$4,000 | \$4,000 |

Policy, Legal and Statutory Implications:

Councillors who attend have an opportunity to influence state policy that impacts on local government.

RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:

Nil

OPTIONS:

Council can choose not to approve attendance of the nominated Councillors.

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Councillors have been invited to express their interest in attending this conference in the revised online format. Councillors Hayes, Larter, Smit, Ham and Cross have been approved by resolution to attend and additionally Councillors Isselmann and Pritchard have expressed interest in attending.

Attachments

- 1 2020 LGNSW Annual Conference Program (under separate cover) [⇒](#)

10. GOVERNANCE AND FINANCIAL REPORTS**10.4 PROPOSED MOTIONS FOR THE LGNSW ANNUAL CONFERENCE 2020**

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

EXECUTIVE SUMMARY:

The Local Government NSW (LGNSW) Annual Conference is the primary policy making event for the New South Wales local government sector. LGNSW member councils are invited each year to submit motions for discussion and debate to the conference.

Those motions that are resolved at the Conference will inform the update of the LGNSW Policy Platform which guides LGNSW in its advocacy on behalf of the local government sector.

RECOMMENDATION:**THAT COUNCIL:**

1. **Receive the report on Proposed Motions for the LGNSW Annual Conference 2020 from the Chief Executive Officer.**
2. **Approve the following motions for submission to the LGNSW Annual Conference 2020:**
 - a. **That in the wake of the 2019-2020 bushfires, LGNSW lobbies the Australian and NSW Governments to commit funding to take advantage of the unique opportunity to undertake effective and pre-emptive weed eradication initiatives to control the weed population, in particular blackberry, and reduce the potential fuel load for future fire seasons.**
 - b. **Following the much-welcomed April funding package from the NSW Government of \$82 million for 260 council-run early childhood education and care (ECEC) services in response to the COVID-19 pandemic; that LGNSW:**
 - i. **Advocates to the NSW Government to continue to recognise the essential role of local government in early childhood education and care, and fund it accordingly, particularly as council-run services often cater to vulnerable, low-income families, regional and rural communities and children with disability; and**
 - ii. **Enhances LGNSW's Strong and Inclusive Communities Position Statement, and the Services in Rural Communities Position Statement, by including the recognition that local government is an essential provider of services to young people 0 – 24 years old.**
 - c. **That LGNSW lobbies the NSW Government to partner with Councils and commit funding to better plan for bushfire management of Crown Lands, with a particular emphasis on the control of vegetation and weeds (in accordance with the Biosecurity Act 2015) to help mitigate the bushfire risk to community.**
 - d. **That LGNSW lobby the NSW Government to enable local government greater management, divestment and approval abilities for Crown Land packages vested in councils, and provide appropriate funding to offset the additional cost and resource burden.**

- e. **That LGNSW continue to lobby the Federal Government to not only increase Financial Assistance Grants (FAGs) funding to 1%, but to include an additional roads and bridges allocation to disaster impacted councils for the restoration and repair of damaged road networks.**
- f. **That LGNSW lobby the NSW Government to amend the eligibility criteria for the Job Keeper funds to allow a fairer distribution to impacted councils who have not had to 'stand down' staff as a result of the pandemic.**
- g. **That LGNSW lobby the NSW Government to ensure that Local Government is appropriately funded and well placed to implement prevention, response and recovery initiatives resulting from the recommendations of the Royal Commission into Natural Disaster Arrangements and the NSW Bushfire Inquiry.**

BACKGROUND:

The Local Government NSW (LGNSW) Annual Conference is the pre-eminent policy making event for the local government sector. Resolutions of the Conference help determine the policies and priorities for LGNSW and the sector.

It is a key event for local government where councillors come together to share ideas and consider issues that shape the way the sector functions and is governed.

LGNSW member councils are invited to submit motions to the Conference to advance the sector wide policy agenda.

Motions are strategic local government issues which affect members state-wide and introduce new or emerging policy issues and actions.

REPORT:

At the Ordinary meeting of council in August, resolution M168/20(3) resolved that council:

3. *Bring forward any proposed motions to the LGNSW Conference for consideration to the Chief Executive Officer before Thursday 3 September for inclusion in a report to the 17th September 2020 Council Meeting for review and adoption, ensuring that they also meet the deadline of 28 September for assessment by LGNSW.*

In response to this resolution, the following motions have been proposed by Snowy Valleys Council for submission to the LGNSW Conference:

| Topic | Proposed Motion | Alignment with LGNSW Policy Platform |
|---|---|--|
| Weed Management especially blackberry control | That in the wake of the 2019-2020 bushfires, LGNSW lobbies the Australian and NSW Governments to commit funding to take advantage of the unique opportunity to undertake effective and pre-emptive weed eradication initiatives to control the weed population, in particular blackberry, and reduce the potential fuel load for future fire seasons. | <p>9. Biodiversity Position Statement</p> <p>9.1 Mandatory upfront engagement by State and Commonwealth governments with local government about specific local biosecurity priorities</p> <p>9.4 Funding stability in relation to weed management. LGNSW's State budget submissions have called for funding via the Weed Action Program to be increased to \$20M per year.</p> |

| Topic | Proposed Motion | Alignment with LGNSW Policy Platform |
|--|---|---|
| Children's Services | <p>Following the much-welcomed April funding package from the NSW Government of \$82 million for 260 council-run early childhood education and care (ECEC) services in response to the COVID-19 pandemic; that LGNSW:</p> <p>a) Advocates to the NSW Government to continue to recognise the essential role of local government in early childhood education and care, and fund it accordingly, particularly as council-run services often cater to vulnerable, low-income families, regional and rural communities and children with disability; and</p> <p>b) Enhances LGNSW's Strong and Inclusive Communities Position Statement, and the Services in Rural Communities Position Statement, by including the recognition that local government is an essential provider of services to young people 0 – 24 years old.</p> | <p>17. Strong and Inclusive Communities Position Statement</p> <p>17.2 Continued State and Commonwealth funding to supplement the contribution of NSW councils of approximately 60% towards the cost of community development, ageing and disability staff positions.</p> |
| Crown Land Management | <p>That LGNSW lobbies the NSW Government to partner with Councils and commit funding to better plan for bushfire management of Crown Lands, with a particular emphasis on the control of vegetation and weeds (in accordance with the <i>Biosecurity Act 2015</i>) to help mitigate the bushfire risk to community.</p> | <p>2. Natural Disaster Funding Position Statement</p> <p>2.1 Prioritisation of the development and implementation of policies and programs to build the resilience of communities so that they can better withstand natural disasters.</p> |
| Crown Land Management | <p>The implementation of the Crown Land Management Act (2016) has shifted fiduciary and fiscal responsibility of Crown Land packages to local government.</p> <p>That LGNSW lobby the NSW Government to enable local government greater management, divestment and approval abilities for Crown Land packages vested in councils, and provide appropriate funding to offset the additional cost and resource burden.</p> | |
| Roads Impacted by Fire Response and Recovery Efforts | <p>That LGNSW continue to lobby the Federal Government to not only increase Financial Assistance Grants (FAGs) funding to 1%, but to include an additional roads and bridges allocation to disaster impacted councils for the restoration and repair of damaged road networks.</p> | <p>4.8 Increased funding for rural communities, including a strengthening of needs-based funding in the distribution of Financial Assistance Grants (FAGs) and other grants to local government.</p> |
| Equitable | <p>That LGNSW lobby the NSW Government to</p> | <p>2. Natural Disaster Funding</p> |

| Topic | Proposed Motion | Alignment with LGNSW Policy Platform |
|--|--|--|
| Distribution of Job Keeper Funds | amend the eligibility criteria for the Job Keeper funds to allow a fairer distribution to impacted councils who have not had to 'stand down' staff as a result of the pandemic. | Position Statement |
| Royal Commission and NSW Bushfire Inquiry Findings | That LGNSW lobby the NSW Government to ensure that Local Government is appropriately funded to implement prevention, response and recovery initiatives resulting from the recommendations of the Royal Commission into Natural Disaster Arrangements and the NSW Bushfire Inquiry. | 2. Natural Disaster Funding Position Statement |

LGNSW requests that Councils consider the alignment of any proposed motions against the LGNSW Fundamental Principles and Position Statements (attached).

Motions are to be submitted in accordance with the LGNSW 2020 Annual Conference Submission Guide (attached).

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

Integrated Planning and Reporting Framework:

CSP Outcome 2028

Theme 4: Communication & Engagement

Delivery Outcomes

4.6 Council builds strong relationships with other organisations to advocate for our communities

Operational Actions

4.6.2 Undertake advocacy initiatives in accordance with the priorities as adopted in the Advocacy plan

SUSTAINABILITY ASSESSMENT:

Financial and Resources Implications

Nil

Policy, Legal and Statutory Implications:

Motions for the LGNSW Annual Conference should align with LGNSW Fundamental Principles and Position Statements (attached).

RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:

Nil

OPTIONS:

Council can opt to remove, add or amend the proposed motions.

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

The proposed motions are informed by numerous engagements with the communities of the Snowy Valleys, particularly those impacted by the 2019-20 bushfires.

Attachments

- 1 LGNSW Policy Platform - Fundamental Principles and Position Statements (under separate cover) [⇒](#)
- 2 LGNSW 2020 Annual Conference Motions Submission Guide (under separate cover) [⇒](#)

10. GOVERNANCE AND FINANCIAL REPORTS**10.5 MURRAY DARLING ASSOCIATION - 76TH NATIONAL CONFERENCE & AGM - 14TH TO 16TH SEPTEMBER 2020**

REPORT AUTHOR: COUNCILLOR SUPPORT OFFICER
RESPONSIBLE DIRECTOR: EXECUTIVE CHIEF OF STAFF

EXECUTIVE SUMMARY:

The purpose of this report is to advise Council and seek approval for attendance of those Councillors that have nominated to attend the Murray Darling Association (MDA) 76th National Conference on 14th to 16th September 2020.

This year the Conference will be a three-day virtual event, hosted by the City of Greater Shepparton, with the Annual General Meeting (AGM) being held on the final day 16th September 2020.

RECOMMENDATION:**THAT COUNCIL:**

- 1. Receive the report on the Murray Darling Association 76th National Conference and Annual General Meeting (September 2020) from the Executive Chief of Staff.**
- 2. Approve the attendance of Cllr Geoff Pritchard at the Murray Darling Association National Conference from the 14 to 16 September 2020.**

BACKGROUND:

The Murray Darling Association (MDA) provides representation of local government and communities at a state and federal level in the management of Murray Darling Basin resources by providing information, facilitating debate and seeking to influence government policy.

The MDA advocates on behalf of Basin communities, utilises local knowledge and expertise to fully understand regional issues, acts as a conduit for information and discussion between communities and government, explores options to achieve sound solutions to regional issues and acts as an educational resource for the Basin.

REPORT:

The Conference is themed 'Local Leadership: A National Priority' and will explore the relationship between Basin councils and national plans and priorities. Presented in partnership with the City of Greater Shepparton the program will also provide a virtual tour of the Barmah Choke and consider the impacts on the environment, irrigators and regional communities of reduced capacity and increased demand on the delivery system.

Australia is looking to the communities of the Murray Darling Basin to lead the way in water management, agriculture, energy efficiency and innovation. The MDA is tireless in seeking the right balance between valuing, sharing and protecting natural assets, infrastructure and local economies.

Severe drought and bushfires, evolving water markets, climate change, innovations in energy, agriculture, water infrastructure and now COVID-19 all form the backdrop to these extraordinary times. Local government has a critical role to play in the management of Basin resources if we are to ensure the sustainability, vibrancy and prosperity of our local communities for future generations.

A copy of the Program is attached.

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

Theme 4: Communication & Engagement

Delivery Outcomes

4.6 Council builds strong relationships with other organisations to advocate for our communities

Operational Actions

4.6.2 Undertake advocacy initiatives in accordance with the priorities as adopted in the Advocacy plan

SUSTAINABILITY ASSESSMENT:**Financial and Resources Implications:**

Provisions within Council's 2020/21 Operational Budget have been made for attendance at Conferences.

Conference and seminar attendance for Councillors and the Mayor total \$39,500 in the 2020/21 Budget as per the values listed below:

| | |
|--------------|-------------|
| Mayor | \$6500 |
| Deputy Mayor | \$5000 |
| Councillors | \$4000 each |

At the time of writing, the Councillor nominating to attend the conference has sufficient budget to cover the expenses associated with attendance:

| Councillor | Actuals | Budget | Balance |
|----------------------|---------|---------|---------|
| Clr. Geoff Pritchard | 0 | \$4,000 | \$4,000 |

Cost

Full Registration (member) is \$175.00 + GST.

Benefit

Cr Pritchard will receive information from the presentations as well as the opportunity to network with other Councils, state and federal government departments and industry.

Policy, Legal and Statutory Implications:

Councillors Expenses and Reimbursement Policy requires Council to make a resolution on Conference attendance for those seeking Council's financial support to attend.

RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:

Nil

OPTIONS:

Council can choose not to approve attendance of nominated Councillors.

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Nil

Attachments

- 1 Program MDA 76th National Conference (under separate cover) [⇒](#)

10. GOVERNANCE AND FINANCIAL REPORTS**10.6 TRAINING OPPORTUNITY - ONLINE ADVANCED LEADERSHIP PROGRAM - WOMEN & LEADERSHIP AUSTRALIA****REPORT AUTHOR:** COUNCILLOR SUPPORT OFFICER**RESPONSIBLE DIRECTOR:** EXECUTIVE CHIEF OF STAFF**EXECUTIVE SUMMARY:**

The purpose of this report is to seek approval for the enrolment of Cllr Julia Ham in the online year-long Advanced Leadership Program (ALP) offered by Women & Leadership Australia, in affiliation with Deakin University.

RECOMMENDATION:**THAT COUNCIL:**

- 1. Receive the report on the online year-long Training Opportunity for the Advanced Leadership Program, Women & Leadership Australia from the Executive Chief of Staff.**
- 2. Approve the part funding of Cllr Julia Ham for the Advanced Leadership Program (ALP) to the value of \$3940, which is the total remaining budget allocation for the 2020-2021 financial year.**

BACKGROUND:

Over the past ten years, Women & Leadership Australia has grown into a multilayered national initiative encompassing a comprehensive suite of development programs, conferences, networking initiatives and advisory services. Emerging statistics from the World Economic Forum's Global Gender Gap Report, the Australian Bureau of Statistics and the Australian Stock Exchange surrounding earnings by women and women in senior leadership positions continue to fuel the debate around gender equality and reinforce the importance of quality development initiatives specifically designed for advancing female leaders at all levels.

First created in 2011, through broad consultation across many industrial and geographical borders, the Advanced Leadership Program (ALP) is Australia's peak peer-orientated development experience for executive women and has enhanced the capacity and confidence of executive women in addition to creating powerful role models for future female leaders.

REPORT:

The ALP is a high-impact and challenging developmental exercise for female leaders. Over the twelve-month program, participants engage in an exploration of their own strengths and weaknesses as they relate to building and leading highly effective organisational communities. Purpose designed to stretch experienced leaders beyond their comfort zone, the ALP challenges participants to develop their critical thinking abilities and begin to unlock their full leadership potential.

The program employs a multifaceted learning approach based on expert guidance, peer collaboration, self analysis, experiential exercises and practical application. Theoretical exploration is overlaid with real-world experience to ensure that participants develop the adaptive skills needed to confidently overcome future challenges. This process is further enhanced through a combination of executive coaching and peer group mentoring, enabling participants to cultivate valuable peer level networks, build their self confidence and hone the skills to lead at the highest levels.

Key Learning Intentions:

1. Leverage existing leadership capabilities and extend and engage in a process of continuous self-development.
2. Embrace a transformational 'leader as learner' mindset.
3. Employ data to track the progress of individual and collective growth.
4. Harness the diversity within organisations to foster inclusive practice.
5. Identify and respond to the challenges facing female leaders.
6. Apply the learning gained from case-based scenarios and adaptive leadership principles to broader contexts.
7. Facilitate leadership growth in others.

A copy of the Course Outline is attached.

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

4.5.1 Maintain a Councillor Professional Development Program

SUSTAINABILITY ASSESSMENT:**Financial and Resources Implications:**

Provisions within Council's 2020/21 Operational Budget have been made for attendance at Conferences and training for Councillors.

