



**SNOWY VALLEYS COUNCIL MEETING  
BUSINESS PAPER  
19 NOVEMBER 2020**

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

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

**4.28** A Councillor or a council committee member who has a pecuniary interest in any matter with which the council is concerned, and who is present at a meeting of the council or committee at which the matter is being considered, must disclose the nature of the interest to the meeting as soon as practicable.

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

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

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

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

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

## **Disclosure of Political Donations and Gifts**

The *Environmental Planning and Assessment Act 1979* places obligations on Councillors, staff, applicants and any person who makes a public submission, to disclose information relating to political donations and gifts during the environmental plan making or development assessment process.

The fact that political donations or gifts have been made by applicants / proponents of a planning application should not affect whether an application is approved or refused. Political donations or gifts should not be relevant in making a determination. The matter should be determined on its merits. Nor do they provide grounds for challenging the determination of any applications.

For further information, visit [www.planning.nsw.gov.au/donations](http://www.planning.nsw.gov.au/donations)

Furthermore, for each planning decision made at a Council or Committee Meeting, the names of Councillors who supported the decision and those that oppose the decision must be recorded. (*Sec. 375A of the Local Government Act 1993*)

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

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

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

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

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

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

### **Livestreaming of Meetings**

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

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

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

### **Photography**

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

### **Public Forum**

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

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

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

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

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



**Thursday 19 November 2020**  
**Snowy Valleys Council Chambers**  
**Via Video Link**  
**2.00pm**

## **AGENDA**

### **1. ACKNOWLEDGEMENT OF COUNTRY**

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

### **2. APOLOGIES AND LEAVE OF ABSENCE**

### **3. DECLARATIONS OF PECUNIARY INTEREST**

*Pursuant to Section 4 of the Code of Conduct, Councillors are required to declare any direct or indirect pecuniary interest in any matters being considered by Council.*

### **4. PUBLIC FORUM**

### **5. CONFIRMATION OF MINUTES**

5.1	ORDINARY MEETING - 15 OCTOBER 2020.....	3
5.2	ORDINARY-POLICY & STRATEGY MEETING – 29 OCTOBER 2020.....	3
5.3	BUSINESS ARISING	

### **6. CORRESPONDENCE/PETITIONS**

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

### **8. MAYORAL MINUTE**

NIL

### **9. URGENT BUSINESS WITHOUT NOTICE**

### **10. GOVERNANCE AND FINANCIAL REPORTS**

10.1	ANNUAL REPORT 2019-20.....	19
10.2	DELEGATION OF AUTHORITY TO SIGN "STATEMENT BY COUNCIL ON ITS OPINION OF THE ACCOUNTS" FOR THE 2019/20 ANNUAL FINANCIAL STATEMENTS .....	22
10.3	AUDIT RISK AND IMPROVEMENT COMMITTEE ANNUAL REPORT 2019-2020.....	26
10.4	AUDIT RISK AND IMPROVEMENT COMMITTEE MEMBERSHIP 2021 .....	29
10.5	FUTURE DIRECTION OF COUNCIL COMMITTEES.....	33
10.6	DISSOLVE THE TUMBATREK COMMITTEE.....	53
10.7	DISSOLVE THE TUMUT COMMUNITY GARDENS COMMITTEE.....	56
10.8	DISSOLVE THE TUMBARUMBA MEN'S SHED COMMITTEE .....	60

10.9	DISSOLUTION OF SVC CHILDREN'S SERVICES COMMITTEE .....	64
10.10	COMMITTEES AND NOMINATION OF DELEGATES FOR 2020/2021 .....	67
10.11	BUSHFIRE LOCAL ECONOMIC RECOVERY FUNDING .....	71
10.12	QUARTERLY BUDGET REVIEW AS AT 30 SEPTEMBER 2020 .....	78
10.13	STATEMENT OF INVESTMENTS - OCTOBER 2020 .....	82
10.14	FINANCIAL REPORT - SEPTEMBER 2020 .....	85
10.15	QUARTERLY NCIF/SCF GRANTS REPORT FOR PERIOD ENDING 31 OCTOBER 2020.....	89

## **11. MANAGEMENT REPORTS**

11.1	CITIES POWER PARTNERSHIP PLEDGE - ADOPTION OF 5 ACTIONS .....	101
11.2	ROADSIDE BIN HARMONISATION .....	107
11.3	PROPOSAL FOR THE DECLARATION OF NEW OFF LEASH AREAS .....	113
11.4	REQUEST FROM BATLOW ROTARY TO ESTABLISH A MENS SHED ON THE FORMER BATLOW CANNERY SITE.....	117
11.5	UPDATE ON THE STATUS OF THE ROSEWOOD COMMUNITY SHED. ....	121
11.6	DA2020/0247 - PROPOSED DWELLING WITH ATTACHED GARAGE/SHED - BOMBOWLEE AVENUE, BOMBOWLEE .....	123

## **12. MINUTES OF COMMITTEE MEETINGS**

12.1	MINUTES - AUDIT, RISK AND IMPROVEMENT COMMITTEE - 30 SEPTEMBER 2020 AND 02 NOVEMBER 2020 .....	132
12.2	MINUTES - BATLOW DEVELOPMENT LEAGUE - 7 OCTOBER 2020 .....	135
12.3	MINUTES - KHANCOBAN UNITED VOLUNTEERS ASSOCIATION (KUVA) MEETING - 7 OCTOBER 2020.....	137

## **13. CONFIDENTIAL**

13.1	COMMERCIAL WORKS - UPDATE .....	140
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## **14. MEETING CLOSURE**

**5. CONFIRMATION OF MINUTES****5.1 Ordinary Meeting - 15 October 2020****Recommendation:**

That the Minutes of the Ordinary Council Meeting held on 15 October 2020 be received and confirmed as an accurate record

**5.2 Ordinary-Policy & Strategy Meeting - 29 October 2020****Recommendation:**

That the Minutes of the Ordinary-Policy & Strategy Council Meeting held on 29 October 2020 be received and confirmed as an accurate record

**THE MINUTES OF THE COUNCIL MEETING HELD VIA VIDEO LINK ON THURSDAY  
15 OCTOBER 2020 COMMENCING AT 2.00pm**

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

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

**1. ACKNOWLEDGEMENT OF COUNTRY**

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

**2. APOLOGIES**

Nil.

**3. DECLARATIONS OF INTEREST**

Nil.

**4. PUBLIC FORUM**

Deirdre Greenhalgh addressed the meeting in regard to Report 11.2 Ournie Hall – Reconstruction.

**5. CONFIRMATION OF MINUTES**

**M240/20 RESOLVED:**

That the Minutes of the Ordinary Council Meeting held on 17 September 2020 be received.

Cr John Larter/Cr Margaret Isselmann

**CARRIED UNANIMOUSLY**

**5.1 BUSINESS ARISING**

Clarification on matters relating to Tumbarumba Caravan Park.

**6. CORRESPONDENCE/PETITIONS**

Nil.

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

**M240/20 RESOLVED** to move into Committee of the Whole.

Cr Julia Ham/Cr Margaret Isselmann

**M241/20 RESOLVED** to move out of Committee of the Whole.

Cr Julia Ham/Cr Margaret Isselmann

**CARRIED UNANIMOUSLY**

**7.1 RURAL FIRE SERVICE BUSHFIRE PREPAREDNESS PLANS**

**M242/20 RESOLVED:**  
THAT COUNCIL:

1. Receive the Notice of Motion on Bushfire Preparedness from Councillor Julia Ham;
2. Request the Rural Fire Service provide an update to Council as a matter of priority about the actions being taken specifically in the Snowy Valleys area to assist residents to prepare for any bushfire threat this season;
3. Request the Rural Fire Service advise what recommendations the Rural Fire Service will be making to landholders including the Crown, State and Federal Government Agencies on priorities and action recommended to protect lives and minimise the threat to community building, local industries, flora and fauna;
4. Endorse the Snowy Valleys Council participation in the Get Ready Program.

Cr Julia Ham/Cr Cate Cross

**CARRIED UNANIMOUSLY**

**8. MAYORAL MINUTE**

Nil.

**9. URGENT BUSINESS WITHOUT NOTICE**

Nil.



## **10. GOVERNANCE AND FINANCIAL REPORTS**

### **10.1 PUBLIC HEARINGS - BOUNDARIES REVIEW COMMISSION - SNOWY VALLEYS**

#### **M243/20 RESOLVED: THAT COUNCIL:**

1. Receive the report on Public Hearings – Boundaries Review Commission – Snowy Valleys from Chief Executive Officer;
2. Endorse Councillors to address the public inquiry should they wish to do so;
3. Ratify the position of Council’s post-Boundaries Commission referral resolution that Council:
  - Welcoming the Boundaries Commission to our community to meet with interested parties including Council; and
  - Endorse the Boundaries Commission process to provide an independent report to the Minister under the factors listed in the Local Government Act to resolve the issues as soon as possible, at no additional cost to Snowy Valleys Council and to be resolved prior to the next Council election.
4. Advise the Boundaries Commission that the Mayor and CEO will present to the Public Hearings being held in November 2020 on behalf of the Snowy Valleys Council.

Cr Julia Ham/Cr Cate Cross

#### **CARRIED UNANIMOUSLY**

### **10.2 REVIEW OF CODE OF CONDUCT AND THE PROCEDURES FOR THE CODE OF CONDUCT**

#### **M244/20 RESOLVED: THAT COUNCIL:**

1. Receive the report on the Review of Code of Conduct and the Procedures for the Code of Conduct;
2. Adopt the Code of Conduct SVC-RP-STY-001-03;
3. Rescind the Code of Conduct SVC-RP-STY-001-02 as a superseded Policy;
4. Adopt the Procedures for the Administration of the Model Code of Conduct SVC-RP- STY-002-03;
5. Rescind the Procedures for the Administration of the Model Code of Conduct SVC-RP-STY-002-02.

Cr Bruce Wright/Cr John Larter

#### **CARRIED UNANIMOUSLY**

### **10.3 PECUNIARY INTEREST RETURNS FOR COUNCILLORS AND DESIGNATED STAFF**

#### **M245/20 RESOLVED: THAT COUNCIL:**

1. Receive the report on Pecuniary Interest Returns for Councillors and Designated Staff;
2. Note the following Declarations of Pecuniary Interest Returns from Councillors and Designated Officers as at 30 June 2020 as listed in accordance with the Code of Conduct:

Councillors: Clr Andrianna Benjamin, Clr Cate Cross, Clr Julia Ham, Clr James Hayes, Clr Margaret Isselmann, Clr John Larter, Clr Geoff Pritchard, Clr Cornelis Smit, Clr Bruce Wright.

Designated Staff:

Chief Executive Officer; Executive Director Infrastructure; Executive Chief of Staff; Executive Director Community & Corporate; Chief Financial Officer; Audit Risk & Improvement Committee Chairperson and Committee Members.

3. Approve for the redacted Pecuniary Interest Returns for the Councillors and Designated Staff to be placed on council website in accordance with the current Information and Privacy Commission Guideline 1.