Conference, training and seminar attendance for Councillors and the Mayor total \$39,500 in the 2020/21 Budget as per the values listed below:

| | |
|--------------|--------------|
| Mayor | \$6,500 |
| Deputy Mayor | \$5,000 |
| Councillors | \$4,000 each |

Expenditure for Clr Ham as at 31st August 2020:

The cost of the course is normally \$16,990 (GST excl). This has been discounted to \$12,990 (GST excl) for the online format. Clr Ham has received a \$5,000 scholarship. The remaining cost is \$7,990 (GST excl).

Clr Ham is requesting funding up to the value of \$3940.00 (ex GST) which is the total remaining budget for the 20-21 financial year.

| Opening Balance (ex GST) | Cost of Requested Training (ext GST) | Closing Balance if approved (ex GST) |
|--------------------------|--------------------------------------|--------------------------------------|
| \$3940.00 | \$3940.00 | \$Nil |

Costs already incurred for September 2020 equate to \$60.00 (ex. GST) to attend the virtual LGNSW Annual Conference being held in November 2020.

Policy, Legal and Statutory Implications:

Councillors Expenses and Reimbursement Policy requires Council to make a resolution on course attendance for those seeking Council's financial support to attend.

Attachments

- 1 Online Advanced Leadership Program (under separate cover) [⇒](#)

10. GOVERNANCE AND FINANCIAL REPORTS**10.7 2021 COUNCIL MEETING DATES**

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

EXECUTIVE SUMMARY:

Council meeting dates are determined annually and in advance to support the effective forward planning of Council business and reporting processes.

In 2020 council meeting dates for ordinary meetings were on the third Thursday of each month commencing at 2pm and alternating between the Council Chambers in Tumberumba and Tumut.

In March 2020, the Minister for Health and Medical Research, the Hon. Brad Hazzard MP, issued the Public Health (COVID-19 Gatherings) Order 2020 (the Public Health Order). This has allowed for Council meetings to be held entirely remotely by audio-visual link.

Consistent with previous years, there is no scheduled Ordinary meeting in January due to reduced business over the holiday period and staff utilising the quieter period for leave.

RECOMMENDATION:**THAT COUNCIL:**

- 1. Receive the report on the 2021 Council Meeting Dates from the Executive Chief of Staff**
- 2. Approve the Ordinary meeting dates for 2021 as follows:**
 - Thursday 18 February 2021**
 - Thursday 18 March 2021**
 - Thursday 15 April 2021**
 - Thursday 20 May 2021**
 - Thursday 17 June 2021**
 - Thursday 15 July 2021**
 - Thursday 19 August 2021**
 - Thursday 16 September 2021**
 - Thursday 21 October 2021**
 - Thursday 18 November 2021**
 - Thursday 9 December 2021**

BACKGROUND:

This report sets the Council meeting schedule for the 2021 year.

REPORT:

The determination of meeting dates allows the appropriate scheduling of Council business and reporting processes and provides advanced notice of meeting dates to the community.

Council is asked to consider whether an Ordinary meeting should be added to the schedule for January 2020. Typically, Council has elected not to include a January meeting in the schedule in consideration of staff and Councillor leave.

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

Integrated Planning and Reporting Framework:

CSP Outcome 2028

Theme 4: Communication & Engagement

Delivery Outcomes

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

Operational Actions

4.1.3 Deliver Council meetings to facilitate increased community accessibility and engagement

SUSTAINABILITY ASSESSMENT:

| | Positive | Negative |
|---------------|---|-----------------|
| Social | Council are able to optimise meetings to ensure issues are addressed for the community. Council meetings provide transparency over decision making and can now be delivered virtually to improve accessibility. | Nil |
| Environmental | Nil | Nil |
| Economic | Council meets to ensure economic and strategic management is sound and transparent | Nil |
| Governance | It is essential that Council is able to meet with all Councillors to ensure good governance of Council business. Council is required to meet at least 10 times during the course of a year under Section 365 of the Local Government Act 1993. | Nil |

Financial and Resources Implications

Nil

Costs and Benefits:

Nil

Policy, Legal and Statutory Implications:

Section 365 of the Local Government Act 1993 prescribes that council is required to meet at least 10 times each year, each time in a different month. This proposed schedule complies with this requirement.

Council meetings are governed by the Model Code of Meeting Practice as issued by the Office of Local Government.

Council business is governed by the Local Government Act 1993 (NSW).

RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:

To address business in an optimal manner, it is important to have as many Councillor representatives as possible at each meeting. This proposal aims to maximise attendance.

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

OPTIONS:

Council may opt to amend the meeting schedule, including meeting day and time.

Council may opt to include an Ordinary meeting for January 2021 to the schedule.

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Council will make available on its website the schedule of adopted meetings for 2021 and through the appropriate internal communication channels to staff.

ATTACHMENTS

Nil

10. GOVERNANCE AND FINANCIAL REPORTS**10.8 STATEMENT OF INVESTMENTS - AUGUST 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 August 2020.

RECOMMENDATION:**THAT COUNCIL:**

1. Receive the Statement of Investments as at 31 August 2020 from the Chief Financial Officer.

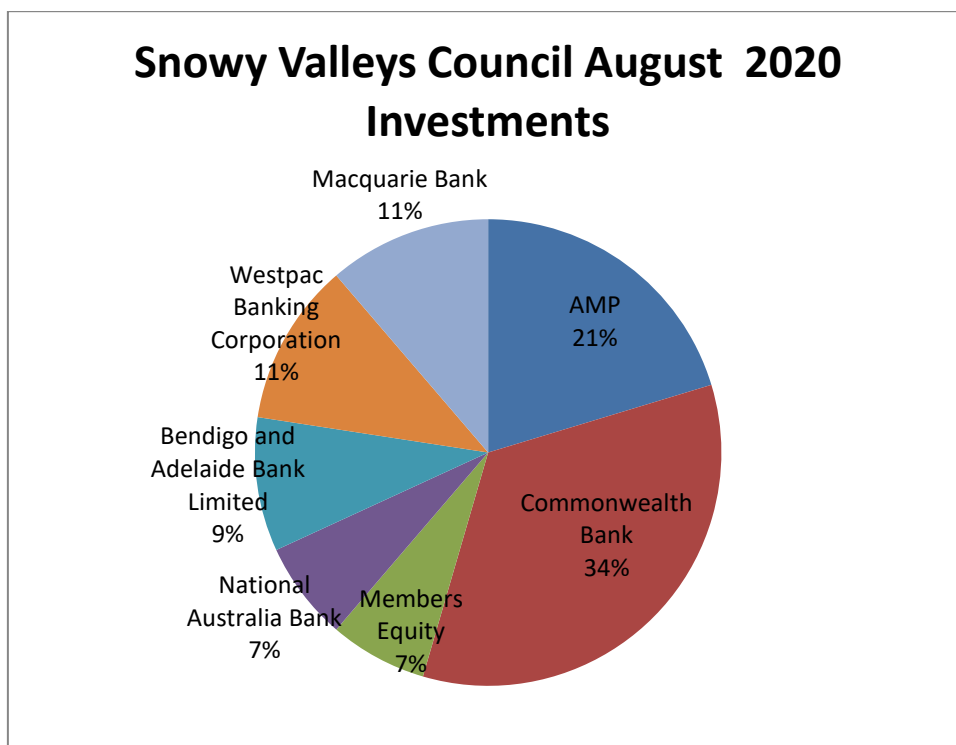
BACKGROUND:

Nil

REPORT:

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

| Combined Cash & Investments Table | | 31/08/2020 | | | | |
|--|----------------------|----------------------|----------------------|----------------|----------------|---------------|
| Cash & 11am at call Accounts | Current Month | Last Month | Movement | Type | Interest Rate% | |
| Commonwealth Bank | \$ 1,963 | \$ 62,848 | -\$ 60,885 | IWD Gen | 0.25% | |
| National Australia Bank | \$ 35,785 | \$ 83,232 | -\$ 47,447 | W/Acct | 0.25% | |
| Commonwealth Bank | \$ 1,740,108 | \$ 1,458,168 | \$ 281,940 | W/Acct | 0.25% | |
| Commonwealth Bank | \$ 13,406,753 | \$ 10,703,413 | \$ 2,703,340 | At Call (BOS) | 0.50% | |
| Commonwealth Bank | \$ 1,515 | \$ 894 | \$ 621 | Gen-Roth | 0.25% | |
| Total Cash & At Call Investments | \$ 15,186,124 | \$ 12,308,556 | \$ 2,877,568 | | 0.47% | |
| Term Deposits | Current Month | Last Month | Movement | Lodgement Date | Interest Rate% | Maturity Date |
| Westpac Banking Corporation | \$ - | \$ 1,000,000 | -\$ 1,000,000 | | | |
| 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 |
| AMP | \$ 2,000,000 | \$ 2,000,000 | \$ - | 11/06/2020 | 1.55% | 7/12/2020 |
| 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% | 19/02/2021 |
| 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 |
| Westpac Banking Corporation | \$ 2,000,000 | \$ 2,000,000 | \$ - | 30/06/2020 | 0.97% | 30/06/2021 |
| Bendigo and Adelaide Bank Limited | \$ 250,000 | \$ 250,000 | \$ - | 14/07/2020 | 0.95% | 14/07/2021 |
| Bendigo and Adelaide Bank Limited | \$ 250,000 | \$ 250,000 | \$ - | 14/07/2020 | 0.95% | 14/07/2021 |
| AMP | \$ 2,000,000 | \$ 2,000,000 | \$ - | 18/07/2020 | 1.00% | 18/07/2021 |
| AMP | \$ 2,000,000 | \$ 2,000,000 | \$ - | 20/07/2020 | 1.00% | 20/07/2021 |
| National Australia Bank | \$ 1,000,000 | \$ 1,000,000 | \$ - | 17/08/2020 | 0.80% | 17/08/2021 |
| Total Term Deposits | \$ 29,115,623 | \$ 30,115,623 | -\$ 1,000,000 | | 1.40% | |
| Total Cash & Investments | \$ 44,301,746 | \$ 42,424,178 | \$ 1,877,568 | | 1.08% | |



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.

It should be noted that Council’s exposure to its main bankers (Commonwealth Bank) was above the policy limit of 30% at the end of the month. This was due to excess funds held in a virtually risk-free cash account at month-end upon redemption of matured term deposits. The cash investment will be reduced as soon as an investment opportunity arises for new term deposits.

Cash and investments increased by \$1.9M during August 2020.

Major income received during August included:

- Reimbursement sec 44 bushfire costs \$1.3M
- Financial Assistance Grant (quarter 1 payment) \$707K
- Block Grants from Roads and Maritime Service \$582K

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

- Tumut pool amenities (40% progress claim payment) \$360K
- Purchase of new water cart \$237K
- Old Tumbarumba road tree removal \$128K

The following changes occurred to Council’s term deposits and cash holdings in August:

- Westpac term deposit \$1M redeemed
- NAB term deposit \$1m renewed for 12 months at 0.8%

Cash investment rates continue to remain low due to the uncertain economic environment and long-term outlook. 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:

N/A

Policy, Legal and Statutory Implications:

The information provided complies with Council's Investment Policy and Section 625 of the Local Government Act 1993.

RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:

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

OPTIONS:

N/A

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

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

Attachments

Nil

10. GOVERNANCE AND FINANCIAL REPORTS**10.9 FINANCIAL REPORT AUGUST 2020**

REPORT AUTHOR: COORDINATOR MANAGEMENT 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 2020 to 31 August 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 August 2020.

REPORT:

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

**Operating Result YTD as at August 2020****Overall Council Summary**

| Account Description | Actual YTD | Budget YTD | % Variance YTD | \$ Variance YTD | Original Budget 21PJBD |
|----------------------------------|-------------------|-------------------|----------------|------------------|------------------------|
| Income | | | | | |
| Rates, Levies & Annual Charges | 17,131,948 | 17,284,820 | -0.88% | (152,872) | 17,326,479 |
| User Charges & Fees | 2,279,358 | 1,326,056 | 71.89% | 953,302 | 10,007,764 |
| Interest & Investment Revenue | 134,051 | 69,749 | 92.19% | 64,302 | 470,496 |
| Other Income | 1,389,801 | 297,399 | 367.32% | 1,092,402 | 965,671 |
| Operating Grants & Contributions | 2,204,295 | 2,057,249 | 7.15% | 147,047 | 10,705,299 |
| Capital Grants & Contributions | 284,248 | 0 | no budget | 284,248 | 7,250,116 |
| Internal Income or Recovery | 529,957 | 298,739 | 77.40% | 231,218 | 3,318,100 |
| Profit on Sale/Disposal | 6,392 | 1,050 | 508.76% | 5,342 | 6,300 |
| Total Income | 23,960,051 | 21,335,062 | 12.30% | 2,624,989 | 50,050,224 |
| Expenses | | | | | |
| Employee Costs | 3,378,056 | 2,774,770 | 21.74% | 603,286 | 16,481,313 |
| Materials & Contracts | 2,219,667 | 1,574,974 | 40.93% | 644,693 | 8,086,397 |
| Borrowing Costs | 103,475 | 96,560 | 7.16% | 6,915 | 477,008 |
| Depreciation & Impairment | 1,515,400 | 1,515,400 | 0.00% | 0 | 10,763,399 |
| Other Expenses | 1,460,216 | 1,440,743 | 1.35% | 19,472 | 5,386,756 |
| Internal Recharges & Overheads | 431,657 | 823,827 | -47.60% | (392,170) | 4,796,169 |
| Total Expenses | 9,108,471 | 8,226,273 | 10.72% | 882,197 | 45,991,043 |
| Operating Result | 14,851,581 | 13,108,789 | 13.29% | 1,742,791 | 4,059,182 |

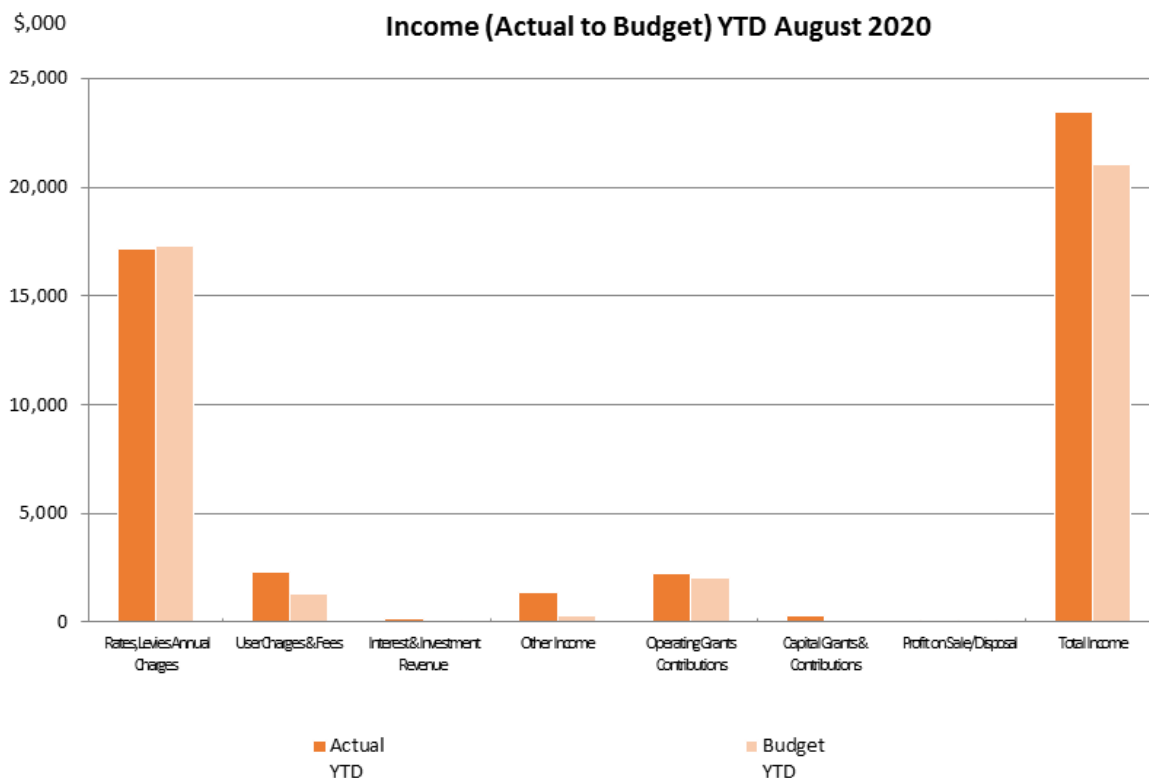
Income:

User fees and charges are above budget by \$953K YTD, an increase of \$560K from last month. Income above budget consists of: Tumbarumba Caravan Park \$138K, Roth Medical Centre \$35K, Private Works \$169K. The remaining \$218K is spread over a large number of fees and charges. Note that the budget was prepared by apportioning the income evenly over twelve months, which does not take into effect influences such as seasonal fluctuation and is anticipated to even out over time.

Investments are above budget by \$64K as a result of a conservative approach adopted when developing the budget due to the uncertain economic environment.

Other Income is above budget by \$1,092K YTD, the majority of which (\$859K) was received for the Batlow Cannery demolition, a cost that was incurred in the previous financial year. Other items above budget are Real Estate income \$31K, Khancoban Visitor Information Centre \$53K, additional one-off funding for the Emergency Services Levy increase of \$208K, and a payment for fire recovery centre \$112K.

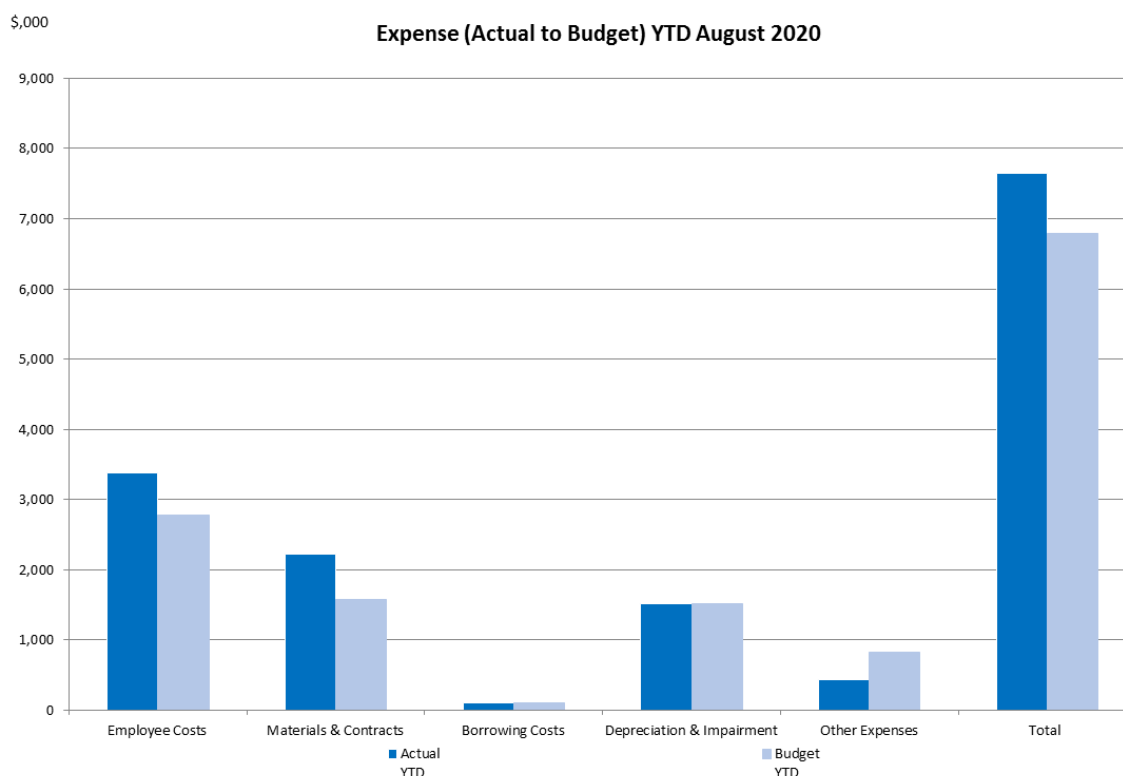
Capital Grants have increased by \$95K: \$45K rail trail and \$50K Talbingo trail master plan.



Expenditure:

Employee costs are above budget by 21.5% YTD, a reduction of 11% on last month’s reported figure of 32.51%. The above budget employee costs are made up of overtime and staff engaged in disaster recovery not accounted for at time of budget preparation. In the winter months, staff would normally be on reduced hours (winter toil), but due to the need to continue with disaster clean-up and project delivery delayed by bushfires and Covid19, these staff continued to work through that period.

Materials and Contracts are above budget by 44%: The majority of this spend (\$418K), is fire recovery works that are recoverable and \$112K for software maintenance for the SaaS project which has a budget offset in wages and contracts over the financial year.



Procurement

The following tenders were advertised during the past two months:

July

2020/02 – Supply of Banking and Bill Payment Services

2020/03 – Panel of Preferred Suppliers: Plant and Equipment Hire 2020/2023

August

2020/08 – Construction of Clarkes Hill Tooma Road Cutting Bushfire Damage at Maragle.

2020/09 – Panel of Preferred Suppliers: Supply of Services - # Guard Rail # Linemarking # Traffic Control

Tenders are advertised, evaluated and awarded in accordance with Council's Procurement Policy and the NSW Tendering Guidelines.

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

4.3.1 Provide Council staff with information and tools to increase two-way organisational communication through the implementation of the Internal Communications Framework

SUSTAINABILITY ASSESSMENT:

N/A

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**10.10 WRITE-OFF OF DEBTS**

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

EXECUTIVE SUMMARY:

This report provides a summary of debts owed to Council that have been written off during the period between 1 July 2019 and 4 September 2020 under delegated authority or legislation and seeks Council's resolution to write off uncollectable debts that are greater than \$5,000 that are owed to Council.

RECOMMENDATION:**THAT COUNCIL:**

1. **Receive the report on debt write-offs from the Chief Financial Officer;**
2. **Note the write-offs and adjustments totalling \$13,379.02 made under delegated authority for the period 1 July 2019 to 4 September 2020; and**
3. **Authorise the write-off of the debt of \$31,321.91 as specified in the confidential attachment to the report.**

BACKGROUND:

The Local Government (General) Regulation 2005 specifies the requirements and restrictions placed on Council to write off debts. The attached confidential summary documents the delegated write-offs and outlines the debts greater than \$5,000 that require a Council resolution to write off.

REPORT:

The total amount of debts written off for the period 1 July 2019 to 4 September 2020 under delegation was \$13,379.02.

Consultation has been undertaken with Council's debt collection agent throughout any debt recovery process that has been escalated from Council's internal debt recovery actions. In some instances the alternative option to write-off was to continue to pursue the debts, however, this is not always considered appropriate for the reasons stated in the attachment.

It is important to note that a debt that has been written off does not prevent Council initiating legal proceedings in the future to recover the debt. Any amount written off will be adjusted if part or all of the debt is subsequently recovered.

The total amount of debts greater than \$5,000 requiring a Council resolution to write off is \$31,321.91. This is the balance of a single debtor which is to be written off as the debt is considered uncollectable.

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

4.3.2 Continue to streamline council processes to improve integration and build user confidence

SUSTAINABILITY ASSESSMENT:

N/A

Financial and Resources Implications

The writing off of the amounts shown in attachment 1 reduces the balances of outstanding receivables when they are written off or adjusted and reduces Council's revenue. The amount of the proposed sundry debtor write-off has been raised as a provision for doubtful debts in the 2019/20 financial year.

Costs and Benefits:

Council's Debt Recovery Policy is in place to minimise the expenditure of valuable resources collecting and writing off overdue and bad debts.

Policy, Legal and Statutory Implications:

Sections 213 and 131 of the *Local Government (General) Regulation 2005* specify restrictions on writing off debts owed to a Council. Council has previously resolved that the Chief Executive Officer be delegated to write off amounts up to \$5,000. Debts owed to Council that are greater than \$5,000 must have a Council resolution directing that the stipulated amounts be written off.

S213(5) of the Regulation states that a debt can only be written off if it satisfies one of the following criteria:

- a) If the debt is not lawfully recoverable;
- b) As a result of a decision of a court; or
- c) If the Council or the general manager believes on reasonable grounds that an attempt to recover the debt would not be cost effective.

S131(6) states that the general manager must advise Council of rates and charges written off by written order of the general manager.

RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:

N/A

OPTIONS:

Council may decide not to write off the debt and continue to pursue it through the legal system.

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

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

Attachments

- 1 Confidential attachment debt write-off Council meeting 17.09.20 (under separate cover) - Confidential

10. GOVERNANCE AND FINANCIAL REPORTS**10.11 ADOPTION OF AUDIT MATRIX BUSINESS RULES**

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

EXECUTIVE SUMMARY:

To present to Council the *Audit Matrix Business Rules* for adoption following endorsement by the Audit Risk and Improvement Committee.

RECOMMENDATION:**THAT COUNCIL:**

- 1. Receive the report on Adoption of Audit Matrix Business Rules from the Executive Chief of Staff**
- 2. Adopt the Audit Matrix Business Rules SVC-GOV-PR-074-01**

BACKGROUND:

The *Internal Audit Guidelines September 2010* issued by the Office of Local Government states that a key attribute of good practice for an internal audit function in local government is to systematically conduct regular follow ups on audit recommendations.

The General Manager and audit committee should systematically review progress against audit recommendations and agreed action plans. This ensures that a clear message is sent to management and staff that these matters are important and are being reviewed at the most senior levels in the organisation.

The *Audit Matrix Business Rules* articulates Council's accepted processes for managing the findings resulting from internal and external audits including the process for escalation.

The *Audit Matrix Business Rules* were endorsed by the Audit Risk and Improvement Committee at the 5 August 2020 meeting to be presented to Council for adoption.

REPORT:

The purpose of the *Audit Matrix Business Rules* is to outline the manner in which Council will manage internal and external audit findings. The *Audit Matrix* is the compilation of internal and external audit recommendations. The audit recommendations along with responsible officer and due date are entered into Councils Risk Register for tracking and reporting.

Councils adopted Enterprise Risk Management Framework (ERMF) assigns the Safety, Risk and Quality Committee (operational) with the role of monitoring Council's performance against the audit recommendations as a sub-committee of the Executive Leadership Team (ELT).

The Safety Risk and Quality Committee is responsible for closing out tasks associated with the audit findings as complete. The Audit, Risk and Improvement Committee is responsible for closing out audit recommendations (risks) as being actioned based on the completion of specific tasks.

The *Audit Matrix Business Rules* articulate the governance process, including reporting and escalation for how Snowy Valleys Council manages audit recommendations.

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

4.5.6 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 audit recommendations. | Nil |

Financial and Resources Implications

Nil

Costs and Benefits:

There are no direct costs associated with the adoption of the *Audit Matrix Business Rules*. However, there may be considerable resources required to ensure the audit recommendations are actioned appropriately and within set time frames.

Policy, Legal and Statutory Implications:

Internal Audit Guidelines – September 2010 issues by Office of Local Government

Enterprise Risk Management Framework SVC-RM-Pln-002

Internal Audit Charter SVC-GOV-PR-058

RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:

The *Audit Matrix Business Rules* support the *Internal Audit Charter*, which is essential in ensuring that any emerging problems are identified and rectified quickly before their consequences escalate and risks materialise.

Council is committed to identifying and managing risks in order to increase organisational effectiveness and to provide confidence to the community.

In accordance with Council's adopted Enterprise Risk Management Framework (ERMF):

Internal audit is a key component of the Council's assurance framework. The primary objective of internal audit is to provide an assurance framework to underpin the risk management program. This includes reviews of processes and controls over high risks as determined through the risk planning process.

The internal audit function provides independent appraisal of the adequacy and effectiveness of internal controls.

Internal audit is responsible administratively to the CEO and reports to Audit, Risk and Improvement Committee (ARIC). The ARIC will endorse a 4-year Strategic Internal Audit Plan with annual reviews to ensure appropriate coverage of risk areas.

Recommendations will be provided, where applicable, for improvements to controls, efficiency and effectiveness of processes. The internal audit function reports directly to the Safety Risk Quality Committee and CEO.

Internal audit provides an ongoing cycle of audits of key risk areas in the Assurance Map, which is built into the annual audit planning process as approved by the Safety Risk Quality Committee and CEO.

OPTIONS:

Council may agree to the recommendations as per the report or amend recommendations as required.

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

The *Audit Matrix Business Rules* were presented to the Safety, Risk and Quality Committee (operational) for feedback on 01 July 2020 and endorsed by the Audit, Risk and Improvement Committee on 05 August 2020.

There is no requirement for public exhibition of the *Audit Matrix Business Rules*.

Attachments

- 1 DRAFT Audit Matrix Business Rules Procedure SVC-GOV-PR-074-01 (under separate cover) [⇒](#)

11. MANAGEMENT REPORTS**11.1 TRANSGRID - HUMELINK**

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

EXECUTIVE SUMMARY:

TransGrid which operates and manages the high voltage electricity transmission network in NSW and the ACT is reinforcing the transmission network in southern NSW with HumeLink - a new 500 kV transmission line project that will improve the flow of electricity between new generation sources and major demand centres in NSW. Having completed preliminary investigations and project scoping and regulatory investment test for transmission in 2019, community consultation and an environmental impact assessment are now in progress.

Council requested a number of clarifying matters for Council assets and general community impact and received a presentation on 6 August 2020 which was then confirmed in writing on 19 August 2020.

RECOMMENDATION:**THAT COUNCIL:**

- 1. Receive the report on TransGrid – Humelink from the Chief Executive Officer;**
- 2. Continue to work with TransGrid and CASA in relation to the potential impact on the Tumut Aerodrome;**
- 3. Continue to advocate for the Snowy Valleys community to be adequately consulted.**
- 4. Continue to request consideration for the corridor placement be preferentially located on public land where possible;**
- 5. Advocate through the Mayor and Councillors for a legacy program to invest in the future of the impacted communities in the Snowy Valleys area;**
- 6. Provide a copy of the report and Council's resolution to the local members and MLCs.**

BACKGROUND:

As part of the current consultation stage for the Humelink project TransGrid commenced landholder engagement in late May this year focusing on feeding information received into Humelink's interactive map. Meetings with landowner representatives commenced in late August 2020 and on-farm meetings for the remainder of 2020 are being planned.

Community engagement commenced in early 2020 in order to provide information about the project and discuss preliminary works, including environmental surveys and route identification.

TransGrid have provided two presentations to Councillors and Executive on the project, 19 March 2020 and 6 August 2020, and have also held community consultations in Tumut during August 2020.

A discussion has also been held on 28 August 2020 between TransGrid, Snowy Valleys Deputy Mayor, Council Chief Executive Officer and Survey and Design Engineer specifically around the proposed Humelink route proximity to Tumut Aerodrome.

The Chief Executive Officer and Mayor have also met with concerned residents representing the Yaven Creek area prior to their community meeting regarding HumeLink which he attended on 26 July 2020.

REPORT:

Snowy Valleys Council residents are encouraged to provide feedback during this consultation stage noting that submissions made to TransGrid will be used to help plan the route, minimise project impacts and maximise benefits for the region.

TransGrid have provided two presentations to Councillors and Executive this year on the project, with the most recent addressing various questions from Snowy Valleys Council including but not limited to concerns regarding the proximity of the proposed route to the Tumut Aerodrome. In addition to these virtual presentations, TransGrid have provided a written response to the questions raised by Snowy Valleys Council (attached to Business Paper).

TransGrid has also held community consultations in Tumut during August 2020.

Council is advised that at the moment HumeLink is in the early stages of gathering information about the route corridor and is therefore not yet able to establish exactly which locations, infrastructure and properties will be directly affected.

Once ecological and technical surveys are completed TransGrid will be able to reduce the study corridor to a 200m wide route corridor in 2021 and will know which properties will be affected.

The exact location of infrastructure will be finalised during the detailed design phase in late 2021 at which point the 200m wide corridor will be reduced to an 80m wide easement.

All HumeLink community and landowner consultation is being conducted either by telephone, email or videoconference until government and TransGrid Coronavirus policies change. When in-person consultations are able to recommence, engagement sessions will be listed on TransGrid’s website and advertised in local media well in advance.