Cr Bruce Wright/Cr Margaret Isselmann

**CARRIED UNANIMOUSLY**

### **10.4 OPERATIONAL PLAN FIRST QUARTER UPDATE - 30 SEPTEMBER 2020**

#### **M246/20 RESOLVED: THAT COUNCIL:**

1. Receive the report on Operational Plan First Quarter Update;
2. Endorses the Operational Plan First Quarter Update.

Cr Cate Cross/Cr Julia Ham

**CARRIED UNANIMOUSLY**

### **10.5 STATEMENT OF INVESTMENTS - SEPTEMBER 2020**

#### **M247/20 RESOLVED: THAT COUNCIL:**

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

Cr Julia Ham/Cr Cate Cross

**CARRIED UNANIMOUSLY**

**11. MANAGEMENT REPORTS****11.1 RATES HARMONISATION - ENDORSEMENT OF PROPOSED RATING STRUCTURE****M248/20 RESOLVED:  
THAT COUNCIL:**

1. Receive the report on Rates Harmonisation – Endorsement of proposed Rating Structure from the Chief Financial Officer;
2. Endorse the recommended Rating Structure in Table 1 for the purpose of public engagement until mid-December;
3. Following consultation with Rural Clubs, Council be presented with an updated donations policy if required;
4. Note that a further report on Rates Harmonisation will be presented to Council in February 2021.

Cr Julia Ham/Cr Margaret Isselmann

**CARRIED UNANIMOUSLY****11.2 OURNIE HALL - RECONSTRUCTION****M249/20 RESOLVED:  
THAT COUNCIL:**

1. Receive this report on the reconstruction of the Ournie Community Hall from Executive Director Infrastructure;
2. Note the concept drawings as referred to in the report for the proposed reconstruction of the Ournie Community Hall;
3. Support in principle the reconstruction of the Ournie Community Hall subject to funding;
4. Support the establishment of a formal arrangement with representatives of the community to partner with Council for the reconstruction of the Ournie Community Hall;
5. Proceed with the preparation of detailed designs and cost plan for the reconstruction of the Ournie Community Hall;
6. Assess alternate ownership and management arrangements for the Ournie Community Hall.

Cr Bruce Wright/Cr Cor Smit

**CARRIED UNANIMOUSLY**

**11.3 PLANNING PROPOSAL TUMUT LOCAL ENVIRONMENT PLAN 2012 (AMENDMENT NO.6)****M250/20 RESOLVED:  
THAT COUNCIL:**

1. Receive the report on Planning Proposal for the Tumut Environment Plan 2012 (Amendment No.6) from Executive Director Community & Corporate.
2. Adopt the Planning Proposal for the Tumut Local Environmental Plan 2012 (Amendment No.6) and forward it to the Department of Planning Industry and Environment with a request for a Gateway Determination.

Cr Cate Cross/Cr Margaret Isselmann

**CARRIED UNANIMOUSLY****M251/20 RESOLVED** to move into Committee of the Whole.

Cr Julia Ham/Cr Cate Cross

**CARRIED UNANIMOUSLY****M252/20 RESOLVED** to move out of Committee of the Whole.

Cr Julia Ham/Cr Margaret Isselmann

**CARRIED UNANIMOUSLY****11.4 COMMUNITY RECOVERY REPORT - QUARTER 1 2020-2021****M253/20 RESOLVED:  
THAT COUNCIL:**

1. Receive the report on Community Recovery activities for Quarter 1 2020-2021.

Cr Julia Ham/Cr Cate Cross

**CARRIED UNANIMOUSLY****12. MINUTES OF COMMITTEE MEETINGS****12.1 MINUTES - BATLOW DEVELOPMENT LEAGUE - 2 SEPTEMBER 2020****M254/20 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 2 September 2020.

Cr Cor Smit/Cr Margaret Isselmann

**CARRIED UNANIMOUSLY**

**13. CONFIDENTIAL**

**M255/20 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 LOAN SELECTION - LED REPLACEMENT PROGRAM**

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

**13.2 RFT 2020/03 - PLANT AND EQUIPMENT HIRE**

*Item 13.2 is confidential under the Local Government Act 1993 Section 10A 2 (d)ii as it relates to 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.*

**13.3 RFT 2020/09 - LINEMAKING, GUARDRAIL AND TRAFFIC CONTROL**

*Item 13.3 is confidential under the Local Government Act 1993 Section 10A 2 (d)ii as it relates to 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.*

**13.4 BATLOW CANNERY - LEASE PROPOSAL**

*Item 13.4 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 John Larter/Cr Bruce Wright

**CARRIED UNANIMOUSLY**

At this stage, the time being 3.23pm Council went into Confidential.

**13.1 LOAN SELECTION - LED REPLACEMENT PROGRAM**

**M256/20 RESOLVED:**  
THAT COUNCIL:

1. Receive the report on loan proposals for the LED replacement project for \$736,000 over a seven year term;
2. Secure the loan for \$736,000 over 7 years with the Commonwealth Bank of Australia;
3. Approve the Mayor and the Chief Executive Officer to affix the Council Seal to the loan documentation with the Commonwealth Bank of Australia.

Cr John Larter/Cr Margaret Isselmann

**CARRIED UNANIMOUSLY**

**13.2 RFT 2020/03 - PLANT AND EQUIPMENT HIRE**

**M257/20 RESOLVED:**  
THAT COUNCIL:

1. Receive this report on the outcomes for the Request For Tender (RFT 2020/03) for the Panel of Preferred Suppliers for the Hire of Plant and Equipment as detailed in this report
2. Resolve in accordance with Section 55 of the NSW Local Government Act 1993 to accept the Panel of Preferred Suppliers for the Hire of Plant and Equipment as recommended by the evaluation panel and listed in table 3 of the report, noting that this is not a ranked list of suppliers
3. Authorise the Chief Executive Officer to enter into contracts as appropriate for the Supply of Services as summarised in item 2 above

Cr Margaret Isselmann/Cr Bruce Wright

**CARRIED UNANIMOUSLY**

**13.3 RFT 2020/09 - LINEMARKING, GUARDRAIL AND TRAFFIC CONTROL**

**M258/20 RESOLVED:**  
THAT COUNCIL:

1. Receive this report on the outcomes for the Request For Tender (RFT 2020/09) for the Panel of Preferred Suppliers for the following:
  - a. provision of Guardrail services
  - b. provision of Line Marking services
  - c. provision of Traffic Management services

2. Resolve in accordance with Section 55 of the NSW Local Government Act 1993 to accept the panel of suppliers for the Supply of Services as recommended by the evaluation panel and detailed in table 5 of the report
3. Advise the unsuccessful tenderers in writing
4. Authorise the Chief Executive Officer to enter into contracts as appropriate for the Supply of Services as referred to in item 2 above
5. Authorise the Chief Executive Officer to amend the order of the preferred supplier panel or procure the services through other arrangements if the preferred suppliers fail to provide value for money for Council or comply with the Statement of Requirements or Conditions of Contract for the Supply of Services
6. Authorise the Chief Executive Officer to exercise the one year extension option for the for the panel of preferred suppliers as described in item 2 above subject to the satisfactory performance of the panel

Cr Bruce Wright/Cr Cor Smit

**CARRIED UNANIMOUSLY**

#### **13.4 BATLOW CANNERY - LEASE PROPOSAL**

**M259/20 RESOLVED:**  
THAT COUNCIL:

1. Receive this report on the proposal to lease part of the Batlow Cannery Site from the Executive Director Infrastructure
2. Delegate to the Chief Executive Officer to negotiate a lease agreement for part of the Batlow Cannery Site as detailed in the report within the following parameters:
  - a. minimum of 200 square metres of the level area utilising part of the remaining concrete floor slab
  - b. initial lease term of 3 months with an option to extend
  - c. rental income to be within 10% of market rental appraisal
  - d. any site improvements such as fencing and access roads to be at the cost of the tenant subject to the approval of Council Officers
  - e. parties to meet own legal costs associated with developing and agreeing a lease agreement
3. Delegate to the Mayor and Chief Executive Officer to affix the Council seal and execute all documents relevant to the lease of the land as required

4. Note that the request to vary the area of the existing lease over the southern section of the Cannery Site from approximately 1 hectare to approximately 1.75 hectares as endorsed by Council at its meeting held on the 20 August 2020 will not be progressed at the request of the lessee

Cr Cor Smit/Cr Bruce Wright

**CARRIED UNANIMOUSLY**

**M260/20 RESOLVED** to move out of Confidential session the time being 3.29pm.

Cr Julia Ham/Cr John Larter

**CARRIED UNANIMOUSLY**

The CEO reported on the findings of the Confidential Items.

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



**THE MINUTES OF THE COUNCIL MEETING HELD IN THE COUNCIL VIA VIDEO LINK ON THURSDAY 29 OCTOBER 2020 COMMENCING AT 2.02pm**

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

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

**1. ACKNOWLEDGEMENT OF COUNTRY**

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

**2. APOLOGIES**

A Leave of Absence has been received from both Cr Bruce Wright and Cr Andrianna Benjamin.

**OPS 18/20 RESOLVED:**

That the Leave of Absence received from both Cr Bruce Wright and Cr Andrianna Benjamin be received and granted.

Cr Cate Cross/Cr Julia Ham

**CARRIED UNANIMOUSLY**

**3. DECLARATIONS OF INTEREST**

Nil.

**4. PUBLIC FORUM**

Nil.

**5. CONFIRMATION OF MINUTES**

The minutes of the Ordinary Policy & Strategy meeting held on 30 July 2020 were confirmed at the 20 August 2020 Ordinary meeting of Council.

**5.1 BUSINESS ARISING**

Nil.

**6. URGENT BUSINESS WITHOUT NOTICE**

Nil.

## **7. GOVERNANCE AND FINANCIAL REPORTS**

### **6.1 DRAFT PAYMENT OF EXPENSES AND PROVISION OF FACILITIES FOR MAYOR AND COUNCILLORS POLICY - FOR PUBLIC EXHIBITION**

**OPS 19/20 RESOLVED:**  
THAT COUNCIL:

1. Receive the report on Draft Payment of Expenses and Provision of Facilities for Mayor and Councillors Policy from the Executive Chief of Staff;
2. Provide the community the opportunity to review and comment on the Draft Payment of Expenses and Provision of Facilities for Mayor and Councillors Policy by placing the document on public exhibition for a period of 28 days;
3. Note if submissions are received during the exhibition period, a further report will be provided to Council on the submissions and any proposed amendments to the policies;
4. Adopt the policy if no submissions are received on the day after the completion of the public exhibition.

Cr John Larter/Cr Margaret Isselmann

**CARRIED UNANIMOUSLY**

### **6.2 ENDORSEMENT OF COMMUNICATION AND ENGAGEMENT POLICIES FOR PUBLIC EXHIBITION**

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

1. Receive the report on Communication and Engagement Policies from the Executive Chief of Staff;
2. Endorse the following policies for Public Exhibition for a period of no less than 28 days:
  - Draft Community Engagement Policy - SVC-EXE-PO-017
  - Draft Media Policy - SVC-COR-PO-024-01
  - Draft Media for Mayor and Councillors Policy - SVC-COR-PO-028-01
3. Note that if submissions are received during the public exhibition period, a further report will be provided to Council on the submissions and any proposed amendments to the policies;
4. Adopt the policies if no submissions are received on the day after the completion of the public exhibition.

Cr Julia Ham/Cr Margaret Isselmann

**CARRIED UNANIMOUSLY**

## **8. MANAGEMENT REPORTS**

### **7.1 NSW BUSHFIRE COMMUNITY AND RESILIENCE FUND (BCRRF) STREAM 2 - POTENTIAL PROJECTS FOR APPLICATION FOR FUNDING**

**OPS 21/20 RESOLVED:  
THAT COUNCIL:**

1. Receive the report on NSW Bushfire Community and Resilience Fund (BCRRF) Stream 2 – potential projects for application for funding;
2. Note the funding stream guidelines, eligibility criteria and closing dates for applications;
3. Endorse application for funding under Stream 2 of the BCRRF for the following eligible joint Council recovery projects:
  - a) Locally informed, regionally connected LGA Recovery Plans
  - a) Building up our community leaders
  - b) Building the resilience of our most vulnerable
  - c) Landscape rehabilitation education for rural land holder's impacted by fire

Cr Cate Cross/Cr Cor Smit

**CARRIED UNANIMOUSLY**

### **7.2 NSW REGIONAL ROAD TRANSFER AND ROAD CLASSIFICATION**

**OPS 22/20 RESOLVED:  
THAT COUNCIL:**

1. Receive this report on the announcement from the NSW Government to undertake a Road Classification Review and transfer the management of 15,000 kilometres of Regional Roads from Local Government to the State;
2. Acknowledge that no roads within the Snowy Valleys Local Government Area were nominated for transfer or reclassification;
3. Acknowledge and advocate for a review of the funding model for Regional Roads to ensure that they can be maintained to the appropriate standard.

Cr Julia Ham/Cr Cate Cross

**CARRIED UNANIMOUSLY**

**7.3 PUBLIC GRIDS AND GATES POLICY PUBLIC FEEDBACK**

**OPS 23/20 RESOLVED:**  
THAT COUNCIL:

1. Receive this report on the Public Grids and Gates Policy - feedback from public exhibition;
2. Note the thirty two submissions received on the Public Grids and Gates Policy;
3. Adopt the Public Grids and Gates Policy (SVC-ENG-PO-012-01) with changes as attached to the report;
4. Write to the submitters, thanking them for their input and advising them of the outcome to their submission.

Cr Julia Ham/Cr Cor Smit

**CARRIED UNANIMOUSLY**

**7.4 RESCINDMENT OF POLICIES - COMMUNITY & CORPORATE**

**OPS 24/20 RESOLVED:**  
THAT COUNCIL:

1. Receive the report on Rescindment of Polices – Community & Corporate;
2. Rescind the following policies:
  - a) Awnings over footpaths
  - b) Dining Areas and Display on Footpaths
  - c) Busking Policy
  - d) Street Stall and Fundraising on Footpaths Policy
  - e) Display of Private Second-Hand Vehicles for Sale
  - f) Enforcement Measures – Companion Animals Management
  - g) Leash free dog exercise area

Cr Cate Cross/Cr Julia Ham

**CARRIED UNANIMOUSLY**

**7.5 ENFORCEMENT POLICY - FOR ADOPTION**

**OPS 25/20 RESOLVED:**  
THAT COUNCIL:

1. Receive the report on Adoption of Draft Enforcement Policy
2. Adopt the Enforcement Policy - SVC-ENV-PO-077-01

Cr John Larter/Cr Cate Cross

**CARRIED UNANIMOUSLY**

**7.6 ADOPTION OF CHILDREN'S SERVICES POLICIES**

**OPS 26/20 RESOLVED:**  
THAT COUNCIL:

1. Receive the report on the draft suite of Children's Services policies including the Children Services Handbook - SVC-ChildServ-F-163-01;
2. Adopt the draft suite of Children's Services Policies including the Children's Services Handbook – SVC-ChildServ-F-163-01.

Cr Julia Ham/Cr Cor Smit

**CARRIED UNANIMOUSLY**

**7.7 ADOPTION OF COMMUNITY SERVICES POLICIES**

**OPS 27/20 RESOLVED:**  
THAT COUNCIL:

1. Receive the Report on Adoption of the Community Services Policies;
2. Adopt the suite of Draft Multi Service Outlet Polices - SVC-MSO-PO-93 to 104 & Draft Community Transport Policy - SVC-ComServ-PO-083 and Community Transport Protocols - SVC-ComServ-PR-073-01;
3. Adopt the Draft Retirement Living Code of Conduct - SVC-ComServ-PO-108-01.

Cr Cate Cross/Cr John Larter

**CARRIED UNANIMOUSLY**

**7.8 MINUTES OF THE EXTRAORDINARY MEETING OF THE ABORIGINAL LIAISON COMMITTEE HELD TO CONSIDER THE DRAFT SVC RECONCILIATION ACTION PLAN - 23 SEPTEMBER 2020**

**OPS 28/20 RESOLVED:**  
THAT COUNCIL:

1. Receive the report on the Extraordinary Meeting of the Aboriginal Liaison Committee;
2. Note the Minutes of the Extraordinary Meeting of the Aboriginal Liaison Committee meeting held on 23 September 2020
3. Release the Draft SVC Reconciliation Action Plan for public comment for a period of 28 Days.

Cr Geoff Pritchard/Cr John Larter

**CARRIED UNANIMOUSLY**

There being no further business to discuss, the meeting closed at 2.26pm.

**10. GOVERNANCE AND FINANCIAL REPORTS****10.1 ANNUAL REPORT 2019-20**

**REPORT AUTHOR:** COORDINATOR COMMUNICATIONS & ENGAGEMENT  
**RESPONSIBLE DIRECTOR:** EXECUTIVE CHIEF OF STAFF

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**EXECUTIVE SUMMARY:**

Council's Annual Report provides an overview of Council's programs, achievements and performance over the last financial year.

As a primary document within the Integrated Planning and Reporting framework, the Annual Report focuses on Council's achievement in implementing the Delivery Program.

Council is normally required to prepare an annual report within five months of the end of the financial year. As a result of COVID-19 and in line with Office of Local Government Circular 20-15/1 May 2020/A700190, the deadline for Council to place the report on the website and submit the report to the Office of Local Government is now 31 December 2020.

The Snowy Valleys Council Annual Report 2019-20 has been prepared in accordance with the requirements of the Local Government Act and Regulation.

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

- 1. Receives and adopts the draft Snowy Valleys Council Annual Report 2019-20.**
- 2. Council's 2019-20 Audited Financial Statements be attached to, and form part of, the adopted Annual Report 2019-20 once they are finalised;**
- 3. Approve a copy of the 2019-20 Annual Report be placed on Council's website and submitted to the Office of Local Government by 31 December 2020.**

**BACKGROUND:**

The Annual Report provides Council with the opportunity to report to the community and government stakeholders on its achievements and accomplishments over the past financial year against those objectives contained in the Delivery Program.

Council is normally required to prepare an annual report within five months of the end of the financial year. As a result of COVID-19 and in line with Office of Local Government Circular 20-15/1 May 2020/A700190, the deadline for Council to place the report on the website and submit the report to the Office of Local Government is now 31 December 2020.

**REPORT:**

The Snowy Valleys Council Annual Report 2019-20 has been prepared in accordance with the Local Government Act 1993, The Local Government (General) Regulation 2005 and the Office of Local Government's Integrated Planning and Reporting Guidelines.

The Annual Report includes highlights of Council's achievements for the year, financial summary information, a report on Council's progress in implementing its actions to deliver the Delivery Program and mandatory statutory reporting requirements.

Council's 2019-20 Audited Annual Financial Statements are to form part of the Annual Report once they are received from the NSW Audit Office and finalised.

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

Theme 4: Communication &amp; Engagement

**Delivery Outcomes**

4.3 Council has sound organisational health and has a culture which promotes action, innovation, accountability and transparency

**Operational Actions**

4.3.8 Produce and publish Council's Annual Report in accordance with the Local Government Act 1993

**SUSTAINABILITY ASSESSMENT:**

	<b>Positive</b>	<b>Negative</b>
Social	Ensuring adequate services are provided to the community and transparent reporting provides confidence in Council's ability to deliver on the community's priorities.	Delivery of some projects and initiatives were impacted by COVID-19 and bushfires, therefore may provide a source of contention for the community
Environmental	Reporting on the provision of services that improve environmental outcomes within Council's area of influence	Nil
Economic	The Annual Report assists in improving community and investor confidence in the region through demonstration of gradual improvement in delivery and of key economic initiatives	There are some carry over initiatives which have not been delivered as planned, which may impact community and investor sentiment.
Governance	This report is required to demonstrate to the community and government the appropriateness and transparency of Council's decision making processes	Transparency and accuracy of reporting may be a source of community criticism

**Financial and Resources Implications**

Nil

**Costs and Benefits:**

Nil

**Policy, Legal and Statutory Implications:**

In accordance with *Local Government Act 1993 Act s428 (1)* Council is normally required to prepare an annual report within five months of the end of the financial year. As a result of COVID-19 and in line with Office of Local Government Circular 20-15/1 May 2020/A700190, the deadline for Council to place the report on the website and submit the report to the Office of Local Government is now 31 December 2020.

The Annual Report must be prepared in accordance with the Integrated Planning and Reporting Guidelines (IP & R) in accordance with *Local Government Act s 428 (3)*.

A copy of Council's annual report must be posted on Council's website and be provided to the Minister for Local Government (via OLG), as per *Local Government Act s 428 (5)*.

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

Nil

**OPTIONS:**

No options are considered necessary and the Annual Report is a requirement under the Local Government Act 1993.

**COUNCIL SEAL REQUIRED:**

No

**COMMUNITY ENGAGEMENT AND COMMUNICATION:**

The Communications and Engagement team consulted with subject matter experts to coordinate and collate the information required to meet statutory requirements.

The consultation involved providing regular progress reporting to the executive team on content and formatting of the document.

Council's Managers provided quarterly updated status reports on progress on Council's identified operational plan actions. The quarterly updates were collated into the Half Yearly Report and this Annual Report.

Attachments

- 1 2019-2020 Annual Report (under separate cover) [⇒](#)



**10. GOVERNANCE AND FINANCIAL REPORTS****10.2 DELEGATION OF AUTHORITY TO SIGN "STATEMENT BY COUNCIL ON ITS OPINION OF THE ACCOUNTS" FOR THE 2019/20 ANNUAL FINANCIAL STATEMENTS**

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

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**EXECUTIVE SUMMARY:**

Council is required to delegate authority to the Mayor, a Councillor, General Manager and Responsible Accounting Officer to sign the 'Statement by Council on its opinion of the Accounts' for 2019/20.