To be given final investment approval, TransGrid must show that HumeLink will benefit consumers and must undertake a process of informing stakeholders of investment need and proposed options to address it, test the market for alternative and more efficient solutions and explain to stakeholders the basis on which the preferred option has been selected. The final investment decision and AER approval is expected late 2021, with construction start planned for early 2022 and project commission late 2024.

Landowners are being encouraged to participate in the consultation process in order for all issues and concerns to be understood and considered prior to progression into the next stage of planning.

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

4.6 Council builds strong relationships with other organisations to advocate for our communities

Operational Actions

4.6.5 Continue to advocate to government on priority critical incidents recovery actions

SUSTAINABILITY ASSESSMENT:

| | Positive | Negative |
|--------|---|--|
| Social | Ensuring adequate services are provide to the community and the link with the benefits of Snowy 2.0 | Mental Health and Land Value impacts on a community impacted by multiple disasters |

| | Positive | Negative |
|---------------|--|--|
| Environmental | The requirement for biodiversity offsets | Impact on rare and endangered species and on biodiversity |
| Economic | Construction Phase will provide jobs in the region and support local businesses | Ownership of TransGrid means the local community is unlikely to benefit from the profit in the longer term |
| Governance | Council provides advocacy for its community in a reasonable and responsible approach by corporate entities having a significant community impact | Consultation and decisions rest with TransGrid to act appropriately |

Financial and Resources Implications

Council will continue to evaluate the impact on Council assets for current and future operations. Staff resources have been allocated within normal budget by reprioritising projects to ensure the organisation is keeping up to date with potential impacts.

Costs and Benefits:

The project provides an overall community benefit by linking Snowy 2.0 into the national grid and providing redundancy links to the network. The benefits to local business should be significant during the construction phase. The project also has a cost of impact on agriculture and business through loss of production and impacts on business processes and an overall community amenity.

Council should note that the construction phase will have a significant impact on local roads having levels of traffic movements and loads in excess of the design standards and pending the seasonal timing the damage to the infrastructure will need to be funded if we are to maintain our current service levels.

Policy, Legal and Statutory Implications:

Council has no statutory authority in this process as the project is of state and national significance. Council will continue to be a stakeholder in that the project impacts on a number of Council assets and we retain the rights of an impacted business. Council's ability to influence will be greatly increased with evidence-based material to support Council's position.

RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:

Corporate Governance and Compliance – Council will need to evaluate legislative compliance and legal advice (if required) in relation to Council owned assets.

Environmental Health and Public Health – Council can advocate for consideration of community health and TransGrid have provided information on the Electromagnetic impacts and hold responsibility to the community on meeting the national standards.

Financial – Council should maintain a no net financial impact position. This will be easier to calculate around assets such as the Tumut Aerodrome but much harder to calculate around the impact on the Council road network once construction commences. This is likely to be one of the largest community costs that will need to be ultimately paid for by the ratepayer unless some agreement is sought with TransGrid on a user impact pays agreement.

Human Resource – Council's staff will be re-allocated based on project impact to Council's assets in order to ascertain information to provide an evidence-based approach to TransGrid.

Information Technology – no known impact to Council’s infrastructure and connectivity

Projects – the impact on future projects such as the Tumut Aerodrome Expansion will form a significant part of the evaluation. Once Council knows more about the exact location of the easement and camps further evaluation on the impact on Council assets can be confirmed.

Reputation – there is need to be clear that Council has no role in respect to the approval and compliance components of this project. Council can advocate for good process and fair compensation in respect to the impact on the community and Council assets. Council has demonstrated that we are concerned about the impact with the community and we continue to work with TransGrid to work through the issues and resolutions.

Service Delivery – reallocation of resources for assessment will delay other projects and matters within Council as will service levels responding to greater utilization of Council’s assets offsetting our service levels on the balance of the network.

Stakeholders and Political – Council staff have been pleased with the engagement of TransGrid Officials to questions asked by Council. It is a difficult time in our community with the impact of drought, bushfires, floods and COVID. Managing community expectations around Council’s roles and responsibility is likely to be the crucial point.

Work Health and Safety – Council will evaluate the safety of staff in relation to the known impact of the project at the time the project is more defined. In the mean time we will request that mitigation measure be put in place to manage the project within an acceptable level.

OPTIONS:

Council could choose to observe and not take any specific action at this point. Council could also add to or amend the actions listed in the recommendation.

COUNCIL SEAL REQUIRED:

No.

COMMUNITY ENGAGEMENT AND COMMUNICATION:

TransGrid is responsible and accountable for community consultation. Council has facilitated this by providing a venue for meetings with the community and by highlighting the main community issues and completing actions in respect to the Council owned assets.

Council will continue to advocate for engagement and a fair decision-making process.

The Key dates listed on the TransGrid Humelink website are:

| | |
|---|-------------------|
| <i>Preliminary investigations and project scoping</i> | <i>Early 2019</i> |
| <i>Commence Regulatory Investment Test for Transmission (RIT-T)</i> | <i>Mid 2019</i> |
| <i>Community consultation starts</i> | <i>Early 2020</i> |
| <i>Environmental impact assessment starts</i> | <i>Early 2020</i> |
| <i>Final investment decision and AER approval</i> | <i>Late 2021</i> |
| <i>Environmental planning approvals and land access agreements</i> | <i>Late 2021</i> |
| <i>Construction start</i> | <i>Early 2022</i> |
| <i>Project commission</i> | <i>Late 2024</i> |

The letter from TransGrid indicates that a 200m wide corridor will be identified in 2021 and the finalised corridor in late 2021 with a design that reduces the corridor to an 80 m wide easement.

Attachments

- 1 Response from Transgrid to SVC questions re Humelink (under separate cover) ⇨

11. MANAGEMENT REPORTS**11.2 FITZROY STREET PLAYGROUND - FLYING FOX**

REPORT AUTHOR: COORDINATOR OPEN SPACE & FACILITIES
RESPONSIBLE DIRECTOR: EXECUTIVE DIRECTOR INFRASTRUCTURE

EXECUTIVE SUMMARY:

This report seeks the approval of Council to install a lockable enclosure around the flying fox located at the Fitzroy Street Playground to secure the playground from overnight access.

Whilst being an operational matter that would not normally require a decision of Council, it is noted that Council previously resolved to lock the flying fox at its meeting held on the 28 August 2012.

RECOMMENDATION:**THAT COUNCIL:**

1. **Receive this report on securing the Flying Fox located at the Fitzroy Street Playground from overnight access from the Executive Director Infrastructure**
2. **Approve the installation of a fence around the Flying Fox located at the Fitzroy Street Playground with an automatic locking gate to restrict overnight access to the Flying Fox , noting that Council previously resolved locking of the Flying Fox**
3. **Endorse the allocation of \$36,000 as part of the quarterly budget review process to install a fence and automatic locking gate around the Flying Fox at the Fitzroy Street Playground**
4. **Note that the capital cost to install the fence and automatic locking gate will be recovered through saving made by not needing to manually lock and unlock the flying each day**

BACKGROUND:

In 2012 work commenced with the building of the Fitzroy Park Playground, the playground was opened on the 5th of August 2012.

In response to complaints around the noise generated from people using the flying fox at night, at its meeting held on the 28th August 2012, Council resolved inter alia the following:

**MINUTES of the ORDINARY MEETING held on TUESDAY, 28 AUGUST, 2012
in the TUMUT/RIVERINA ROOMS 76 Capper Street, Tumut, commencing at 5:00 pm.**

594 . RESOLVED that Council;

4. Concur with the decision to lock the flying fox during the night for a 6 month period and then be reviewed by Council.

Cr A McKenzie/Cr B Dumbrell

Following the closure of the Fitzroy Street Playground earlier this year in response to COVID- 19, a review of the costs associated with locking and unlocking the flying fox each day was undertaken.

The review identified the cost to lock and unlock the flying fox each day is in the order of \$9,000 per annum.

A trial was undertaken to not lock the flying fox each night for a short period following the reopening of the playground, however this generated several noise complaints from residents residing nearby to the playground.

REPORT:

A review of the operation of the playground, identified that the cost to manually lock the flying fox each night is in the order of \$7,040 per annum.

Whilst unlocking the flying fox each weekday morning is undertaken by Council staff as part of their normal duties, unlocking the flying fox on the weekends incurred an additional cost in the order of \$2,100 per annum.

Council staff explored several options for reducing this expenditure and addressing the concerns of nearby residents around noise from people using the flying fox at night.

These options are summarised in the following table.

| Description | Positives | Negatives | Cost |
|---|--|--|--|
| Continue to manually lock and unlock the flying fox each day | Stops people from using the flying fox at night and generating noise impacting on nearby residents | Cost to lock and unlock the flying fox each day | Approx. \$9,000pa |
| Not manually lock and unlock the flying fox - just leave it open | Cost savings in the order \$9,000 per annum. | Noise issues and complaints from residents from people using the flying fox at night. | \$0 |
| Remove the flying fox and replace with another piece of playground equipment that is less noisy | Reduced noise depending on type of equipment selected. | People may still use the new equipment at night causing noise issues. The flying fox is the feature piece of equipment at the playground and its removal may be considered as a reduction of service by some users. | \$25,000 to \$30,000 subject to type of equipment selected. |
| Install a fence around the flying fox with an automatic locking gate | Reduced noise from people not being able to access the flying fox at night. | People may still use the other playground equipment at night causing noise issues Users may try and climb the fence to access the flying fox at night | \$36,000 – for fence and automatically locking gate. Annual charge of \$1,200 for the 4G Sim. |
| Install a fence around the entire playground with an automatic locking gate. | Reduced noise from people not being able to access the playground at night | People may climb the fence to access the playground at night | \$70,000 - for fence and automatically locking gate. Annual charge of |

| Description | Positives | Negatives | Cost |
|-------------|-----------|-----------|-------------------------|
| | | | \$1,200 for the 4G Sim. |

It is intended that the fence will be 1.8m high and designed so that it doesn't look like a prison, but is hopefully tall enough to make climbing difficult (anti-climb), and discourage people from trying to access the flying fox at night.

The automatic locking gate will allow for the playground to be automatically locked at night at a time selected by Council Officers, but will allow for users to leave the flying fox area after the gate has locked.

The automatic locking gate will be powered by solar, with the lock being able to be overridden if any issues with the locking mechanism.

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

Integrated Planning and Reporting Framework:

CSP Outcome 2028

Theme 5: Our Infrastructure

Delivery Outcomes

5.6 Provide high quality, safe and accessible open spaces and places for active and passive recreation

Operational Actions

5.6.1 Maintain Council's open spaces, sportsgrounds, parks and gardens in accordance with agreed service levels

SUSTAINABILITY ASSESSMENT:

| | Positive | Negative |
|---------------|--|--|
| Social | Installing a fence with an automatic gate around the flying fox, maintains access to the playground to assist with community wellbeing, whilst at the same time reducing access to the flying fox at night and the potential for inappropriate behaviour | Aesthetically the fence may be un-appealing. |
| Environmental | Reduced noise at night | Nil |
| Economic | Increased short term capital cost to construct the fence, but reduced maintenance costs in the longer term to manually lock the flying fox each night and unlock each morning. | Increased capital cost to install the fence and automatic gate plus ongoing cost for connectivity. |
| Governance | Nil | Nil |

Financial and Resources Implications

Capital cost in the order of \$36,000 to install the new fence and automatic gate.

Ongoing 4G connectivity, estimated \$1,200 per annum

Budget to be allocated as part of quarterly budget review process.

Reduced maintenance costs in the order of \$9,000 per annum.

Policy, Legal and Statutory Implications:

This procurement process for the provision of services for the delivery of this project will be undertaken in accordance with Councils procurement Policy and Procedure and in accordance with the provisions of the NSW Local Government Act 1993 and the NSW Local Government (General) Regulation 2005.

RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:

Some members of the community may object to fencing of the flying fox impacting on the reputation of the organisation.

To help reduce this risk, the installation of the fencing 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:

Council may:

- endorse the recommendations made in this report
- endorse the recommendations made in this report with amendments
- reject the report

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Nil community consultation undertaken to date.

Subject to the decision of Council, the community will be advised of the project.

Attachments

Nil

11. MANAGEMENT REPORTS**11.3 WASTE WEEKEND REVIEW**

REPORT AUTHOR: RESOURCE RECOVERY OFFICER
RESPONSIBLE DIRECTOR: EXECUTIVE DIRECTOR INFRASTRUCTURE

EXECUTIVE SUMMARY:

This report seeks the approval of Council for changes to the current structure and management of free waste weekends.

Under the new proposal, Snowy Valleys Council waste and transfer stations, would accept and process a quantity of waste from members of the public at no charge, anytime during normal operating hours, with a valid voucher.

Council Officers have undertaken initial consultation with some users of the free waste weekend service with general support for a voucher system.

Initial investigations have been undertaken to ascertain the availability of a voucher system and it is proposed that a free waste voucher system be trailed for 6 months commencing on the 4 January 2021.

RECOMMENDATION:**THAT COUNCIL:**

- 1. Receive this report on the trial of a free waste disposal voucher system from the Executive Director Infrastructure**
- 2. Approve proceeding with a 6 month trial of a free waste disposal voucher system commencing on the 4 January 2021, noting that the current free waste weekends will continue through the trial period**
- 3. Receive a further report in June 2021, following the trail of the free waste voucher system, and if successful, consider replacing the existing waste free weekends with the a free waste disposal voucher system**

BACKGROUND:

Free Waste Weekends were implemented following a decision at the Environment and Waste Management Committee on 19th February 2014. This decision allowed for four free waste weekends for domestic quantities of sorted waste. This decision was in conjunction with the termination of waste vouchers for occupied rural properties.

Following the first waste weekend a report was presented to a council meeting on 22nd July 2014 providing an update and setting a volume limit. This decision confirmed the dates for four weekends, \$100,000 budget and 1m³ volume limit of sorted waste. This report also indicated the start of significant problems which are considered further in this report.

The intent of the decisions back in 2014 was to provide an opportunity for residents to dispose of waste that was too large and not generally accepted in the kerbside general waste bin. The weekends were arranged to allow residents 1m³ per year. The four weekends were to provide residents with some flexibility around which weekend they were able to attend their nearest waste facility. One of the main outcomes of the waste weekends was to educate residents around responsible waste disposal and highlight material re-use and recycling, but was largely not achievable due to the popularity of the free waste weekends.

At amalgamation of Tumut Shire Council and Tumbarumba Shire Council the Free Waste Weekends were extended to cover the newly formed Snowy Valleys Council Local Government Area.

REPORT:

Free Waste Weekends have been extremely popular with a number of users, however the intent of the free waste weekends is not being met and the weekends are creating a number of issues for sustainable waste management as detailed below:

- The free waste weekend events have substantially increased in popularity over the years, with consistent increases in the amount of waste received and reductions in recycled material.
- The intent to promote and increase recycling is largely not effective and is difficult to control due to high volumes of waste and traffic. This results in limited to no diversion of recyclable materials.
- The amount of waste received during one waste weekend (2 days) is equivalent to the amount of waste received for a whole year.
- On average: 1,000 transactions, 900 cubic meters and 90 truck loads of waste are received at the Gilmore transfer station in one waste free weekend.
- The waste weekends are also being used for the disposal of commercial waste and there is potential for the disposal of non-resident/out-of-district waste.
- The transfer facilities were not designed for the volume of traffic and waste being received on the waste weekends. This is at its worst at Tumut Waste Transfer Station at the Gilmore site.
- The high volume of traffic is raising potential safety issues for staff, public, highway traffic problems at Gilmore, heavy machinery operations around the public and contractor movements.
- The true costs of waste disposal is increasing.
- Review of the waste weekend program is a key requirement of objective four in the Zero Waste Strategy.

The budget for waste weekends has increased from approximately \$100,000 in 2014 to \$200,000 in 2020 or actual costs from around \$15,000 to more than \$50,000 per weekend and increasing.

If the waste weekends were changed to a voucher system the impact of waste and traffic volumes at transfer stations will be almost eliminated, as will many other issues. The traffic issues at the Gilmore site were identified in 2014 and are getting worse. Residents will be able to choose any normal operating day during the year to dispose of the 1m³ (or 300kg) of sorted general waste. This will also allow the transfer station staff more time to educate the public around recycling and assist with sorting any remaining waste.