**RECOMMENDATION:**

**THAT COUNCIL in accordance with Section 413 of the Local Government Act, and subject to endorsement from the Audit, Risk & Improvement Committee, resolve:**

- 1 That its 2019/20 Annual Financial Statements:**
  - a. Are in accordance with the Local Government Act 1993 (as amended and the Regulations made there under);**
  - b. Are in accordance with the Australian Accounting Standards and Professional Pronouncements;**
  - c. Are in accordance with the Local Government Code of Accounting Practice and Financial Reporting;**
  - d. Present fairly the Council's 2019/20 operating result and financial position;**
  - e. Are in accordance with Council's accounting and other records; and**
  - f. Council is not aware of any matter that would render this report false or misleading in any way.**
- 2 To delegate authority to the Mayor, Deputy Mayor, Chief Executive Officer (General Manager) and the Responsible Accounting Officer to sign the 'Statement by Council on its Opinion of the Accounts' (clause 215 of the Local Government General Regulation).**
- 3 That the Chief Executive Officer (General Manager) be 'authorised to issue' the 2019/20 accounts immediately upon receipt of the auditor's report.**
- 4 To invite Council's Auditor to attend the December Ordinary Council Meeting to present the 2019/20 Financial Reports.**

**BACKGROUND:**

Sections 413 to 421 of the Local Government Act 1993 relate to the Council's annual reporting requirements.

Council is required to submit its audited annual financial statements for the financial year ending 30 June 2020 to the Office of Local Government by 30 November 2020. The submission for Financial Statements is usually 31 October 2020, however, a one month extension was granted by the OLG to all Councils in response to the COVID-19 pandemic.

**REPORT:**

The NSW Audit Office (with Crowe Horwath being the contracted auditor) has reviewed the financial statements for the 2019/20 financial year. This process is currently progressing to meet the deadline of submitting the Financial Statements to the Office of Local Government by the 30 November 2020.

Section 413 requires that Council must provide an opinion on its financial report by way of a statement attached to the reports. The content of the statement is specified in the Local Government (General) Regulation, as follows:

19 Statement by a Council on its annual reports

- (1) The statement required by section 413 (2) (c) of the Act must:
  - a) Be made by resolution of the Council, and
  - b) Be signed by:
    - i. The Mayor, and
    - ii. At least one other member of the Council, and
    - iii. The responsible accounting officer, and
    - iv. The General Manager (if not the responsible accounting officer).
- (2) The statement must indicate:
  - a) Whether or not the Council's annual financial reports have been drawn up in accordance with:
    - i. the Local Government Act 1993 (as amended) and the Regulations made thereunder,
    - ii. The Australian Accounting Standards and professional pronouncements; and
    - iii. The Financial Statement Guidelines for NSW Councils.
  - b) Whether or not those reports present fairly the Council's financial position and operating result for the year, and
  - c) Whether or not those reports accord with the Council's accounting and other records, and
  - d) Whether or not the signatories know of anything that would make those reports false or misleading in any way, and include such information and explanations as will prevent those reports from being misleading because of any qualification that is including in the statement.
- (3) The Council must ensure that the statement is attached to the relevant annual financial reports.

The recommendation is in accordance with the requirements of the Act and regulation.

Draft Financial Statements were presented to the Audit, Risk and Improvement Committee (ARIC) at an Extraordinary Meeting 30 September 2020. The draft statements were reviewed again at ARIC on 2 November 2020 to review Notes 10(a) and 24 which were not complete at the time of the extraordinary meeting due to the delay in the revaluation of the transport network and establishing system parameters within the asset management system.

**Draft 2019/20 Financial Statements – Income Statement:**

\$ '000	Notes	Actual 2020	Actual 2019 <sup>1</sup>
<b>Income from continuing operations</b>			
Rates and annual charges	3a	17,045	16,714
User charges and fees	3b	15,201	15,068
Other revenues	3c	1,822	1,186
Grants and contributions provided for operating purposes	3d,3e	15,300	17,385
Grants and contributions provided for capital purposes	3d,3e	11,724	4,794
Interest and investment income	4	515	1,640
Rental income	15e	1,108	–
<b>Total income from continuing operations</b>		<b>62,715</b>	<b>56,787</b>
<b>Expenses from continuing operations</b>			
Employee benefits and on-costs	5a	20,580	18,209
Borrowing costs	5b	503	508
Materials and contracts	5c	18,377	15,852
Depreciation and amortisation	5d	11,704	11,603
Other expenses	5e	5,492	4,865
Net losses from the disposal of assets	6	2,028	2,541
<b>Total expenses from continuing operations</b>		<b>58,684</b>	<b>53,578</b>
<b>Operating result from continuing operations</b>		<b>4,031</b>	<b>3,209</b>
<b>Net operating result for the year</b>		<b>4,031</b>	<b>3,209</b>
Net operating result attributable to council		4,031	3,209
<b>Net operating result for the year before grants and contributions provided for capital purposes</b>		<b>(7,693)</b>	<b>(1,585)</b>

The 2019/20 Draft Income Statement shows total income from continuing operations of \$62.7M, total expenses from continuing operations of \$58.7M, resulting in a net operating surplus of \$4M which includes capital grants and contributions.

Significant events affecting the financial situation during 2019/20 included the Dunn's Road and Green Valley fire events whereby Council incurred substantial additional expenditure in employee costs and materials and contracts during the event and ongoing in the recovery phase. The fire events were declared a Section 44 and Council was able to claim for funding for the expenditure incurred however not all was able to be claimed.

At the commencement of the 2019/20 financial year, accounting standards known as the Revenue Standards came into effect (AASB 15 'Revenue from Contracts with Customers' and AASB 1058 'Income from Not-for-Profit Entities'). AASB 15 affects the treatment of Council fees & charges, commissions, sales and operational grant revenue. AASB 1058 mainly affects the timing of revenue recognition of capital grants. Note 17 of the Financial Statements shows the impact of the implementation of the Revenue Standards on Council's reported financial result and position.

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

Theme 4: Communication &amp; Engagement

**Delivery Outcomes**

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

**Operational Actions**

1.7.5 Finalise financial statements by 31 October

Note: an extension to the statutory deadline of 31 October to 30 November has been granted to all NSW Councils by the Office of Local Government.

**SUSTAINABILITY ASSESSMENT:**

N/A

**Financial and Resources Implications**

There is a considerable cost incurred to have the financial statements externally audited along with internal resources required to produce the financial statements.

**Costs and Benefits:**

N/A

**Policy, Legal and Statutory Implications:**

As detailed in the report

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

The process for undertaking the completion and validation of financial statements is robust and is a key component to managing financial and business risk.

**OPTIONS:**

Nil

**COUNCIL SEAL REQUIRED:**

No

**COMMUNITY ENGAGEMENT AND COMMUNICATION:**

Audited Financial Statements will be presented to the Council in December by the External Auditor at the Ordinary Meeting. A media release will follow to provide residents further information.

Attachments

- 1 Draft 2019/20 Financial Statements (under separate cover) ⇒
- 2 GPFS Statement by Councillors and Management (under separate cover) ⇒
- 3 SPFS Statement by Councillors and Management (under separate cover) ⇒

**10. GOVERNANCE AND FINANCIAL REPORTS****10.3 AUDIT RISK AND IMPROVEMENT COMMITTEE ANNUAL REPORT 2019-2020**

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

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**EXECUTIVE SUMMARY:**

To provide Council with the Audit Risk and Improvement Committee Annual Report for 2019-2020. The report covers the period from November 2019 to October 2020.

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

1. **Receive the report for the Audit Risk and Improvement Committee Annual Report for the reporting period 2019-2020.**
2. **Note the Audit Risk and Improvement Committee Annual Report for the period 2019-2020.**

**BACKGROUND:**

The Audit Risk and Improvement Committee (ARIC) plays a pivotal role in the governance framework. It provides Council with independent oversight and monitoring of the council's audit processes, including the council's internal controls activities. This oversight includes internal and external reporting, risk management activities, internal and external audit, and compliance.

**REPORT:**

In accordance with the Internal Audit Guidelines September 2010 developed by the Office of Local Government and the ARIC Terms of Reference, the ARIC is required to report annually to Council.

This report covers the reporting period November 2019 to October 2020.

The Audit Risk and Improvement Committee is responsible for oversight and monitoring of the Council's audit, risk and governance activities, including reviewing the implementation of recommendations resulting from internal audit, compliance and other governance reviews.

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

Theme 4: Communication & Engagement

**Delivery Outcomes**

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

**Operational Actions**

4.5.2 Convene meetings for the audit risk and improvement committee quarterly

**SUSTAINABILITY ASSESSMENT:**

	<b>Positive</b>	<b>Negative</b>
Social	By providing a leading role in internal audit and risk management, processes should become 'business as usual' operations of Council, ensuring the needs of the community are being meet.	Nil
Environmental	Risk management is an essential part of effective corporate governance, inclusive of environmental risks	Nil
Economic	ARIC scope includes the reliability and integrity of financial operational information	Internal Audit and the ARIC have a budget of \$47,000 for this financial year.
Governance	Internal audit is an essential component of a good governance framework for all councils. At both a management and councillor level, councils must strive to ensure there is a risk management culture. Internal audit can assist in this regard.	Nil

**Financial and Resources Implications**

There is a budget for ARIC and internal audit for the 2019/2020 financial year of \$47,000. This budget provides for ARIC member remuneration and training, as well as the engagement of an internal audit provider to conduct internal audits as required.

**Costs and Benefits:**

N/A

**Policy, Legal and Statutory Implications:**

Audit Risk and Improvement Committee Terms of Reference

Internal Audit Guidelines September 2010 – Office of Local Government

Local Government Act 1993

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

The ARIC plays an active role in relations to Council's risk profiles in ensuring that appropriate focus is placed on identifying, prioritising, monitoring, mitigating and managing risks to which the Council is exposed. The Committee received regular updates on ongoing risks and actions being taken by management including details of risk mitigation where relevant. An internal audit review of the SVC Enterprise Risk Management Framework (ERMF) in the context of risks to achieving Councils strategic, capital and operational objectives was undertaken and recommendations are being implemented.

**OPTIONS:**

Nil

**COUNCIL SEAL REQUIRED:**

No

**COMMUNITY ENGAGEMENT AND COMMUNICATION:**

The Annual Report was presented to the ARIC members at on the 02 November 2020 meeting for discussion. A recommendation was made by the ARIC to present the report to Council.

Attachments

- 1 Audit Risk and Improvement Committee Annual Report 2019-2020 (under separate cover) [⇒](#)

**10. GOVERNANCE AND FINANCIAL REPORTS****10.4 AUDIT RISK AND IMPROVEMENT COMMITTEE MEMBERSHIP 2021**

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

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**EXECUTIVE SUMMARY:**

To present to Council the Audit Risk and Improvement Committee membership appointments for 2021.

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

- 1. Receive the report on Audit Risk and Improvement Committee Membership 2021**
- 2. Accept the resignation of Glenyce Francis as the Chairperson of the Audit Risk and Improvement Committee effective from 31 March 2021**
- 3. Appoint Stephen Walker as the Chair of the Audit Risk and Improvement Committee from 01 April 2021 until 31 March 2024**
- 4. Appoint Carolyn Rosetta-Walsh as independent member of the Audit Risk and Improvement Committee from 01 April 2021 until 31 March 2024**
- 5. Formally acknowledge Glenyce Francis's contribution as outgoing Chair.**

**BACKGROUND:**

The Audit, Risk and Improvement Committee plays a pivotal role in the governance framework. It provides Council with independent oversight and monitoring of Council's audit processes, including Council's internal controls activities. This oversight includes internal and external reporting, risk management activities, internal and external audit and compliance.

For the Committee to be most effective it is important that it is properly constituted of appropriately qualified independent members.

**REPORT:****Resignation of Current Chair**

On 19 October 2020 Mayor Hayes received a letter of resignation from independent member Glenyce Francis from her position as Chair of the Audit Risk and Improvement Committee effective from 31 March 2020. This resignation aligns with Council resolution M77/19 from 18 April 2019, "Appoint Glenyce Francis as Chair of the Audit, Risk and Improvement Committee until March 2021".

**Recruitment and Selection of Independent Member**

Chapter 4 of the Internal Audit Guidelines September 2010 states:

*"Committee members and the audit committee chair should be appointed by the Council. This could be done on the recommendation of a committee which has been convened by Council with power to interview and recommend suitable candidates. It is important that the process used is transparent and accountable."*



*“When selecting committee members it is important to ensure that they have appropriate qualifications and experience to fulfil their role. The following qualities are desirable when appointing members:*

*Individuals should have:*

- *Knowledge of local government*
- *Strong communication skills*
- *High levels of personal integrity and ethics*
- *Sufficient time available to devote to their responsibilities as a committee member*
- *High levels of financial literacy and, if possible accounting; financial; legal compliance and/or risk management experience or qualifications.*

*The audit committee as a whole should have:*

- *At least one member with financial qualifications and experience*
- *Skills and experience relevant to discharging its responsibilities, including experience in business, financial and legal compliance, risk management”*

As per Council resolution M11/20 the last independent member recruited to the Audit Risk and Improvement Committee was appointed on 28 January 2020 after a comprehensive recruitment phase. The selection panel members at that time concluded that both Melissa Tooke (current member) and Carolyn Rosetta-Walsh were suitable candidates to act as independent members for the Committee. Carolyn Rosetta Walsh was placed on the eligibility list for a 12 month period.

**6.5 APPOINTMENT OF INDEPENDENT MEMBER TO THE AUDIT, RISK AND IMPROVEMENT COMMITTEE**

**M11/20 RESOLVED:  
THAT COUNCIL:**

1. Receive the report on the Appointment of Independent Member to the Audit, Risk and Improvement Committee from the Executive Chief of Staff.
2. Appoint Melissa Tooke as an independent member to the Audit, Risk and Improvement Committee until January 2023.
3. Place Carolyn Rosetta-Walsh on an eligibility list for a period of 12 months.

Cr John Larter/Cr Cate Cross

**CARRIED UNANIMOUSLY**

**Selection of Chair**

As per Chapter 4 of the Office of Local Governments Internal Audit Guidelines September 2010:

*“The chair of the Audit, Risk and Improvement Committee is critical to the overall effectiveness of the committee. The chair of the committee should be independent and should not be the Mayor or a member of Council.*

*The Council should select an Audit, Risk and Improvement Committee Chair who:*

*Is knowledgeable of the duties and responsibilities of the position as outlined in the Audit, Risk and Improvement Terms of Reference, especially about local government, financial reporting and auditing requirements;*

*Has the requisite local government, financial and leadership skills;*

*Has the ability to build good relationships and*

*Has strong communication skills*

*The term of appointment by the chair should be specified by Council”*

Stephen was appointed independent member to the ARIC in April 2019 until March 2021 as per resolution M77/19. Following the resignation of Glenyce Francis, Stephen Walker will be the longest serving independent member and meets the requirements as per the Internal Audit Guidelines listed above. It is therefore recommended that Stephen Walker be appointed as the new Audit Risk and Improvement Committee Chair from 01 April 2021.

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

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

Theme 4: Communication & Engagement

#### **Delivery Outcomes**

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

#### **Operational Actions**

4.5.2 Convene meetings for the audit risk and improvement committee quarterly

## **SUSTAINABILITY ASSESSMENT:**

	<b>Positive</b>	<b>Negative</b>
Social	Nil	Nil
Environmental	Nil	Nil
Economic	Audit, Risk and Improvement Committees assist Council to strive to ensure there is a risk culture and to improve efficiencies.	Nil
Governance	Selection of the appropriate qualified independent members to the committee is essential to support good governance and high functioning committees.	Nil

## **Financial and Resources Implications**

As per resolution M77/19, the current remuneration for

- An independent member is \$400 (exc. GST) per meeting inclusive of preparation, attendance, travel time and expenses
- A Committee Chair is \$3000 (exc GST) per annum inclusive of preparation, attendance, travel time and expenses

There is a budget for internal audit which is inclusive of ARIC member remuneration.

## **Costs and Benefits:**

Nil

**Policy, Legal and Statutory Implications:**

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

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

Risk Management is an important component of corporate governance. Risk Management is the responsibility of management with oversight by Council and the Audit, Risk and Improvement Committee. A key objective of the Audit, Risk and Improvement Committee is to ensure that processes and controls are in place to manage all types of risk. Ensuring appropriately qualified and suitable independent members are selected so that the Audit, Risk and Improvement committee can function appropriately.

**OPTIONS:**

Carolyn Rosetta-Walsh not be appointed and another full round of recruitment be undertaken  
An alternate committee member be appointed as Committee Chair

**COUNCIL SEAL REQUIRED:**

No

**COMMUNITY ENGAGEMENT AND COMMUNICATION:**

Community Engagement and Communication not required.

The Audit Risk and Improvement Committee resolved the following

**4.14 AUDIT RISK AND IMPROVEMENT COMMITTEE MEMBERSHIP 2021****ARI.74 RESOLVED:**

THAT THE COMMITTEE:

1. Received the report on Audit Risk and Improvement Committee Membership 2021
2. Noted the resignation of Glenyce Francis as the Chair and independent member of the Audit Risk and Improvement effective from 31 March 2021
3. Recommended Steve Walker be appointed as Chair of the Audit Risk and Improvement Committee from 01 April 2021 until 31 March 2024
4. Recommended Carolyn Rosetta-Walsh be appointed as an independent member of the Audit Risk and Improvement Committee from 01 April 2021 until 31 March 2024
5. Formally acknowledge Glenyce Francis's contribution as outgoing Chair.

Melissa Tooke/Cr Cate Cross

**ATTACHMENTS**

Nil

## 10. GOVERNANCE AND FINANCIAL REPORTS

### 10.5 FUTURE DIRECTION OF COUNCIL COMMITTEES

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

#### EXECUTIVE SUMMARY:

The purpose of this report is to present to Council an analysis of the information and feedback that was gathered during the public exhibition of the draft Council Committees framework.

On 16 July 2020, as per resolution number M154/20, Snowy Valleys Council endorsed to place the Draft Council Committees Policy and Draft Council Committees Operational Manual on public exhibition for a minimum period of 56 days.

During that period a total of 20 committee health checks were undertaken in consultation with committee representatives.

#### RECOMMENDATION:

##### THAT COUNCIL:

1. Receive the report on the Future Direction of Council Committees
2. Endorse the revised Council Committees Policy SVC-GOV-PO-109-01 for public exhibition for a further 56 days
3. Endorse the revised Council Committees Operations Manual SVC-GOV-Gdl-028-01 for public exhibition for a further 56 days
4. Endorse the Committee Check List SVC-GOV-F-188-01 for public exhibition for 56 days
5. Endorse the External Grant Funding Notification Form SVC-GOV-F-189-01
6. Endorse the future direction for Council Committees as per the following table

Committees	Recommendation
Batlow Development League	To dissolve by June 2021
Camp Hudson Management	To dissolve by June 2021
Christmas in Tumut	To dissolve by June 2021
Festival of Falling Leaf	To dissolve by June 2021
Khancoban United Volunteers Association	To dissolve by June 2021
Rock the Turf	To dissolve by June 2021
Rosewood Community Shed	To dissolve by June 2021
Talbingo Progress Association	To dissolve by June 2021
Tumut District Community Transport	To dissolve by June 2021
Tumbarumba Historical Society	To dissolve by June 2021
Children's Committee	To dissolve by June 2021
Friends of Stockwell Gardens	To dissolve by June 2021 and establish as a volunteer group
Tumbarumba Friends of the Library	To dissolve by June 2021 and establish as a volunteer group
Disability Inclusion Access Reference Group	To remain an Advisory Committee with the dissolution of the sub-committee Community Welfare Committee

Glenroy Heritage Reserve	To remain a Community Committee with the dissolution of the sub-committee Pioneer Women's Hut
Tumbarumba RSL Memorial Hall	To convert to an Advisory Committee
Adelong Showground	To remain a Community committee
Tooma Recreation Reserve	To remain a Community committee
Aboriginal Liaison	To remain an Advisory Committee
Audit Risk and Improvement	To remain an Advisory Committee
Australia Day	To remain an Advisory Committee
Chief Executive Review	To remain an Advisory Committee
Tumut Aerodrome	To remain an Advisory Committee
Youth Council – Tumut and Tumbarumba	To remain an Advisory Committee
Tumut Saleyards	To be dissolved as per previous resolution M84/20 16/04/2020
Regional Health Services	To be dissolved as per resolution M266/20 27/09/2018
Climate Change Adaptation	To be established as per resolution M223/20 17/09/2020

**7. Note the extensive support offered by Council to facilitate the transition to alternative governance and operational models for those committees to be dissolved.**

**BACKGROUND:**

During the past 18 months Snowy Valleys Council has undertaken extensive consultation with the Office of Local Government, internal and external auditors, Councillors, Council's insurer and other NSW Councils to develop a OneSVC Volunteer Framework and a OneSVC Council Committee Framework.

These frameworks provide consistency for volunteer management and committee management across the entire Snowy Valleys Council. The Volunteer Framework was adopted in June 2020 and the Committee Framework was endorsed by Council for public exhibition in July 2020.

The development of the new frameworks has been a collaboration between council teams including the nominated staff delegates for committees and volunteers and committee members. This collaborative approach has resulted in a framework that meets legislative requirements whilst also meeting the needs of the community.

**REPORT:**

**Submissions - Council Committees Policy and Operations Manual**

The framework documents that were placed out on public exhibition received a total of 12 formal submissions. The formal submissions have been reviewed and the documents revised accordingly. Revised documents are being presented to Council for endorsement to be placed on a second round of public exhibition. Full details of submissions can be found under Community Engagement and Communication section in this report.

**Feedback from Health Checks**

Since August 2020, Council coordinated individual committee health checks with the representatives of 20 Council committees. Information gathered during the health checks has been used to review and inform the committee framework. These health checks consisted of robust conversations with committee executive members and included:

- Committee Terms of Reference
- Committee appointment and membership

- Committee meetings
- Records management
- Financial management including use of ABN's and GST requirements
- Funding and grant application processes
- Event management
- Facilities management and repairs/maintenance

The committee health checks have identified individual risks for each committee and a number of suggestions for consideration in the review of the framework.