The below table shows the potential and expected costs of providing all residents with more flexibility to dispose of 1m³ of general waste. This has the potential for all residents to take up this offer meaning more costs to Council. It is expected that even with more flexibility there will still be some residents that do not use the voucher.

The waste weekends have also expanded over time to include mattresses and tyres. This has been a way to describe and define the limits of 1m³. It is suggested that these bulky items are excluded from the voucher system and the vouchers are returned to their original intent of the free waste disposal for normal general waste and not extend to specialist waste types such as tyres.

Should these waste weekends continue the costs for these events will continue to rise and significant changes and costly upgrades to the transfer stations will be required to accommodate for traffic flows and waste volumes.

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

Integrated Planning and Reporting Framework:

CSP Outcome 2028

Theme 3: Our Environment

Delivery Outcomes

3.3 We sustainably manage waste through a commitment to resource recovery and best practice waste management

Operational Actions

3.3.1 Implement prioritised actions of the Zero Waste Strategy including FOGO

SUSTAINABILITY ASSESSMENT:

| | Positive | Negative |
|---------------|--|---|
| Social | Meeting community expectations of responsible waste management. | |
| Environmental | Ensuring appropriate waste management and resource recovery services are in place. | Changes in perception of service level may lead to irresponsible disposal of waste. |
| Economic | Providing waste services to all areas of our community at an appropriate cost. | Not all ratepayers need or choose to use the service. |
| Governance | Council provides and regulates appropriate waste management systems in line with best practice management. | |

Financial and Resources Implications

The resource implications to implement the voucher system mainly relate to staff training and public messaging to advertise the changes and inform the public. The voucher system will have a reduction in resource requirements back to a normal operation as the waste weekends have caused several staffing issues in the past.

The costs for software that include a voucher system are required in the near future for improved waste transaction recording, weighbridge management, eftpos, customer receipt printing and improved annual reporting. These are all actions related to objective four in the Zero Waste Strategy 2020-2030.

These costs will be offset by more controlled reception of waste and increased recycling of each load, reduced staffing costs, and increased scrutiny of each load to check for non-acceptable waste. Following the weighbridge installation at the Gilmore site, overweight loads can be charged the difference between the accepted weight and additional weight. The vouchers can also control resident's disposal points to the closest transfer station in the area of the resident's property, limiting the same resident disposing at multiple sites. Vouchers will also restrict out-of-district or non-resident material being accepted.

Initial costs can be covered by the waste budget – no additional cost to the community.

Costs and Benefits:

The costs are not wholly for the voucher system only and are part of various changes required for the efficient management of the transfer stations in line with objective four of the Zero Waste Strategy whether vouchers are implemented or not.

Estimated costs for waste transfer station software systems are as follows:

| | |
|---|--------------------------|
| Main Transfer Station Software including Vouchers: | \$35,000 |
| Hardware / Computers / Tablets / Scanners / Printers | \$1,000 each (\$6,000) |
| Off Grid Solar Power (Adelong, Batlow, Khancoban, Talbingo) | \$16,000 each (\$64,000) |
| Sub-total | \$90,000 |
| Contingency 10% | \$9,000 |
| Total | \$99,000 |

| | |
|------------------------------------|---------------------------|
| Annual Software Fee | \$4,000 |
| Cellular plan for tablets | \$300 year each (\$1,800) |
| Media communications / advertising | \$4,000 |

Policy, Legal and Statutory Implications:

Changes to the waste weekends program is a key objective of the SVC Zero Waste Strategy 2020-2030 around the theme of Data Capture and Intelligent Decision Making.

RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:

The following risk table has been developed based on the recommended option.

| Risk Theme | Risk Rating | Commentary |
|-------------------------------------|-------------|---|
| Service Delivery | Nil | Changes to the service offered will be significantly easier to manage. |
| Human Resources | Nil | Resources required for transfer station operation will be reduced to normal levels as compared to a waste weekend. |
| Work Place Health and Safety | Nil | Health and safety risks will be reduced. |
| Financial | Minor | The recommended option has a low financial risk compared to the current waste weekend as the amount of waste and number of deliveries are capped. |
| Environmental | Minor | Increased potential for illegal tipping. |
| Stakeholders | Minor | Some members of the public may think that the service is being removed or reduced. Can be controlled with media coverage and positive messaging. |
| Corporate Governance and Compliance | Nil | No significant risk identified |
| Reputation | Nil | The changes should drive a positive reputation shift as this will enable increased focus on recycling and waste reduction as compared to promoting free waste disposal. |
| Political | Minor | Potential for some residents not support the changes however the general consensus with regular waste |

| Risk Theme | Risk Rating | Commentary |
|------------|-------------|--|
| | | weekend users was positive towards a voucher system. |
| Projects | Nil | No significant risk identified. Initial discussions with suppliers have confirmed the project can be delivered by the end of 2020. |

OPTIONS:

Several options have been considered during the review of the waste weekend program.

Option 1: No change

Continuing with the same arrangements will continue to cause issues at transfer stations including an increased risk to the safety of public and staff. The costs will continue to increase. Environmental objectives of increased recycling will not be addressed.

Option 2: Less Waste Weekends or Reduced Days.

Reducing the available days to attend will only cause more staff, traffic and volume issues at the transfer stations. Residents are not likely to support a reduction in free waste weekends.

Option 3: Printed Waste Vouchers.

Research and discussions with regional LGA's that have previously provided vouchers to residents has shown printed vouchers are very difficult to manage and control. There is more opportunity to abuse the system and printed vouchers can be copied or sold. Printing vouchers is also not an environmentally friendly approach.

Option 4: Electronic Waste Vouchers.

An electronic system for voucher management is more controlled and provides less opportunity to abuse the system. Electronic systems are easier to manage and quicker to process at the transfer station. The electronic voucher system can be easily changed in the future following strategic resource recovery council decisions.

Option 5: Abolish the Waste Weekend Program.

This option removes the waste weekend program. This option could drive an increase in illegal tipping activities, however, in line with FOGO and with an increased marketing and education program, could increase recycling and sorted materials at transfer stations to keep gate charges down. The removal of the waste weekend may result in a reduction of the waste access charges.

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Council Officers will initiate a media campaign to promote the Waste Voucher System through a mix of media releases, radio, social media and updates to website information. The media campaign will centre on encouragement of participation in the initiative, promoting the benefits to the environment. The Media campaign will be undertaken prior to, and following the program initiation for several months.

ATTACHMENTS

Nil

11. MANAGEMENT REPORTS**11.4 SVC CAPITAL SPORTS GRANTS - 2020-2021**

REPORT AUTHOR: COORDINATOR OPEN SPACE & FACILITIES
RESPONSIBLE DIRECTOR: EXECUTIVE DIRECTOR INFRASTRUCTURE

EXECUTIVE SUMMARY:

This report seeks the approval of Council for the allocation of funding under the 2020/21 Capital Sports Grant Program as detailed in this report.

RECOMMENDATION:**THAT COUNCIL:**

1. **Receive this report on the Capital Sports Grants from the Executive Director Infrastructure**
2. **Endorse the projects recommended for funding by the Capital Sports Grant Assessment Panel, being:**
 - a) **Adelong Swimming Club - \$4,400**
 - b) **Gundagai Adelong Junior Rugby League - \$5,500**
 - c) **Tumut Swimming Club - \$2,500**
 - d) **Tumut Golf Club - \$10,000**
 - e) **Tumut Clay Target Club - \$3,000**
 - f) **Tumut Rifle Club - \$4,600**
 - g) **Tumut Basketball Club - \$10,000**

BACKGROUND:

Each financial year, Snowy Valleys Council makes funds available under its Capital Sports Grants Program for local non-profit community sporting groups that operate within Adelong, Batlow, Brungle, Talbingo and Tumut.

The areas that this funding currently applies to will be recast next financial year.

The aim of the Capital Sports Grants Program is to provide funding to sporting organisations to undertake infrastructure improvements to sports grounds and facilities.

The grant program opened on 15th June and closed on 24th July 2020.

REPORT:

Applications for the Capital Sports Grants have been reviewed by the assessment panel on Thursday 27th August.

The panel comprised of the following members:

- Mayor Mr James Hayes
- Deputy Mayor Mr John Larter
- Representative from SnowyHydro
- 2 x staff representatives

The available funding was oversubscribed with 7 applications received totalling \$46,364 compared to the available funding of \$40,000.

The assessment panel recommended the projects listed below be funded through the Capital Sports Grant Program. All seven projects were funded through the grant totalling the amount of \$40,000, noting that some applicants did not receive the full amount requested.

The panel considered the applicants who only received part of the funding they requested, had received funding through the grant in previous years. The availability of the reduced funding amount will be dependent on the applicant being able to secure additional funding to complete the project.

| Applicant Name | Project Title | Funds Requested | Funds Recommended |
|--------------------------------------|---|------------------------|--------------------------|
| Adelong Swimming Club | Storage Shed | \$4,400 | \$4,400 |
| Gundagai Adelong Junior Rugby League | Cricket Pitch Cover | \$6,500 | \$5,500 |
| Tumut Swimming Club | Backstroke Starting Ledges | \$2,502 | \$2,500 |
| Tumut Golf Club | Repairs to Teeing Grounds | \$10,000 | \$10,000 |
| Tumut Clay Target Club | Purchase Zero Turn Lawn Mower | \$4,000 | \$3,000 |
| Tumut Rifle Club | Purchase 3 Targets and 2 Tablets + surface upgrades | \$8,962 | \$4,600 |
| Tumut Basketball Club | Replace 4 mini-ball backboards | \$10,000 | \$10,000 |
| TOTAL | | \$46,364 | \$40,000 |

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

1.1 Create welcoming towns and villages that are vibrant, accessible and foster a sense of community

Operational Actions

1.1.2 Support community projects by coordinating the delivery of SVC Community Grants

SUSTAINABILITY ASSESSMENT:

| | Positive | Negative |
|---------------|---|--|
| Social | Funding to enable community groups to identify and respond to local needs and issues. | Nil |
| Environmental | Nil | Nil |
| Economic | Providing funds to allow community groups to deliver projects | Limited funds making some projects difficult to be delivered by the community group. |

| | Positive | Negative |
|------------|---|--|
| Governance | Council provides clear guidelines for the Capital Sports Grants Program | Minority of community groups may not want to abide by the community grant guidelines |

Financial and Resources Implications

The Capital Sports Grants have allocated funds within the 20/21 financial year budget.

Costs and Benefits:

Funding to enable community groups to identify and respond to local needs and issues.

Provision of funding for community projects which may otherwise not be able to be undertaken.

Policy, Legal and Statutory Implications:

Capital Sports Grants are delivered according to Snowy Valleys Community Grant Program Guidelines.

RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:

Some members of the community may not agree with the allocation as funding as determined by the assessment panel.

The sporting clubs may not be able to complete the projects for which they have been funded.

OPTIONS:

Council may choose to:

- Endorse the distribution of the funding as described in this report
- Endorse the distribution of the funding as described in this report with amendments
- Not proceed with the Capital Sports Grants Program.

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Applications for the Capital Sports Grants Program were invited through advertising in traditional and digital media and on Council's website for the months of June and July.

Attachments

Nil

11. MANAGEMENT REPORTS**11.5 TUMBARUMBA CARAVAN 2019-2020 OPERATING RESULTS**

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

EXECUTIVE SUMMARY:

This report is submitted in response to a Councillor request seeking an update regarding the operating result for the Tumbarumba Caravan Park as at the end of the 2019/2020 financial year.

Income at the Caravan park was greater than expenditure resulting in an operating profit of \$18,079.00. This does not account for depreciation or corporate overheads and is exclusive of a one-off capital grant of \$936,000.00 that is listed in the Ledger Cost Centre Analysis Report found in the body of this report.

Taking into account depreciation of the asset at \$66,440.00, the Tumbarumba Caravan Park made a loss of \$48,361.00 over the 2019/2020 financial year.

RECOMMENDATION:**THAT COUNCIL:**

- 1. Receive the report on the 2019 – 2020 operating result for the Tumbarumba Caravan Park from the Executive Director Community and Corporate.**
- 2. Note the report on the 2019 – 2020 operating result for the Tumbarumba Caravan Park.**

BACKGROUND:

Snowy Valleys Council directly operates caravan parks in Batlow and Tumbarumba. The parks were formerly operated under lease agreements with private operators. In 2019 the Tumbarumba Caravan Park lease expired and following the implementation of all due process and procedures, Council assumed operational responsibility on 1 July 2019.

The Batlow Caravan Park was closed in August 2019 and refurbishment works commenced in September 2019. The Batlow Caravan Park re-opened to the public in June 2020 however, the new on-site cabins have been available as emergency accommodation since March 2020.

This report is in respect of the Tumbarumba Caravan Park only.

REPORT:

At the time that Council assumed operational responsibility for the Tumbarumba Caravan Park there had been no hand over from the former leaseholders. As a result, no occupancy or financial data was available upon which to plan for or evaluate the performance of the park.

Note that there were a considerable number of one-off purchases made in re-establishing the caravan park operations. It is also anticipated that further efficiencies can be achieved in the management structure of the park.

Occupancy at the park has remained high throughout 2020 due to the requirements of bushfire clean up contractors and Police in attendance at border closure points. As a result, income so far in the current (2020/2021) financial year is already approximately \$175,00.00, this builds confidence that the Tumbarumba Caravan Park will improve its position going forward.

The data that has been gathered over the first year of operation at Tumbarumba Caravan Park will be used to inform the preparation of a Caravan Parks Strategic Plan. This will enable Council to make an informed decision in respect of future caravan park operational models.

**120104-Caravan Park Tumbarumba
Community & Corporate**

| 2019/2020 | Account Description | YTD Actual 20PJACT |
|-----------|----------------------------------|-----------------------|
| | Income | |
| 105 | User Charges & Fees | 416,253.92 |
| 115 | Other Income | 300.00 |
| 120 | Operating Grants & Contributions | 0.00 |
| 125 | Capital Grants & Contributions | 936,000.00 |
| 130 | Internal Income or Recovery | 0.00 |
| 190 | Profit on Sale/Disposal | 0.00 |
| | Total Income | 1,352,554 |
| | Expenses | |
| 200 | Employee Costs | 6,719 |
| 205 | Materials & Contracts | 324,350 |
| 215 | Depreciation & Impairment | 66,440 |
| 220 | Other Expenses | 48,479 |
| 230 | Internal Recharges & Overheads | 18,926 |
| | Total Expenses | 464,915 |
| | Operating Result | 887,639 |

capital funding for previous year project

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

Integrated Planning and Reporting Framework:

CSP Outcome 2028

Theme 2: Growth through Innovation

Delivery Outcomes

2.2 Encourage sustainable tourism initiatives which create employment and boost the local economy

Operational Actions

2.2.5 Provide ongoing management of visitor facilities, services and products

SUSTAINABILITY ASSESSMENT:

| | Positive | Negative |
|---------------|--|----------|
| Social | Tumbarumba Caravan Park contributes vibrant social context through attracting visitors to the town | |
| Environmental | Tumbarumba Caravan Park is managed in accordance with environmental regulatory controls | |

| | Positive | Negative |
|------------|---|-----------------|
| Economic | Visitors to Tumbarumba contribute to the local economy | |
| Governance | Tumbarumba Caravan Park is managed and operated in accordance with the relevant regulatory frameworks | |

Financial and Resources Implications

Financial results for the Tumbarumba Caravan Park in the 2019/2020 year indicate an operating profit however this does not include corporate overheads or depreciation.

Policy, Legal and Statutory Implications:

RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:

The Tumbarumba Caravan Park is operated in accordance with Councils risk management and WHS policies.

OPTIONS:

N/A

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

N/A

ATTACHMENTS

Nil

11. MANAGEMENT REPORTS**11.6 DRAFT COMPANION ANIMAL MANAGEMENT POLICY - FOR PUBLIC EXHIBITION**

REPORT AUTHOR: RANGER/BIOSECURITY OFFICER
RESPONSIBLE DIRECTOR: EXECUTIVE DIRECTOR COMMUNITY AND CORPORATE

EXECUTIVE SUMMARY:

The report seeks approval from Council to place the Draft Companion Animal Management Policy (SVC-ENV-PO-107) on public exhibition for a minimum of 28 days, consistent with the requirements of the Local Government Act 1993.

The Draft Companion Animal Management Policy has been developed to enable a consistent approach to management of all companion animals within the Snowy Valleys Local Government Area.

This policy provides guidelines for Council to inform the community of the statutory restrictions and requirements of ownership which apply to Draft Companion Animal Management Policy.

RECOMMENDATION:**THAT COUNCIL:**

- 1. Receive the report on the Draft Companion Animal Management Policy (SVC-ENV-PO-107) from Executive Director Community & Corporate**
- 2. Approve the Draft Companion Animal Management Policy for Public Exhibition for a period of no less than 28 days**
- 3. Note that 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 Companion Animal Management Policy has been developed following a review of the former Tumut and Tumbarumba policies to ensure that a consistent approach is applied to Draft Companion Animal Management Policy across the Local Government Area.

REPORT:

This policy has been developed to provide community with clear guidelines and information on the laws, regulations and standards in the accordance of the Local Government Act 1993 and Companion Animals Act 1998, to ensure good welfare outcomes for companion animals. Good welfare requires disease prevention and veterinary treatment, appropriate shelter, management, nutrition and humane handling.

Council encourages responsible pet ownership, reducing the number of unwanted animals that are processed through Council pounds and seeks to reduce the number of Companion Animal complaints received.

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

Theme 3: Our Environment

Delivery Outcomes

1.6 Support and partner with other agencies to ensure community safety

Operational Actions

1.6.5 Meet Animal Welfare standards at Council's Animal Welfare facilities

SUSTAINABILITY ASSESSMENT:**Financial and Resources Implications**

There will be no significant increase to budgets by adopting these documents. Council Fees and Charges are approved annually and reflect the requirements for management and maintenance of local pound facilities within the Local Government Area

Policy, Legal and Statutory Implications:

Any action is required to be compliant with the following Acts., SVC Policies and Procedures:

- Companion Animal Act 1998
- Local Government Act 1993
- Customer Act 1901 (Commonwealth)
- Snowy Valleys Council Fees and Charges 2020/2021
- Enforcement Policy – SVC–ENV-PO-077
- Companion Animals Procedure - SVC-ENV-PR-064
- Complaints Management Policy - SVC-COR-PO-037

RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:

The drafted Companion Animal Management Policy has been developed to mitigate risk to the public and Council and to ensure that the organisation is compliant with legislation.

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 Companion Animals Management Policy (under separate cover) [↗](#)

11. MANAGEMENT REPORTS**11.7 SVC CLIMATE CHANGE ADAPTATION ADVISORY COMMITTEE -
EXPRESSION OF INTEREST AND TERMS OF REFERENCE**

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

EXECUTIVE SUMMARY:

This report seeks Councils determination in respect of the establishment of a Climate Change Adaptation Advisory Committee (CCAAC). The matters requiring determination are the adoption of a Terms of Reference for the committee and a process calling for expressions of interest from the community to populate the committee.

RECOMMENDATION:**THAT COUNCIL:**

- 1. Receive the report on SVC Climate Change Adaptation Advisory Committee – Expression of Interest and Terms of Reference from the Executive Director Community and Corporate.**
- 2. Adopt the SVC Climate Change Adaptation Advisory Committee Terms of Reference as attached to this report.**
- 3. Authorise the Chief Executive Officer to call for Expressions of Interest from members of the community to establish the SVC Climate Change Adaptation Advisory Committee in accordance with the Terms of Reference as attached to this report.**

BACKGROUND:

At its ordinary meeting held on 21 May 2020 Snowy Valleys Council determined to establish a Climate Change Adaptation Advisory Committee. A draft Terms of Reference have been prepared and are attached to this report.

REPORT:The attached Terms of Reference have been developed by Council staff and were considered by Councillors at a workshop held on 16 July 2020. Feedback received at the workshop has been incorporated into the document and it is now presented to Council for its consideration and adoption.

Should Council determine to adopt the terms of reference it will be necessary to identify members of the community to participate as members of the SVC Climate Change Adaptation Advisory Committee. It is recommended that this be achieved through an Expression of Interest Process. This would advertised and promoted through mainstream local media as well social media outlets.

Note that when established the Climate Change Adaptation Advisory Committee will review SVC's Draft Climate Change Policy prior to its presentation to Council for consideration and adoption.

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

**Integrated Planning and Reporting Framework:
CSP Outcome 2028**

Theme 4: Communication & Engagement

Delivery Outcomes

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

Operational Actions

4.1.1 Continue strategic engagement activities that ensure opportunities for dialogue between elected Councillors and the community

SUSTAINABILITY ASSESSMENT:

| | Positive | Negative |
|---------------|--|-----------------|
| Social | Advisory committees promote civic engagement which leads to positive outcomes for society. | |
| Environmental | Climate change is a threat to our environment, a Climate Change Advisory Committee may identify strategies to mitigate that threat. | |
| Economic | Climate change also poses a threat to our economy, a Climate Change Advisory Committee may identify strategies to mitigate that threat. | |
| Governance | The Climate Change Adaptation Advisory Committee will be established in accordance with the relevant council policies and all state legislation. | |

Financial and Resources Implications

The establishment and support of an advisory committee will draw down on staff resources however, this will be within resources currently available.

Costs and Benefits:

N/A

Policy, Legal and Statutory Implications:

Advisory Committees to Council are established under Section 355 of the Local Government Act.

RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:

N/A

OPTIONS:

The following options are available (but not limited to):

1. Determine not to adopt the Terms of Reference as attached.
2. Seek participation from the community by a method other than calling for expressions of interest, such a directly approaching individuals.

3. Seek further information before establishing a Climate Change Advisory Committee at a later date.

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

The establishment of a Climate Change Adaptation Advisory Committee is an engagement activity in itself. Expressions of Interest are proposed to call for through a public communications process involving mainstream and social media.

Attachments

- 1 Draft Terms of Reference (TOR) - SVC Climate Change Adaptation Advisory Committee (under separate cover) [⇒](#)

11. MANAGEMENT REPORTS**11.8 DISBANDING OF S355 TUMBAFEST COMMITTEE**

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

EXECUTIVE SUMMARY:

This report is to recommend that the s355 Tumbafest Committee be dissolved and that Tumbafest Incorporated be acknowledged as the new body responsible for the strategic and operational planning and delivery of the Tumbafest event.

RECOMMENDATION:**THAT COUNCIL:**

1. **Receive the report on disbanding the Section 355 Tumbafest Committee from the Executive Director Community and Corporate**
2. **Dissolve the Tumbafest Committee and remove from the master 'List of Committees'**
3. **Approve the donation and transfer of assets of the s355 Tumbafest Committee to Tumbafest Incorporated**
4. **Approve the donation of funds held in the Tumbafest Committee bank account (\$32,354.78 as at 2 September 2020) and term deposit (\$80,000) to Tumbafest Incorporated**
5. **Endorse the new sponsorship agreement between Snowy Valleys Council and Tumbafest Incorporated**
6. **Terminate the contract for professional services with the Tumbafest Event Coordinator**
7. **Acknowledge the efforts of the many Tumbafest committee members and volunteers over the years and thank them for their service and contribution**
8. **Authorise the Chief Executive Officer to prepare and execute a deed of release to finalise assets transfer.**

BACKGROUND:

The Tumbafest Committee is a Section 355 Committee of Snowy Valleys Council. The purpose of the committee is to plan, organise and execute the Tumbafest event and associated activities. The Tumbafest Committee is responsible for:

- Strategic and future planning of Tumbafest
- Developing and implementing operational aspects of the festival
- Policy Decisions surrounding the festival
- Financial planning and decisions
- Management of the Events Coordinator

- Coordination of the festival program, operations and delivery
- Signing contracts
- Complying with legal and governance requirements
- Risk management planning

The Tumbafest event is held annually held in Tumbarumba on the last weekend in February. The Tumbafest committee rely upon volunteer support to deliver a successful festival.

After consultation with the Committee about the future direction of the event and through discussions with Snowy Valleys Council about the development and implementation of the Council Committee framework and guidelines it was decided that the Tumbafest Committee would re-establish itself as an Incorporated Association and be the organising body responsible for the event.

Subsequently Tumbafest Incorporated has been created and s355 Tumbafest Committee has requested that the s355 Tumbafest Committee be dissolved.

REPORT:

At the June 2020 meeting of Snowy Valleys Council, it was resolved (MH141/20) that Council 'support the Tumbafest Committee motion to initiate the process of becoming an Incorporated Association'. Subsequently 'Tumbafest Incorporated' has been formed (date of registration 3rd June 2020 – INC2000587).

It is recommended, that given there is a viable alternative, that the Section 355 Tumbafest Committee be dissolved and Tumbafest Incorporated by recognised as the new body responsible for the planning, organisation and delivery of the Tumbafest event.

Assets

Currently assets are held by the s355 Tumbafest Committee. These include:

- 2 mobile generators
- 1 mobile cool room
- Tables that Tumbafest has purchased that are stored in the RSL Hall
- All items stored in the Tumbafest storage shed - this includes marquees/gazebos, signage, etc (the shed is rented and not the property of Tumbafest)
- Funds in the Tumbafest Bank account (\$32,354.78 as at 2 September 2020) & Term Deposit of \$80,000 (due to mature in January 2021) held at the Tumbarumba Branch of Bendigo Bank

Assets of a Section 355 Committee are assets of Council. The funds have been generated through event revenue, sponsorship and/or grants and are held in a bank account separate to those of Snowy Valleys Council. The other assets listed have been purchased through revenue generated by the event and/or grants and are used directly for the delivery of the event. As such it is recommended that the funds and assets are donated to the Tumbafest Incorporated Association.

Sponsorship

In October 2019, Section 355 Tumbafest Committee successfully applied for a three-year sponsorship agreement with Snowy Valleys Council that included monetary and in-kind sponsorship for the financial years 2019/20, 2020/21 and 2021/22.

A new sponsorship agreement between Snowy Valleys Council and Tumbafest Incorporated has been drafted and is attached under confidential cover. It is recommended that this agreement be endorsed and supersede the previous agreement.

Event Coordinator Contract

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

If the Section 355 Tumbafest Committee is dissolved there will be no need for these professional services to be provided to Snowy Valleys Council. It is recommended Snowy Valleys Council terminate the contract and that Tumbafest Incorporated have the ability to enter into negotiations with the current event coordinator to fulfil the contract for ongoing provision of services under similar contractual conditions as the previous contract.

The current contract is attached under confidential cover.

Records and Other Materials

In accordance with the *State Records Act 1998 NSW*, all records, including but not limited to previous financial information, documentation relating to event planning and delivery and photography will remain the property of Snowy Valleys Council. Tumbafest Incorporated may request access to these through the Coordinator Place Activation or other appropriate staff member. All reasonable steps will be taken to make information available as needed.

Dissolving of the Committee

It is the request of the Section 355 Tumbafest Committee that the committee be dissolved. A new entity Tumbafest Incorporated has been established and upon disbanding of the s355 Committee, will take on all the responsibilities outlined.

The Tumbafest Festival is one of the regions premier tourism events and the efforts of various committee members and volunteers over the years must be acknowledged. They are an example of a committed community group, whose dedication and vision have created a sustainable and recognised event that provides a significant economic contribution to the region. It is recommended that the Section 355 committee be dissolved and Tumbafest Incorporated continue with the planning and delivery of the Tumbafest event.

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 and provide support to Community Events and Programs

SUSTAINABILITY ASSESSMENT:

| | Positive | Negative |
|--------|---|-----------------|
| Social | Ensuring Council provides adequate services and support to the community and groups | Nil |

| | Positive | Negative |
|---------------|---|-----------------|
| Environmental | Nil | Nil |
| Economic | Ensure Council staff time and resources are being used efficiently and for their intended purpose | Nil |
| Governance | Council reviews committee operations | Nil |

Financial and Resources Implications

There will be efficiency gains as staff members will no longer be acting as delegates

Costs and Benefits:

Funds and assets held to be donated to Tumbafest Incorporated. These will be used to assist with ongoing event delivery, viability and sustainability.

Benefits of the Tumbafest event 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:

Local Government Act NSW 1993

RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:

There is a slight reputational risk that the community may feel as though Snowy Valleys Council is abandoning the committee, however this is negated by the fact that the committee wish to be an Incorporated Association and that Snowy Valleys Council is committed to supporting events that enhance community participation and culture, support local businesses, boost the economy and promote visitation to the region

OPTIONS:

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

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Consultation has been held with the Section 355 Tumbafest Committee and they initiated the request for disbanding and to re-establish as an Incorporated Association.

Internally the staff delegate and other staff members have been consulted and involved in the discussions.

Attachments

- 1 Tumbafest and Snowy Valleys Council Sponsorship Agreement (under separate cover) - Confidential
- 2 Tumbafest Contract 2019-2021 (under separate cover) - Confidential
- 3 Certificate of Incorporation- Tumbafest (under separate cover) [⇒](#)

11. MANAGEMENT REPORTS**11.9 TUMBARUMBA MENS SHED COMMITTEE HEALTH CHECK**

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

RECOMMENDATION:**THAT COUNCIL:**

- 1. Receive the report on the Tumbarumba Mens Shed Committee Health Check**
- 2. Support the Tumbarumba Mens Shed Association motion as listed in the minutes of the 24 August 2020 meeting to undertake the actions required to become an incorporated entity**
- 3. Support the Tumbarumba Mens Shed Association motion to disband the s355 Committee once incorporated**

BACKGROUND:

In July 2020, the Council endorsed the Council Committee Policy and Operational Manual to be placed on public exhibition. As part of the development and implementation of the Council Committees framework, a review of all committees is currently being undertaken. During the review process, a Committee Health Check was undertaken with the Tumbarumba Mens Shed Committee on 19 August 2020.

During the health check it was identified that the Tumbarumba Mens Shed had taken the initiative of becoming an independent community group and are in the process of becoming an incorporated association.

The group known as the Tumbarumba Mens Shed Association have registered as an unincorporated association, a charity through the Australian Charities and Not-for-profits Commission (ACNC) and for an Australian Business Number (ABN).

REPORT:

Following the health check, the Tumbarumba Mens Shed Association held a meeting on 24 August 2020. Four motions were carried unanimously, of which three are relevant to Council:

- 1) That the Tumbarumba Mens Shed association, a registered charity, undertake the actions required to become an incorporated entity.*
- 2) That the secretary make formal request to the Snowy Valleys Council that the Section 355 committee, known as Tumbarumba Mens Shed, be dissolved.*
- 3) The secretary make formal request to the Snowy Valleys Council that the ownership of the assets held by the 355 committee, known as Tumbarumba Mens Shed, be transferred to the Tumbarumba Mens Shed Incorporated (post establishment).*

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

4.6.1 Provide governance and risk support to volunteers and section 355 committees

SUSTAINABILITY ASSESSMENT:

| | Positive | Negative |
|---------------|--|--|
| Social | Ensuring Council provides adequate services to the community | Council could be perceived as withdrawing support to community committees, however support is available through other avenues to all community groups. |
| Environmental | Nil | Nil |
| Economic | Effectively utilise Council resources. | Nil |
| Governance | Office of Local Government has requested all Councils undertake a committee review of the operations established under section 355 of the Local Government Act | Nil |

Financial and Resources Implications

There are efficiency gains for the effective use of staff resources when Council reduces the number of Committees to be managed.

Costs and Benefits:

The Council Committee review currently being undertaken in alignment with the implementation of the new committee framework ensures efficiencies and good governance in committee management.

There will be no direct costs for Council associated with the disbanding of the Committee. There will be a detailed report to Council regarding the transfer of assets, by way of donation, once the newly formed Association formally requests to disband the s.355 Committee and asset transfer.

Policy, Legal and Statutory Implications:

Local Government Act NSW 1993

RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:

There is no risk to Council with the disbanding of the Tumbarumba Mens Shed Committee however it is noted that Council could be perceived to be withdrawing support for community committees. Council offers numerous avenues for community groups to access support including an annual grants and donations program.

OPTIONS:

Council may agree to the recommendation as per the report or amend recommendations as required.

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

A Committee Health Check was undertaken as part of the public exhibition of the new Council Committees framework. The health check was undertaken on 19 August 2020 with three members of the Tumbarumba Mens Shed Committee present, the Coordinator Governance and Risk and the Governance Assistant.