The emerging risk themes to Council from the health check process include:

- Potential loss of volunteers due to constraints with the new committee framework
- The small population of towns resulting in members of executives being related
- Some committees using their own ABN and the implication for Council
- Committees not charging GST where applicable and not completing Business Activity Statement (BAS) requirements
- Committees engaging contractors without prior Council knowledge
- Committees applying for grants without prior Council knowledge
- Committees acting outside the current Terms of Reference
- Potential fraud risks due to the handling of cash without consistent money handling guidelines and policies
- Committees not having asset registers to clearly identify their assets
- Committee members not registered or inducted volunteers of Council
- Committees procuring outside of Councils procurement policy
- Lack of training provided to the executive members of the committees
- Lack of understanding of risk assessments and insurance requirements for event management
- The difficulty in identifying and managing committee conflicts of interest

During these health checks there were a number of committees who stated that the primary reason for remaining a Council committee was for the insurance coverage offered to committees.

A number of these committees also noted that the draft framework was cumbersome and reporting requirements would be an excessive burden. In addition, some Committees do not want to charge GST or complete quarterly BAS requirements as this would make the treasurer's role far too onerous.

### **Future Direction for Community Committees**

Council recognises the effort made by the large number of committees and volunteers that have contributed thousands of hours to the community. The purpose of the OneSVC Council Committees project was to establish consistent committee management whilst meeting legislative requirements and the needs of the wider community.

Council recognises that although there are numerous community committees that were supported by the former shires for a many number of years, there are considerably more community

organisations across the Snowy Valleys Local Government Area that successfully stand alone and operate independently.

To enable Council to offer transparent, consistent and uniform support to all community organisations Council has undertaken a major initiative to assist these community committees to establish themselves to become independent.

This report recommends that all community committees that are not responsible for the management of a Council facility be dissolved from Council by June 2021.

These community groups offer great benefits to the community and are encouraged to become independent from the Council.

Council has a number of alternative methods for supporting independent community groups that are already in place across the Council. There are a number of areas of support that will be offered to community committees during their transition to becoming independent including:

**a) Not for Profit Law Training**

To be undertaken by a certified not-for-profit social enterprise that provides easy-to-understand, practical legal training to help organisations to build strong communities. This training will include access to the legal information and advice needed to begin the transition to becoming independent from Council.

**b) Event Sponsorship Agreements**

Council has an Event Sponsorship Policy and Procedure that community groups across the Snowy Valleys can apply for to receive financial and in-kind support for events. The community committees that run events will be offered event sponsorship agreements in alignment with Councils Event Sponsorship Policy and Procedure. This will enable Council to maintain a consistent, transparent and equitable approach to event support and sponsorship across the LGA.

**c) Memorandum of Understanding (MOU)**

Where appropriate, community groups will be offered the opportunity to have develop a MOU with Council that articulates the detail of future council support. The MOU will describe the broad outlines of an agreement between both parties and clearly detail the support that a community group could expect from Council moving forward.

**d) Assistance to cover establishment fees and insurance**

Council has a budget set aside for 2020-2021 to assist community committees during the transition to standing alone. Financial assistance can be used to help cover the costs of insurance and becoming incorporated. Any financial assistance will be provided equitably.

**e) Donation of non-fixed assets**

All non-fixed assets of the committee will be assessed and where appropriate be donated to the newly formed entity to ensure that members of the community groups can continue to use these non-fixed assets to support their ongoing operations.

**f) Donation of financial assets**

All financial assets of the committee will be assessed and where appropriate be donated to the newly formed entity to ensure that members of the community groups can continue to use these financial assets to support their ongoing operations.

**g) Fixed assets**

In most instances it is expected that where the committee has responsibility for a fixed asset, the fixed asset will remain the property of the Council. Donations of fixed assets are problematic as there may be other arrangements that prevent the donation of the fixed asset. An example would be if the land that the fixed asset is situated on belongs to Crown Lands or another party other than

Council. Whilst it is advantageous that fixed assets remain with Council to ensure that they remain community assets, this will be assessed on a case by case basis.

## 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:

	<b>Community groups remaining with Council</b>	<b>Community Groups being independent from Council</b>
Social	There are many benefits of community groups that operate efficiently for the benefit of the community. These include social sustainability through the creation of healthy and liveable communities that are equitable, diverse, connected, transparent and democratic.	The same social sustainability applies to community groups that are independent from Council but with the added bonus of standing alone and the flexibility that independence brings to a community group.
Environmental	Nil	Nil
Economic	Economic sustainability for Council regarding the dissolution of the Committee includes:  i) Reduces staff resources for processing the committees end of year financials and GST reporting requirements  ii) Reduction on staff delegate responsibilities in attending formal committee meetings and writing reports to Council  iii) Reduction in risk due to increased ability to better manage those volunteers performing council supported tasks	The benefits of economic sustainability for independent community groups include:  i) the ability to raise and spend funds without reporting to Council  ii) greater ability to apply for grants  iii) the ability to accept gifts or bequests  iv) the ability to invest and borrow money  v) not having to apply GST under certain thresholds
Governance	The Office of Local Government has requested all Councils undertake a committee review of the operations established under section 355 of the Local Government Act.  Many of the community groups were	A number of committees are not meeting legislative requirements which is a significant risk to council.



	<b>Community groups remaining with Council</b>	<b>Community Groups being independent from Council</b>
	not functioning within Council's standard governance controls. By supporting and actively assisting these community groups to standalone with ensure Council is meeting its compliance and governance obligations for the greater benefit of the LGA.	

### **Financial and Resources Implications**

The committee review currently being undertaken in alignment with the development and implementation of the new committee framework, ensures efficiencies and appropriate management of risk for committee management. There are efficiency gains in staff resources when the Council reduces the number of committees to be managed.

### **Costs and Benefits:**

A budget of \$20,000 has been set for Committees for the 2020-2021 financial year.

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

Local Government Act NSW 1993

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

The 20 health checks that were undertaken identified a number of risks to both the Council as well as the individual committee members. These risks are articulated in this report in the Feedback from Health Checks section.

The main category of risk that presents the highest risk rating for Council in accordance with the Enterprise Risk Management Framework is Corporate Governance and Compliance. Many community committees are currently not meeting the minimum requirements for governance and compliance.

In addition, there is a reputational risk to Council when resolving to dissolve the community committees as this could be perceived as being unsupportive of the community committees.

### **OPTIONS:**

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

### **COUNCIL SEAL REQUIRED:**

No

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

The Draft documents were placed on public exhibition from 24/07/2020 through to 18/09/2020. The placing of the draft documents on public exhibition was communicated through newspaper advertisements, social media and direct email to each of the committees.

During the public exhibition period the Governance and Risk team together with staff delegates undertook 20 committee health checks. These health checks gave the committees an opportunity to ask questions directly and have queries answered. Summary of the health checks was provided above.

In addition to the health checks the following submissions were received

- Nine via the Have Your Say webpage
- One email via nfo@svc.nsw.gov.au
- One direct email to Coordinator Governance and Risk
- One phone call to a Councillor

Main changes to the Operations Manual include

- Checklist and External Grant Funding Notification Form developed
- Definitions added pg 4
- Media consent clarified pg 6
- Committee Review section revised pg 8
- Office bearers must have no more than two members related rather than none pg 12
- Reference added to the Office Local Government document “ At a Glance – Guide for Committee Members and Delegates” pg 13
- Fully revised Financial Management section pg 17
- Manual consolidated from 47 pages to 28

Submission Number	Submission Summary	Comments
3064212 attached	<ul style="list-style-type: none"> <li>• All Ok with the above.....had a chat with staff on site.....discussed mowing of lawns, provision of gravel....roundup for the paths....and general OH&amp;S proviso with installation of a medical cabinet etc....the discussion all round was proactive.....please find attachment I sent to staff for discussion.</li> </ul>	Attachment that was sent to staff was a very specific document for that committee. There was no reference to the committee framework documents.
3057626 attached	<ul style="list-style-type: none"> <li>• Page 6 of 46 - this para appears twice. “Committees can have different functions, so not all sections of this Operations Manual may be relevant to each reader. Any information that is specific to a committee can be found in its Terms of Reference</li> <li>• Question whether paragraphs such as food handling need to appear – this is subject to specific Council Policy that applies across the community</li> <li>• “Given that a Committee has one specific function, even though as stated not all the points in the document apply to every Committee, it just seems crazy that the document is so big. I know there is print size issue etc etc – but surely we have to push back against our litigious society and not put volunteers off.”</li> </ul>	<p>Duplication removed</p> <p>There is no specific Council policy therefore Food Handling section will remain as many committees handle food.</p> <p>Policy reduced in size from 46 pages to 28.</p>
3058375 attached	<ul style="list-style-type: none"> <li>• In the Operations Manual document, page 18 paragraph 5 needs reworking as it is confusing and can be interpreted in different ways.</li> </ul>	Paragraph has been reworded, pg 12
3064352 attached	<ul style="list-style-type: none"> <li>• Page 18 ‘There must be no relatives in office bearer positions and no more than half of voting members can be related’. This places committee in an impossible position. The implications of conflict of interest contained in</li> </ul>	Reworded to “ <i>no more than two relatives in officer bearer positions and not more than half of voting members can be related</i> ”, pg 12.

Submission Number	Submission Summary	Comments
	<p>the dictum are insulting. If this is to be insisted upon both will resign and consider seriously continued participation in the committee. It has always been the practice that we do not co-sign cheques. That is and always has been the role of the Secretary and Treasurer. Other Councils appear not to have adopted this requirement.</p> <ul style="list-style-type: none"> <li>• Page 22 The entire section on financial management needs to be reworked so it ensures that Council assists rather than imposes impossible burdens on s355 committees and volunteers. This is especially so given the enormous contribution 355 committees make to the community. The committees financial management is very good but the increased demands relating to GST with BAS quarterly reports and auditing make the treasurer's job far too onerous. (Page 38). Council needs to provide an auditor and significant assistance to meet the demand to complete quarterly BAS statements. The demand that audit be at Society expense and that we complete quarterly BAS returns treats the Society as separate to council. Receipts and GST collection for the many small items we sell (like a \$4 booklet or a \$6 calendar) is impractical and adds an immense load to the financial accounting requirements. Council is externally audited after the s355 components are incorporated and to pay auditors twice is wasteful. Monthly reports for Council are an excessive burden. Funds raised through the efforts of volunteers cannot be wasted in this duplication. All proceeds from committee calendars (21 of them) books and booklets (13 of them) compiled committee members are directed entirely to the work of the committee. For the committee to operate through Council's bank account makes the account opaque and past experiences of money held in trust by SVC has been far from satisfactory. Still waiting for clarification re fund after months. Treasurer has commented 'I'm sorry but this will be too much work for me. We are volunteers &amp; already keep record of every cent spent!'</li> <li>• Page 6, page 12-13 Absolute control of Committee membership by Council. 'Council appoints committee.' There is provision for election by the Society and Council needs to</li> </ul>	<p>Financial management section has been completely reworked. Pg 17</p> <p>Section has been reworded. Committee Member now in definition pg 4</p>