Attachments

- 1 Minutes - Tumbarumba Mens Shed (Association) - 24 August 2020 (under separate cover) [↗](#)

12. MINUTES OF COMMITTEE MEETINGS**12.1 MINUTES - DISABILITY INCLUSION ACCESS REFERENCE GROUP - 2 JULY 2020**

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

RECOMMENDATION:**That Council:**

- 1. That the report on the minutes for 02 July 2020 meeting of the Disability Inclusion Access Reference Group (DIARG) Committee from the Executive Director Corporate and Community be received.**
- 2. Note the minutes or the DIARG Committee meeting held on 02 July 2020.**

BACKGROUND:

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

The DIAP is a legislated requirement of the Disability Inclusion Act 2014.

REPORT:

Snowy Valleys Council, Tourism Officer, Coordinator Place Activation, and Manager Technical Services were invited guests to the meeting to discuss issues raised at the meeting held on 25 May 2020.

At the 02 July 2020 meeting the following items were discussed:

Minutes of the DIARG meeting 25 May 2020 were accepted.

Business arising from minutes 25 May 2020

- DIAP progress to be reviewed.
- The progress of a toilet block in Rotary Park Tumut.
- The development of leash free areas for dogs across the Local Government Area.

General Business

Discussion of the progress of the toilet block Rotary Park Tumut and development of leash free areas for dogs with Manager Technical Services who will provide follow up response to the Committee.

Discussion on the opportunities for disability tourism in the Local Government Area, there seems to be a lack of information on facilities, accommodation, accessible events and retail access for people with a disability. Issues and suggestions were noted by the Coordinator Place Activation and Tourism Officer who will follow up with the Committee.

Other Business

Representation of people with a disability on the DIARG was questioned.

Payment for participation on Council committees by Volunteers was questioned.

Sub Committee: Community Welfare Committee

Representative was an apology. No report tabled

Next meeting: 11am – 1pm Thursday 30 July.

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

1.2.1 Implement Disability Inclusion Access Plan Actions

SUSTAINABILITY ASSESSMENT:

Nil

Financial and Resources Implications**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:

In accordance with the 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.

In accordance with the 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 20200702 - Minutes - Disability Inclusion Access Reference Group (under separate cover) [⇒](#)

12. MINUTES OF COMMITTEE MEETINGS**12.2 MINUTES - DISABILITY INCLUSION ACCESS REFERENCE GROUP - 30 JULY 2020**

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

RECOMMENDATION:**THAT COUNCIL:**

1. **Receive the report on the minutes - Disability Inclusion Access Reference Group (DIARG) – 30 July 2020 from Executive Director Community & Corporate.**
 1. **Note the minutes of the DIARG Committee meeting held on 30 July 2020.**

BACKGROUND:

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

The DIAP is a legislated plan under the Disabilities Act 2014

REPORT:

At the 30 July 2020 meeting the following items were discussed:

Minutes of the 02 July 2020 were accepted as a true and accurate account.

Business arising from minutes 30 July 2020;

'Access at a Glance', disability access scoring not achievable until post COVID – 19 restrictions.

The actions to be followed up by the Manager Technical Services have not been reported back to Committee.

DIAP progress update

Action 2.11, Collection of green waste. This action has not been started. The possible collection of green waste for disabled residents to be followed up on.

General Business

SVC Activation Officer to be invited to the next meeting to discuss Council events and Council support for disability inclusion in events.

Draft copies of the Committee Policy and Operation Manual are now on public display and can be accessed by SVC Website. All committee members were encouraged to read and provide feedback.

Discussion was had on the impacts of COVID – 19 for people with a disability.

Service Updates

Kurrajong Therapy Plus is experiencing impacts on service provision to border clients due to COVID – 19.

Other Business

The possibility of the newspaper being read over Sounds of the Mountains radio to listeners was raised.

Master Lock Access Keys to be distributed for after hours access to toileting facilities within the Local Government Area.

Assessment of new Talbingo playground for access occurring.

Sub Committee: Community Welfare Committee

Committee met 25.06.2020. In the meeting there were access and safety issues raised. These issues are to be forwarded to Infrastructure Works Department.

Next DIARG meeting is scheduled for 11am – 1pm Thursday 27 August 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

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

Operational Actions

1.2.1 Implement Disability Inclusion Access Plan Actions

SUSTAINABILITY ASSESSMENT:

Nil

Financial and Resources Implications

Nil

Costs and Benefits:

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

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

Policy, Legal and Statutory Implications:

In accordance with the 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.

In accordance with the 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 20200730 - Minutes - Disability Inclusion Access Reference Group (under separate cover) [⇒](#)

12. MINUTES OF COMMITTEE MEETINGS**12.3 MINUTES - DISABILITY INCLUSION ACCESS REFERENCE GROUP - 27 AUGUST 2020**

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

RECOMMENDATION:**THAT COUNCIL:**

1. **Receive the report on the minutes - Disability Inclusion Access Reference Group (DIARG) – 27 August 2020 from Executive Director Community & Corporate.**
 1. **Note the minutes of the DIARG Committee meeting held on 27 August 2020.**

BACKGROUND:

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

The DIAP is a legislated plan under the Disabilities Act 2014.

REPORT:

At the 27 August 2020 meeting the following items were discussed:

Minutes of the 30 July 2020 were accepted as a true and accurate account.

Business arising from minutes 30 July 2020;

'Access at a Glance', disability access scoring and Councillor Workshop, introduction to disability carried over to February / March 2021.

Follow up report from Manager Technical Services on fenced leash free areas for dogs has not occurred.

Toilets at the Connection in Tumut supposedly don't meet disability standards. Landlord of premises is looking into this.

General Business

It was suggested that VALMAR and the Tumut and Tumbarumba Chambers of Commerce be approached to become members of the DIARG.

New paving in Tumut's main street and access for people with a disability was discussed.

Tumut Rotary Club was approached by the Rotary Club of Belconnen regarding a tricycle they have for use by a family who have been affected by the recent bushfires.

Service Updates

Kurrajong Therapy Plus is continually updating COVID – 19 plans as the restrictions change. Playgroup is now meeting in a room that does not have access to an outside play area.

Snowy Valleys School is still negotiating student work placement with Council.

IDEAS have been handling the COVID-19 Disability Information Helpline since April and have answered over 2,600 calls in response to people with disability seeking information.

Other Business

Next DIARG meeting is scheduled for 11am – 1pm Thursday 24 September 2020.

Sub Committee: Community Welfare Committee

Note that the Community Welfare Sub-Committee has not met.

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

1.2.1 Implement Disability Inclusion Access Plan Actions

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:

In accordance with the 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.

In accordance with the 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 20200827 - Minutes - Disability Inclusion Access Reference Group (under separate cover) [⇒](#)

12. MINUTES OF COMMITTEE MEETINGS**12.4 MINUTES - LOCAL TRAFFIC COMMITTEE - 26 AUGUST, 2020**

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

RECOMMENDATION:**THAT COUNCIL:**

1. Receive the report on the Local Traffic Committee meeting held on the 26 August 2020 from Executive Director Infrastructure
2. Note the Minutes of the Local Traffic Committee meeting held on 26 August, 2020
3. Endorse the following recommendations from the minutes:
 - a. 4.1 –Transport for New South Wales to assess the speed zone of the streets and roads around the Batlow CBD and recommend a 40km/hr zone
 - b. 4.2 –Transport for New South Wales to assess the speed zone and recommend a 40km speed zone for Tumut Street, Adelong between Campbell Street and Quartz Street
 - c. 4.3 – advisory signs be placed on Quidong Road advising road users of the road conditions
 - d. 4.4 - conduct a traffic review and road safety audit for Yellowin Road and replace the regulatory 100km/hr speed zone with a suitable sign and/ or advisory signs be placed on Yellowin Road advising road users of the road conditions
 - e. 4.5 - three short term one hour parking bays be approved at entrance to the Wellbeing Hub at the Tumut High School
 - f. 4.6 - support the special event application for the Tumut Cycle Classic to enable this event to go ahead, subject to Council's standard conditions and receipt of both a Certificate of Currency listing Transport for NSW, NSW Police and Snowy Valleys Council as interested parties and also, a road occupancy licence
 - g. 4.7 - support the Special Event Application for the Snowy Mountains Cycle Challenge to enable this event to go ahead, subject to Council's standard conditions and receipt of both a Certificate of Currency listing Transport for NSW, NSW Police and Snowy Valleys Council as interested parties. Also, a road occupancy licence
 - h. 5.3 - the brick substation located in the road reserve at the intersection of Kurrajong/Memorial Avenue, Batlow be removed as part of the bushfire clean up
 - i. 5.4 - further suitable sites for safe parking of the heavy vehicles be investigated and to promote safety for the drivers and other road users for the duration of the Snowy Hydro 2.0 project
 - j. 5.5 - school parking bays with bus zones be designed for outside the Brungle Public School
 - k. 5.6 - school parking bays with bus zones be designed for outside the Rosewood Public School

- l. 5.7 - school parking bays with bus zones be designed for the Tumut Street, Adelong central business district**
- m. 5.9 - Talbingo speed zone request, existing speed zone needs to be determined and traffic count made (during summer holiday period when visitor numbers are higher) to determine the need for a speed zone assessment**
- n. 5.12 - designs for a suitable pedestrian facility at Batlow be presented at the next Local Traffic Committee**

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 reports presented to the Local Traffic Committee meeting held on the 26 August, 2020 area attached to this report along with the agenda and minutes from the meeting.

The next meeting is scheduled for 25 November 2020. This meeting will be held in Tumbarumba with zoom access.

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

SUSTAINABILITY ASSESSMENT:

Sustainability assessments for each of the items considered by the Local Traffic Committee are referenced in the specific reports.

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.

Risk Management is considered as part of the initiatives considered by the Local Traffic Committee

OPTIONS:

Council may choose to:

- Endorse the recommendations made by the Local Traffic Committee as described in this report and its attachments.
- Endorse the recommendations made by the Local Traffic Committee as described in this report and its attachments with amendments
- Reject the report

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Nil

Attachments

- 1 Minutes - Local Traffic Committee - 26 August 2020 (under separate cover) [⇒](#)

12. MINUTES OF COMMITTEE MEETINGS**12.5 MINUTES - BATLOW DEVELOPMENT LEAGUE (BDL) - 5 AUGUST 2020**

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

RECOMMENDATION:**THAT COUNCIL:**

1. Receive the report on the Batlow Development League (BDL) from Executive Director Community & Corporate.
2. Note the Minutes of the Batlow Development League meeting held on 5 August 2020.
3. Note the following recommendation from the BDL minutes:
4. Request that the CEO write to the Batlow Development League and advise that at its meeting held on 20 August 2020 Council resolved to lease a further .75 ha of the former Batlow cannery site to Roberts Nurseries.

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 5 August 2020:

The following items were discussed:

- a) Treasurer's report of the BDL accounts to 5 August and financial year 2019/2020 was received and accepted. Reports were forwarded to Snowy Valleys Council.
- b) A request for verification of BDL's support a 40kms/hr speed zone in Batlow's CBD is to be sent to the Network & Safety Officer Regional & Outer Metropolitan Division.
- c) Council Matters:
 - a. An update was given on the Batlow Cannery Site by Executive Director Community & Corporate.
 - b. Old Packhouse Building - Demolition of the fire effected area will be carried out by Public Works. Council has contacted EPA and was referred to their bushfire team
 - c. Advised Councils Governance Team is available to work with s355 Committees to work through relevant legislation.
 - d. Batlow Library is near completed. Opening date 17 August 2020.
- d) General Business

- a. Discussion concerns regarding Old Packhouse Building & The Cannery Site. Actions pending; Dr Joe McGirr to find out about the assessment of the Packhouse building and what will be done. Council to seek quotes re environment assessments of the site
- b. Dr Joe McGirr – Update
 - i. confirmed a Bushfire recovery forum will be held on 19 August. Due to Covid-19 number restrictions any interested will need to register.
 - ii. COVID-19 – Wearing Mask. Important to listen to what the Premier advises.
- c. Batlow Library – Internal Locks need to be checked – Council are making some minor adjustments.
- d. Leaburn Avenue – Laing O'Rourke clean up trucks are breaking up the road on Leaburn Avenue. Who will repair? Council are seeking to have it addressed.
- e. MOU Literary Institute – BDL to discuss with Council in more detail in the future.

Meeting closed at 6.55pm.

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

Integrated Planning and Reporting Framework:

CSP Outcome 2028

Theme 4: Communication & Engagement

Delivery Outcomes

4.6 Council builds strong relationships with other organisations to advocate for our communities

Operational Actions

4.6.1 Provide governance and risk support to volunteers and section 355 committees

SUSTAINABILITY ASSESSMENT:

Nil

Financial and Resources Implications

Nil

Costs and Benefits:

Nil

Policy, Legal and Statutory Implications:

Local Government Act 1993

RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:

Nil

OPTIONS:

Nil

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Nil

Attachments

- 1 Minutes - Batlow Development League - 5 August 2020 (under separate cover) [⇒](#)
- 2 Financials 2019/2020 - Batlow Development League (Including Batlow Ciderfest and Batlow Apple Blossom Festival) (under separate cover) [⇒](#)

12. MINUTES OF COMMITTEE MEETINGS**12.6 MINUTES - FESTIVAL OF THE FALLING LEAF COMMITTEE ANNUAL GENERAL MEETING - 18 AUGUST 2020**

REPORT AUTHOR: EVENTS ACTIVATION OFFICER
RESPONSIBLE DIRECTOR: EXECUTIVE DIRECTOR COMMUNITY AND CORPORATE

RECOMMENDATION:**THAT COUNCIL:**

1. **Receive the report on the Festival of the Falling Leaf Committee AGM held on the 18 August 2020.**
2. **Note the Minutes of the Festival of the Falling Leaf Committee AGM meeting held on the 18 August 2020.**
3. **Accept the nominations of new and returning committee members:**
 - a) **Sam Phillips (Festival Manager / Chairperson)**
 - b) **Margaret Hillier (Treasurer)**
 - c) **Michelle Symons (Sponsorship Coordinator)**
 - d) **Lyndal Cass (Fundraising Coordinator)**
 - e) **Sam Phillips (Entertainment Coordinator)**
 - f) **Peter Jones (Festival Street Parade)**
 - g) **Roger Williams (Fireworks Event Coordinator)**

BACKGROUND:

The Festival of the Falling Leaf (FOFL) Committee held their annual general meeting on the 18th of August at the Tumut River Brewing Company function room. This report summarises the key actions and outcomes from the minutes of the meeting.

Council's Event Activation Officer is the staff delegate for this section 355 committee and works with the group by attending meetings, providing advice and support on actions requiring Council's attention and support.

The Festival of the Falling Leaf cancelled their 2020 event scheduled for the first weekend in May due to COVID-19 public restrictions. These restrictions have impacted all planned events in the region that were scheduled to proceed in 2020.

Council, on the 20th of February unanimously resolved the recommendation from the FOFL committee to proceed with rebranding and renaming the event to the "Falling Leaf Festival". This resolution was recorded under M32/20.

Each year this event committee has been supported by returning members and some new community volunteers who've helped out over the past 2 – 6 years in various capacities within the organisation. The festival street parade has been safely and successfully coordinated over consecutive years by Peter Jones with assistance from the SES and RFS volunteers.

REPORT:

The Festival AGM discussed various agenda items including:

- Nominations for new committee positions for the coming 2021 event, all positions were declared vacant and nominations were called to all present.

- The Event Activation Officer took on the role of the returning officer for this AGM and chaired the meeting for the committee nomination and voting process.
- Executive positions in the committee were filled with exception to the Secretary and the Gala Day Market Coordinator.
- Since the AGM the committee has notified the author of this report that a returning committee member has nominated themselves to fill the secretary position which will be deliberated at the next committee meeting in September.
- Since the AGM the committee has notified the author of this report that a returning committee member has nominated themselves to fill the treasurer's position which will be deliberated at the next committee meeting in September.
- Nomination for the Chairperson position by Samantha Phillips (self-nominated), all individuals present endorsed her nomination for the position.
- Nomination for the Treasurer position by Margaret Hillier (self-nominated), all individuals present endorsed her nomination for the position.
- Nomination for the Sponsorship Coordinator position by Michelle Symons, all individuals present endorsed her nomination for the position.
- Nomination for the Fundraising Coordinator position by Lyndal Cass (self-nominated), all individuals present endorsed her nomination for the position.
- The Gala Day Market Coordinator position was not filled. The Event Activation Officer suggested that the committee may want to approach a new local not for profit incorporated organisation to take on this role in order to breathe some new life into the Gala Day Markets event.
- The Publicity Officer position was not filled. The committee is confident they can find a suitable individual to fill this role in the coming month.
- Nomination for the Entertainment Coordinator position by Samantha Phillips (self-nominated), all individuals present endorsed her nomination for the position.
- Nomination for the Festival Street Parade Coordinator position by Peter Jones (self-nominated), all individuals present endorsed his nomination for the position.
- Nomination for the Fireworks Event Coordinator position by Roger Williams (self-nominated), all individuals present endorsed his nomination for the position.
- All remaining vacant positions on the committee will be advertised in print and social media by the committee in a call out for volunteers leading up to the next committee meeting.
- The Committee resolved to keep the theme of "World's Fastest Water" for the 2021 event.
- The date for next year's event has been set for Saturday the 24th of April 2021, the day before Anzac Day.
- The committee will attend a governance health check on Wednesday the 2nd of September.

The Treasurer delivered the treasurer's report for 2019-2020 financial year and the independent audit prepared by Adams Kenneally White which is attached to this report along with the minutes of the meeting.

The author of this report has the understanding that the committee is in good form financially. In the past 12 months they have received two separate grants from FRRR and VISY that will enable their event to be better positioned as a re branded and appealing event for families visiting and living in the region. The funding from VISY is to be expended to purchase event infrastructure such

as tables, chairs, marquees, a large generator and a light tower which will be available to various events in the region to borrow or hire for a small fee. This will reduce running costs for all major and large community events in the Snowy Valleys. The committee is researching the best way forward to organise storage for these and other items that belong to the committee.

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 and provide support to Community Events and Programs

SUSTAINABILITY ASSESSMENT:

| | Positive | Negative |
|---------------|---|--|
| Social | The festival committee and event provides positive social interaction and harmony in the community | Nil |
| Environmental | The festival program utilises public spaces in Tumut including Wynyard Street, Bila Park, the Bull Paddock and the Montreal Theatre | Nil |
| Economic | The festival event provides economic benefits to businesses in the region and has funding in its reserves to cover the costs associated with running this festival | Nil |
| Governance | Council provides in kind support and sponsorship to this event through the provision of parks preparation and maintenance, waste collection, events marketing assistance and guidance from Event Activation Officer in developing traffic management and risk management plans. | The staff delegate can also be stretched in capacity and resources due to other main events happening in Autumn. |

Financial and Resources Implications

The committee secretary records the minutes at meetings and forwards them to Council following the monthly meetings.

Council's Event Activation Officer provides support in a range of areas including but not limited to; liaising with other Council staff and external stakeholders in preparation for the event, guiding event teams through the special event application process, assisting in developing risk assessment plans, development of traffic control plans, community and business letterbox drop and

notifications about road closures, the creation of promotional and parade application material and associated printing, information sharing with local networks, de-brief and evaluation of events following their completion.

Parks and IWD management staff are involved in the running of the events through parks preparation and road closure planning and implementation. Council provides in-kind sponsorship to events through approval of event sponsorship applications submitted to the Event Activation Officer. All sponsorship requests are deliberated by the Place Activation team in line with operational events budgets.

Costs and Benefits:

Benefits of the festival include but are not limited to: socialisation, community engagement opportunities, boost to the local economy, supporting local businesses, increasing a range of free community activities, continuing a local festival tradition, bringing community groups together and encouraging residents and committees in volunteering.

Policy, Legal and Statutory Implications:

Nil

RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:

The newly appointed committee for the Festival is seen to be enthusiastic and motivated in putting on a fine gala day market event, festival parade and fireworks event in the program for 2021. The author of this report is confident that they can deliver an improved event in line with its focus on delivering an engaging event for the community and visitors to the region.

Members of the committee have begun sending out correspondence to stallholders for 2021 with advice on how the event can be run on with a COVID safety plan in action and in accordance with government health regulations and advice.

The committee is liaising with sponsors who committed sponsorship for 2020 to return again with naming rights for the 2021 festival.

OPTIONS:

- 1. Council receives the report and adopts the minutes of the Festival of the Falling Leaf (FOFL) Committee Annual General Meeting held on the 18th of August 2020 without change.**
- 2. That Council receives the report and nominates changes to the minutes of the FOFL Annual General Meeting and consults with the FOFL committee regarding the minutes.**
- 3. That council receives the report and chooses to not adopt the minutes of the FOFL Committee and consult with the committee.**

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

The Festival of the Falling Leaf committee meets to develop action plans for specific areas of the festival including children's entertainment, sponsorship, food and general stallholder bookings,

parade coordination, gala day entertainment, fireworks arrangements and liaising with local schools regarding student and staff participation throughout the festival gala day events.

Attachments

- 1 Falling Leaf Festival AGM Minutes 18 August 2020 (under separate cover) [⇒](#)
- 2 Audit Management Letter 2020 (under separate cover) [⇒](#)
- 3 Audited Financial Statements (under separate cover) [⇒](#)

12. MINUTES OF COMMITTEE MEETINGS**12.7 MINUTES - KHANCOBAN UNITED VOLUNTEERS ASSOCIATION COMMITTEE - 5 AUGUST 2020**

REPORT AUTHOR: ECONOMIC DEVELOPMENT OFFICER
RESPONSIBLE DIRECTOR: EXECUTIVE DIRECTOR COMMUNITY AND CORPORATE

RECOMMENDATION:**THAT COUNCIL:**

1. Receive the report on the Khancoban United Volunteers Association Committee (KUVA).
2. Note the Minutes of the Khancoban United Volunteers Association Committee meeting held on 5 August 2020.

BACKGROUND:

The Khancoban United Volunteers Association (KUVA) is a Section 355 committee of Council.

KUVA is an active volunteer run Committee who undertake the management of the Khancoban Community Transaction Centre which provides computer and internet access for residents under the Broadband for Seniors Program, photocopying and printing services, and provides access to the Australian Taxation Office agency services.

KUVA also raise funds through events and activities to support community initiatives for the Khancoban community.

REPORT:

At the August 2020 meeting of the KUVA committee discussions were held on the following:

1. Business from the previous minutes
 - a) A quote has been received from Allan Scott of Snowy Mountains Painting for works to be completed under the NSW Premier's \$10K grant.
 - b) In reference to the Khancoban Community Hall Restoration project, the closing date for asbestos removal quotes has been extended to 27 August 2020.
 - c) Shelly Neale was unable to apply for a grant for the Khancoban business website. Future grant opportunities will be sought by the committee with assistance from the KUVA Council Representative.
2. Correspondence received:
 - a) Nil
3. Correspondence sent out:
 - a) Thank-you card sent to Jenny Browne for service to KUVA
4. Treasurers report
 - a) Monthly treasurers report was tabled showing a closing balance of \$36,340.35

- b) As advised by Council's Coordinator Governance & Risk, it was noted that going forward, KUVA Treasurer Reports must be submitted with a copy of a current bank statement.
5. Agenda items raised for discussion:
- a) Nil
6. General business topics of discussion
- a) A query was raised on whether Council would reimburse land rates paid by KUVA. The committee will write to Council to clarify.
 - b) The committee discussed a free over 50's Pen Pal Club, an initiative of Australia Post.
 - c) The committee discussed correspondence sent to Cr Smit regarding a requirement for Section 355 Committee financial books to be audited annually by an external auditor. The committee will confirm this requirement with Council's Chief Finance Officer.
 - d) Glenda moved that Chris and Lesley be authorised to pursue grant opportunities for construction of a half basketball court near the skate park in Khancoban. This was seconded by Narelle and moved by the committee. It was noted that Lesley has been in contact with Council's Coordinator Open Space & Facilities and Event Activation Officer.
 - e) The committee noted that there had been enquiries from the community regarding the tip going cashless in September and an increase in tip fees. Cr Ham agreed to follow up a response from Council for KUVA to pass on to concerned members of the community.
 - f) The committee noted that the access road to the tip is very rough and requires work by Council to repair holes and rivets caused by rain.
 - g) The committee noted that a notice would be placed in the Jottings saving the date for the AGM

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

4.6.1 Provide governance and risk support to volunteers and section 355 committees

SUSTAINABILITY ASSESSMENT:

Community meeting groups assist in the social sustainability of our towns and provides a forum for residents to connect, contribute and share information.

Financial and Resources Implications

Councillors and staff time to prepare for and attend meetings.

Costs and Benefits:

This meeting was held via Zoom. In general travel costs for Councillor and staff to attend and participate in KUVA meetings.

Attachments

- 1 Minutes - Khancoban United Volunteers Association - 5 August (under separate cover) [⇒](#)

12. MINUTES OF COMMITTEE MEETINGS**12.8 MINUTES - ROCK THE TURF FESTIVAL ANNUAL GENERAL MEETING - 6 AUGUST 2020**

REPORT AUTHOR: EVENTS ACTIVATION OFFICER
RESPONSIBLE DIRECTOR: EXECUTIVE DIRECTOR COMMUNITY AND CORPORATE

RECOMMENDATION:**THAT COUNCIL:**

1. **Receive the report on the Rock the Turf Festival Annual General Meeting held on the 6 August.**
2. **Note the Minutes of the Rock the Turf Annual General meeting held on the 6 August 2020.**
3. **Accept the nominations of new and returning committee members listed below:**
 - a) **Clayton Denson (Chair/Festival Manager)**
 - b) **Matt Wysman (Treasurer)**
 - c) **Mia Toppin (Secretary)**
 - d) **Ian Flegg (Ground Coordinator)**
 - e) **David Toppin (Publicity Officer/Social Media Coordinator)**
 - f) **Clayton Denson (Entertainment/Stage Manager)**
 - g) **Jacki Flegg (Gate & Ticketing Coordinator)**
 - h) **Rebecca Denson (Goods & Stallholder Coordinator)**
 - i) **John Whitley (COVID Marshall)**

BACKGROUND:

Rock the Turf Committee became a section 355 committee of Council at the end of 2018.

Rock the Turf is reliant on grants, corporate and small business sponsorship, bar, ticket and merchandise sales to fund its event each year. This is a licensed event and as such the organisers liaise with the licensing police to secure approval with their application.

Rock the Turf cancelled their 2020 event in line with government health advice regarding COVID-19. Following the bushfires, they had intended to offer discounted or free entry for the 2020 event to some RFS staff to thank them for their service and sacrifice in fighting the fires in the summer of 2019 – 2020. The committee is hoping to include this in their 2021 event being planned for the 20th of March.

In the past 8 months Rock the Turf have been recipients of one VISY FRRR grant to the value of \$25,000 and one Bushfire Recovery Event Funding grant also to the value of \$25,000. These grants will offset the running costs involved in holding this event and allow the organisers to better develop their marketing and promotion plans. Other major events in the region who were also awarded the Bushfire Recovery Event Funding include TumbaFest and CiderFest.

REPORT:

The 6th August Rock the Turf AGM covered various topics including:

- New Committee member applications
- The Chair/Festival Manager position was filled by Clayton Denson
- The Treasurer position was filled by Matt Wysman
- The Secretary position was filled by Mia Toppin
- The Ground Coordinator position was filled by Ian Flegg
- The Bar Manager position was filled by David Toppin
- The Publicity Officer/Social Media Coordinator was filled by Karen Clarke
- The Entertainment/Stage manager position was filled by Clayton Denson
- The Gate & Ticketing Coordinator was filled by Jacki Flegg
- The Good & Stallholder Coordinator was filled by Rebecca Denson
- The COVID Marshall was filled by John Whitley

The event date for Rock the Turf in 2021 has been set for Saturday the 20th of March.

The committee discussed a motion that the Rock the Turf committee should reduce its quorum to three members so that in the event that decisions pertaining to the event need to be made quickly, the Event Manager, Treasurer and Social Media Coordinator can make the pending decisions quickly and efficiently through an extra ordinary meeting.

The author of this report has suggested to the committee that extra ordinary meetings should include the committee secretary so that minutes of those meetings where important decisions are made can be recorded and forwarded to Council. This will ensure transparency around their decision making is maintained.

The author of this report would like to add that once the Terms of Reference for the committee is reviewed by Council's governance team this discussion around setting a quorum number can be established within the body of that Terms of Reference document.

Financially the Rock the Turf event is in good shape after receiving two significant grants totalling \$50,000. As a team their challenge in 2021 will be delivering an outdoor event that will most likely have to adhere to a well-developed COVID safety plan in order for the event to comply with government health regulations. At this stage there is still some uncertainty about what the major and community event landscape will look like in regards to COVID-19.

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 and provide support to Community Events and Programs

SUSTAINABILITY ASSESSMENT:

| | Positive | Negative |
|---------------|---|---|
| Social | The Rock the Turf committee provides positive events that encourage social interaction and harmony through a public cultural event | Nil |
| Environmental | The festival program utilises the Tumut Turf Club venue in Tumut and has a solid traffic management and parking plan that makes good use of the spaces along Elm Drive around the Turf Club | Nil |
| Economic | The festival event provides economic benefits to businesses in the region and has funding in its reserves to cover the costs associated with running this festival | Nil |
| Governance | Council provides in kind support and sponsorship to this event through the provision of traffic management, marketing assistance and guidance from the Event Activation Officer attending meetings and liaising with traffic committee and staff regarding their special event application. | The delegate who attends these meetings can also be stretched in capacity and time due to other events happening in Autumn. |

Financial and Resources Implications

The committee secretary records the minutes at meetings and forwards them to Council following the monthly committee meetings.

Council's Event Activation Officer provides support in a range of areas including but not limited to; liaising with other Council staff and external stakeholders in preparation for the event, guiding event committee through the special event application process, assisting in developing risk assessment plans, development of traffic control plans, community and business letterbox drop and notifications about road closures, the creation of promotional and parade application material and associated printing, information sharing with local networks, de brief and evaluation of events following their completion.

Parks and IWD management staff are involved in the running of the events through parks preparation and road closure planning and implementation. Council provides in-kind sponsorship to events through approval of event sponsorship applications submitted to the Event Activation Officer. All sponsorship requests are deliberated by the Place Activation team in line with operational events budgets.

Costs and Benefits:

Benefits of the festival include but are not limited to: socialisation, community engagement opportunities, boost to the local economy, supporting local businesses, supporting local performing

artists, increasing a range of public events, continuing a local seasonal festival, bringing community groups together and encouraging residents and committees in volunteering via the planning and running of an event.

Policy, Legal and Statutory Implications:

Nil

RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:

The newly appointed committee for the Festival is seen to be enthusiastic and motivated in coordinating the Rock the Turf festival in 2021. The author of this report is confident that they can deliver an improved event given their extra funding they've received and the general enthusiasm from locals and visitors to re visit the region's events once restrictions will most likely relax in time for autumn 2021.

The Event Activation Officer and Work Health and Safety staff will continue to liaise with the event committee to ensure that a COVID safety plan is developed and submitted to state government and Council authorities in time for their event.

The committee is liaising with major sponsors who committed sponsorship for 2020 to return again sponsorship for the 2021 event.

OPTIONS:

1. Council receives the report and adopts the minutes of the Rock the Turf Committee Annual General Meeting held on the 6th of August 2020 without change.
2. That Council receives the report and nominates changes to the minutes of the Rock the Turf Committee Annual General Meeting and consults with this committee regarding the minutes.
3. That council receives the report and chooses to not adopt the minutes of the Rock the Turf Annual General Meeting and consult with the committee.

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

The Rock the Turf committee meets to develop action plans for specific areas of the festival including children's and musical entertainment, sponsorship, food and general stallholder bookings and the management of the festival site. The group engages and manages local volunteer groups to assist on the day with general tasks.

This festival advertises through social media channels when they require community volunteers to assist with the event.

Attachments

- 1 Minutes - Rock the Turf - August 6th (under separate cover) ➡
- 2 Bank Statements - Rock the Turf - August 6th (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 RESOURCE RECOVERY SERVICES AGREEMENT (SVC & VALMAR)

Item 13.1 is confidential under the Local Government Act 1993 Section 10A 2 (c) as it relates to information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business and Council considers that discussion of the matter in an open meeting would be, on balance, contrary to the public interest.