Submission Number	Submission Summary	Comments
	<p>adopt this Society decision – an attitude and language problem.</p> <ul style="list-style-type: none"> <li>• Page 11 All reports to media must be cleared by the CEO or media officer. The committee would want to report on its own activities to its members and the media in its own right. The section needs rewriting to accommodate this.</li> <li>• The induction process is in large sections cumbersome and inappropriate for most simple volunteer tasks.</li> <li>• The paperwork and checking regime demanded for participation of volunteers in events is cumbersome and has already acted as a deterrent to volunteers.</li> <li>• Page 42-3 The staff delegate arrangement is not an effective contact mechanism. Questions passed on by them from the Society still have had a long delayed or non-existent response. Staff delegate is an obvious filter system designed to limit contact. The power of the staff delegate to override or censor the decision of the committee is unacceptable.</li> <li>• There is no detailed mention or charter in the draft about support services the s355 committees might reasonably expect from SVC and its staff. (Design for projects, machinery or materials assistance for projects, supply of archival storage material, maintenance of archive computer system, etc.)</li> <li>• Page 12. The requirement that committee members be approved by council before they are able to vote is a nonsense. This could lead to months of delay and precludes all decision making during the AGM where the program for the coming year is decided.</li> <li>• Employing contractors. Within an approved project surely we can engage SVC approved</li> </ul>	<p>Section has been reworded to “Comments to the media (outside of TofR) must be approved by Communication and Engagement Team. Pg 7.</p> <p>Noted, however the volunteer induction process is adopted and not part of this public exhibition.</p> <p>Noted, however the volunteer induction process is adopted and not part of this public exhibition.</p> <p>Staff delegate definition now included on pg 4. Nominated staff delegate in the future will be the main point of contact for committees and will improve communication with the committees. Council cannot resource a dedicated position in the structure to manage this function. Staff delegate will not override decision of the committee but will add further information if required.</p> <p>Each committee is unique and requires different levels of support to fulfil its functions as per each committee Terms of Reference.</p> <p>Agree, this section has been modified and now reads  <i>“Any new committee members voted into executive positions are able to vote at the first meeting following the AGM as long as Committee Nomination Forms are completed and reported in the minutes to Council”.</i> Pg 12</p> <p>Committees should use Council approved contractors for all works</p>

Submission Number	Submission Summary	Comments
	<p>contractors.</p> <ul style="list-style-type: none"> <li>Page 11. Grant Application. The multiple levels of application and approval required prior to grant application permission are cumbersome and in the case for example of grants to carry out research etc totally unnecessary and an impediment to the work of the Committee</li> <li>There is no charter of support for committees in the document.</li> <li>There is a huge return to council in terms of financial benefit, community wellbeing, provision of services and promotion. The document places an impossible cost and burdens on those who have a true community centred outlook.</li> </ul>	<p>undertaken. Pg 7</p> <p>An <i>External Grant Funding Nomination Form</i> has been developed to allow committees to give notice rather than requiring full approval as previously indicated pg 6.</p> <p>Councils commitment is clearly stated in the policy on pg 3</p> <p>Council must meet certain governance and compliance obligations. In order to meet these requirements, Committees must also meet certain requirements as discussed throughout the document and with committee members during health check process.</p>
3063843 attached	<ul style="list-style-type: none"> <li>If the aim of this policy is to discourage volunteerism and eradicate 355 committees then this policy should pretty much do the trick. A very sad endorsement of the attitudes of the previous Tumut Shire council.</li> </ul>	<p>The OneSVC Council Committees project was about establishing consistent committee management whilst meeting legislative requirements and the needs of the wider community.</p>
3067209 attached	<ul style="list-style-type: none"> <li>Lengthy phone conversation with a Tumbarumba resident. He was perturbed about the proposed changes to s355 committee terms of reference and felt they were unduly onerous. He is not a member of any committee. After a considerable discussion he understood the picture from an overall positive point of view and thanked me for the time and effort explaining it.</li> </ul>	<p>The OneSVC Council Committees project was about establishing consistent committee management whilst meeting legislative requirements and the needs of the wider community.</p>
3065090 attached	<ul style="list-style-type: none"> <li>Having read the Draft Council Committees Operation Manual,(CCOM) this can no longer be the case, our community members will not be able to show initiative and community service and get things done because of the onerous requirements of the (CCOM) and it's requirements of paperwork and consultation</li> <li>One clause of the CCOM specific to our community is the use of heavy equipment ie. tractors by volunteers, Tractors are part of our rural community. At the time of the Bush fire Recovery the Recreation Reserve was used as a central distribution point for fodder where semi trailers were delivering fodder which was unloaded by tractors and then loaded onto trucks with tractors, and residents slashing the</li> </ul>	<p>The OneSVC Council Committees project was about establishing consistent committee management whilst meeting legislative requirements and the needs of the wider community.</p> <p>Clarification with committee required as to whether it was volunteers of the committee using tractors or was it farmers using their own equipment.</p>

Submission Number	Submission Summary	Comments
	<p>oval and surrounds etc. under the proposed CCOM this would be prohibited.</p> <ul style="list-style-type: none"> <li>We understand the need for accountability as responsible citizens however this document in it's present form is not of any benefit to our local community it leaves us as volunteers over burdened with paperwork and is not necessary and it demonstrates the lack of understanding on how rural communities work</li> </ul>	<p>The framework is to support committees to ensure they meet legislative requirements and not pose any unnecessary risk to council, committee members or the community.</p>
3064493 attached	<ul style="list-style-type: none"> <li>The aim of section 355 committees within the community is for the council to cover the committee's insurance and to encourage organisations of like minded people to improve our communities with the assistance of council.</li> <li>The proposed guidelines of Snowy Valleys Council for S355 committees is against community involvement and will force many community committees to fold.</li> <li>The Snowy Valleys Council is supposed to be working for our communities not against them.</li> </ul>	<p>This statement is incorrect. The aim of section 355 Committees is to perform a function delegated by the Council not to cover the committees insurance.</p> <p>The framework is to support committees to ensure they meet legislative requirements and not pose any unnecessary risk to council, committee members or the community.</p> <p>This comment is considered a personal opinion of the submitter. No edits have been made in response</p>
3065091 attached	<ul style="list-style-type: none"> <li>Page 8 When it comes to festivals who can set the entrance, transport and stallholder fees and when? If they need to go to council it will be very difficult and time delays will occur</li> <li>Page 9 Does a non-voting member of a committee need to be registered?</li> <li>When it comes to managing festivals we can have up to 120 volunteers. In the past we have negotiated with council a simplified induction process for many of them who may only do a couple of hours. If they need to do the on-line induction we may lose many of them. Also, do they need to be registered and approved by council as volunteers beforehand? If so the time delays and organisational structure will complicate the management of the event. Several volunteers only make final commitments in the last few weeks prior to the event.</li> <li>Page 10</li> </ul>	<p>Fees need to be approved by Council and good organisation and time management in reporting to Council will ensure there is no undue delay.</p> <p>A non-voting member of a community committee is regarded as a volunteer and therefore the Volunteer Policy applies.</p> <p>Council has a newly adopted Volunteer Policy and Induction Procedure. As stated in the Induction Procedure <i>“Volunteers who only want to volunteer for a specific Council run event may attend the event safety meeting, where the volunteer application, induction, and interview are processed concurrently. The process will take less than an hour. The event organiser is responsible for organising the safety meeting and ensuring the</i></p>

Submission Number	Submission Summary	Comments
	<p>There are several areas of concern here that would make the management of events very difficult and cumbersome. In particular the following would all need approval of council well beforehand and/or compromise the independence of a committee to organise the event.</p> <ol style="list-style-type: none"> <li>1) The making of a charge (e.g. Bus Transport)</li> <li>2) The fixing of a fee (e.g. Entrance and Stallholder fees)</li> <li>3) Official correspondence when dealing with departments such as Destination NSW</li> <li>4) The committee may not be able to set fees by February each year. This would mean that for an event in May 2022 we would need to set fees by February 2021. This is not always possible and would restrict the flexibility of an event committee to respond flexibly to its costs and market opportunities at the time.</li> <li>5) Also, for committees the ability for them to fundraise for a local charity or person(s) in need is not allowed under this framework.</li> </ol> <ul style="list-style-type: none"> <li>• Page 11 The need to have grant applications signed by the CEO or ED makes things difficult. In terms of the</li> <li>• 'Media Protocol', the way this is written would make the promotion of events very difficult and restrict events in taking up opportunities that come spontaneously from media that contact them wanting stories or offering publicity, etc.</li> <li>• With the 'Contracting of services or goods' again this puts another layer of organisation and time delays.</li> <li>• Page 12 The term of office for committees being the same as the current council implies that members are locked in for 4 years. This is</li> </ul>	<p><i>volunteer completes the Volunteer Registration – EVENT ONLY form.</i>"</p> <p>Once the committee determines the fees for the event, they are discussed and entered into committee minutes and then reported and adopted by Council at monthly meeting.</p> <p>This has been corrected. Comments to media (outside TofR) must be approved by Communication and Engagement Team pg 7.</p> <p>Once the committee determines the fees for the event, they are voted upon at an ordinary meeting, minuted and report to Council.</p> <p>Donations must go to a vote at an ordinary meeting, minuted and reported to Council.</p> <p>This has been corrected. Comments to media (outside TofR) must be approved by Communication and Engagement Team pg 7.</p> <p>An External Grant Funding Nomination Form has been developed to allow committees to give notice rather than requiring full approval as previously indicated.</p> <p>Contractors must be approved contractor of the Council pg6.</p> <p>This section has been removed completely. Committee Review section added pg 8.</p>

Submission Number	Submission Summary	Comments
	<p>too long for volunteer committees and seems in conflict with the notes regarding AGMs on pages 18 and 19. Also, how does this work at the end of a council term. If all positions are declared vacant and new community members attend the AGM who can vote on the nominees to Council.</p> <ul style="list-style-type: none"> <li>• On page 13 it states that current members will vote to decide who will become a nominee to Council to be a member. 12 voting members may be restrictive for large committees especially events.</li> <li>• Page 17 Re:“Minutes of the business discussed will be kept and a copy forwarded to all committee members and to Council within 7 days of the meeting date.” “A motion to confirm the acceptance of the minutes can only be moved and seconded by members who were in attendance at the meeting to which the minutes relate.” Most committees meet monthly and this would mean that the minutes from a meeting are sent to Council before being finally passed by the committee. What are the implications or suggestions here?</li> <li>• Page 21 Re: “Any committee letterhead design must indicate that the function is a committee of Snowy Valleys Council.” This will mean a few changes for committees and we will need to work out how a combination of logos on correspondence will work, especially for events.</li> <li>• Page 27 and on regarding Financial Management This requires further discussion that is not able to be completed in this feedback. With regard to the committee we have three bank accounts We can only operate via a cheque account, we have our own ABN and we are no longer have to do BAS. So, how does GST work? How do we use then Council’s ABN? If festivals have to run their finances through council (e.g. Invoicing, organising payments, etc.) it will become an administrative nightmare for all.</li> <li>• Page 30 With regard to facility management the facility does not seem to fit into this Operational Manual. The committee has put a lot of effort and time into its upgrade. There was equipment installed and other non-fixed</li> </ul>	<p>This will remain at a maximum of 12.</p> <p>This is correct. It is the responsibility of the Chair and Secretary to ensure that minutes are a true and accurate record before being sent to committee members and the Council. If amendments are made at the following ordinary meeting these are minuted and are therefore reported to Council as part of those minutes. pg 11</p> <p>This section has been modified. All committee correspondence should indicate that the committee is a committee of the Council pg 10.</p> <p>Financial management section of the document completely revised pg 17. Although committee must use Councils ABN and charge GST where required.</p> <p>An MOU could be established with the independent community group.</p>



Submission Number	Submission Summary	Comments
	<p>equipment that would be best looked after by the committee. An MOU needs to be established for this facility and equipment.</p> <ul style="list-style-type: none"> <li>Page 38 Regarding GST and quarterly reporting. Again, this area is very unclear and we need further discussions around this topic. As discussed at the recent Committee Health Check Workshop it is still not clear if S355 committees can have their own bank accounts. This needs clarification.</li> </ul>	<p>Covered under the revised Financial Management section of the revised document pg 17.</p>
3064798 attached	<p>Feedback on SVC draft Council Committee Policy document</p> <ul style="list-style-type: none"> <li>Terminology definitions required - members, delegates.</li> <li>4.4. The term of office for committees --same as council ..... conflicts with later requirement in operations manual to hold annual AGM &amp; elect office bearers.(page 19) (volunteers are unlikely to committee to 2- 3 year terms in office)</li> <li>page 4 (n) - how does this apply to activities like community clean ups - no fees are applicable .</li> </ul> <p>Feedback on SVC draft committee operation manual</p> <p>General comments:</p> <ul style="list-style-type: none"> <li>Some work needs to be done on the flow of the document, language &amp; terminology</li> <li>Definitions need to be first and foremost other even the introduction is not easily understood</li> <li>Definitions need to include <ul style="list-style-type: none"> <li>Voting Members ( who- consultation required with our committee on this )</li> <li>Committee members/officer bearers - referred to interchangeable or are these definitions different.</li> <li>Community membership/participation</li> </ul> </li> <li>Document does not recognise voluntary nature of community committees. <ul style="list-style-type: none"> <li>The level of knowledge &amp; obligations expected for committee members is not really reflective of</li> </ul> </li> </ul>	<p>Definitions can now be found in the Operations Manual pg 4</p> <p>This section has been removed completely. Committee Review section added pg 8.</p> <p>Not relevant to current community committees.</p> <p>Document has been completely revised and the flow of document has greatly improved.</p> <p>Definitions now included and introduction improved pg 4</p> <p>Definitions now included page 4</p> <p>Committee members are Council officials and therefore have more responsibilities than volunteers.</p>

Submission Number	Submission Summary	Comments
	<p>this, o it is more written towards obligations &amp; understandings of SVC policies of full time employees - or those very familiar with govt. protocols/policies</p> <ul style="list-style-type: none"> <li>• Lacks commentary/information of how broader community members can contribute to consultations/committee business</li> <li>• Grammar checks required</li> <li>• Page 6. Without an understanding of role definitions (delegates, committee members etc) this is not easily understood .</li> <li>• Page 7 legal status 'Individual Committee members are considered to be public officials suggest: Whilst recognising that some individual committee members may be acting a voluntary capacity they are considered to be public officials</li> <li>• Page 9 <ul style="list-style-type: none"> <li>o Undertake functions that have been delegated to the committee by council..... Again noting the voluntary nature of our committee - the open ended - delegation of functions/tasks is an ambitious expectation and could be overwhelming for individual committee members. What functions? Who manages - how much? Whilst volunteers generously give up their time for these committees, - This could be perceived as an opportunity to have volunteers undertake the work of paid SVC staff.</li> <li>o Be held accountable to council. Is this a bit harsh - un paid volunteers doing their best may not get it right all the time</li> </ul> </li> </ul> <p>Ensure there is no financial gain. This is very difficult in a small community when local businesses &amp; business owners are involved in the committee and there is always a focus to support local businesses here whenever possible. It could also potentially exclude business owners from being part of the committee itself. Suggest a Conflict of interest mechanism be in place for this - interested parties not be involved in decision making on these topics.</p> <ul style="list-style-type: none"> <li>• Page 10 Fees and Charges <ul style="list-style-type: none"> <li>o I don't think this answers the question The</li> </ul> </li> </ul>	<p>The aim of the operations manual is to assist committee members to fulfil their roles with confidence.</p> <p>Many grammar corrections made throughout the document</p> <p>This has now been clarified with definitions added to pg 4</p> <p>Revised accordingly pg 15</p> <p>This section has now been removed and incorporated into the Roles and Responsibilities pg 19 in the back of the document. This removed duplication although many of these items remain as they are still requirement.</p> <p>There is a section on conflict of interest in the Code of Conduct. Committee members to be provided the <i>At a Glance' Guide for Council Committee Members and Delegates</i> provided by the Office of Local Government. Document attached for reference to this report pg 13.</p> <p>Committee members cannot be charged membership fees to be a</p>

Submission Number	Submission Summary	Comments
	<p>Committee has asked about membership fees - as if these are to continue ( helps cover administrative costs, regular activities - ANZAC day - printing etc) we would want the fee set here - with support/agreement from council.</p> <p>o Local Cemetery fees discussed at committee meeting are also an example of how 1 size fee structure does not suit all. ( Cemetery wall was built funded by community but users are being charged full council fee)</p> <ul style="list-style-type: none"> <li>• Page 11 Funding Grant Applications. We need more time to get an understanding of Councils delivery program and Operational plan for the committee accept this clause. How will council ensure that processing and CEO signatures etc is obtained in a timely manner. ( we often don't have much time to draft, consult, submit without an added approval step.</li> <li>• Authority Over Council Employee This wording is very harsh – maybe Committees or committee members may request assistance and support to address committee or council matters from Council employees but they do not have authority to direct a Council employee.</li> <li>• Contracting Goods or services Similar to above (9)- preference to use local (Talbingo resources - permanent &amp; temporary residents)</li> <li>• . Event management Does not cover ability to co-host/cooperation on community events with other local non S.355 committees eg: men's shed.</li> <li>• Page 12 Appointment &amp; membership The term of office for committees --same as council conflicts with later requirement to hold annual AGM &amp; elect office bearers.(page 19) (volunteers are unlikely to committee to 2- 3 year terms in office)</li> </ul> <p>Committee member nomination Does not include business owners?</p>	<p>part of a Council committee.</p> <p>Committees are encouraged to review fees and charges annually and make recommendations to Council pg 6.</p> <p>A new <i>External Grant Funding Notification pg 6</i> form has been developed to try and assist committees with the notification process when applying for grants. The staff delegate can assist with understanding the requirements of Delivery Program and Operational Plan.</p> <p>Section removed completely</p> <p>Local contractors can be used if Council approved contractors.</p> <p>Usually an event would have main responsible host and other host can assist.</p> <p>This section has been removed completely. Committee Review section added pg 8.</p> <p>Community Committee members are made up of community members. If there is a business owner present then conflicts of interest may need to be managed pg 12.</p>

Submission Number	Submission Summary	Comments
	<p>Committee member/Office Bearer nomination ?? Clarity required around interested people to nominate ( self nomination? ) Can committees / committee members nominate? Do nominations have to be accepted/endorsed?</p> <ul style="list-style-type: none"> <li>• Vacation of office Absent without leave from 3 consecutive meetings - different language required here - absent without notification ? Virtual meeting attendance - accepted ????</li> <li>• Page 14 Committee Review Annually in august ( should this be conducted before the AGM? - so the structure is right for the next FY.</li> <li>• Internal Disputes (we don't want to be dealing with disputes not relating to committee business) suggest: All Internal committees disputes between member s of the committee</li> <li>• Page 15 Meeting procedures : no less that 3 meetings &amp; absence for 3 meetings ??? ( maybe this should be 4) Notice of meetings (Times/scheduling in TOR's ? rather than here) COVID is an example where 2 weeks' notice may not work. Nothing here on Virtual meetings???</li> <li>• Page 16 Tabling of Correspondence We need a better understanding of what is acceptable record keeping in electronic environment Internal committee discussions/emails???. Records management/ storage - needs more Who is going to pay for storage - can books/record be archived by/with SVC</li> <li>• Page 17 Minutes of Meetings Motions accepted by members in attendance....define members in this context - does it include community attendees Voting Who can vote???. does it include community attendees</li> <li>• Page 18 Office Bearers Can this framework - chair, vice, secretary, treasurer be a minimum requirement ?? Determined by individual TOR's (eg: TPRA could keep assistant secretary ) (bookings officer is also mentioned later in part 12 but not here) The spouse or</li> </ul>	<p>Committee membership for community committees is via nomination (either self or committee member). Pg 8. Committees are responsible for making recommendation to the Council and then Council appoints.</p> <p>Leave replaced with notification pg 8. Meeting attendance can be either face to face or videolink. Pg9.</p> <p>Committee review always complete before Committee report to Council in September each year.</p> <p>Revised pg 9.</p> <p>Meeting dates should be programmed at AGM pg 11. With extra meeting rescheduled with minimum 2 weeks notice. Virtual meetings are acceptable pg 9.</p> <p>Tabling of Correspondence revised pg 10. Record keeping is for a period of seven years pg 13. Staff delegate can advise on storage requirements for individual committees.</p> <p>Only committee members can vote. See definitions pg 4 and Voting pg 11.</p> <p>There are three mandatory officer bearer positions for community committees. Chair, Secretary and Treasurer pg 12. Additional positions can be assigned by committees if required. If a</p>

Submission Number	Submission Summary	Comments
	<p>defacto partner - ( parents, grand parents..... lineal descendants of same ??)</p> <ul style="list-style-type: none"> <li>• Page 19 Should the AGM deadline be August to allow committees more time for auditing etc at end of FY. Conflicts with Appointment &amp; membership on page 12 (The term of office for committees --same as council conflicts with later requirement to hold annual AGM &amp; elect office bearers.(page 19) (volunteers are unlikely to committee to 2- 3 year terms in office) Election of officer bearers voting members not defined</li> <li>• Page 20 Sub committees &amp; workgroups This does not clearly articulate how we could have a committee for an event that is not just the executive members ( puts more work on just a few)</li> <li>• Page 21 Logo's branding need to be more clearly covered here as a separate topic</li> <li>• Page 23 WHS Needs to be simple ( expectation committees will have full in depth knowledge of council govt. policy . Point of contact for advice/forms ?????</li> <li>• Page 24 First Aid Will first aid training be made available to committee members to assist with compliance??</li> <li>• Page 26 Can Public Liability for events be more clearly articulated please</li> <li>• Page 33 Part 12 - flow CEO Council Delegates Roles &amp; responsibilities are not mentioned/referenced until page 42 maybe Council staff Delegate?</li> <li>• Page 38-39 Treasurers Report ( spelt wrong) No mention of electronic banking mechanisms</li> </ul>	<p>committee manages a facility and that facility manages its own bookings there is also the need for a bookings officer.pg 25. Definition of related is straight from Local Government Act.</p> <p>AGM's should be held in July each year so report of financial affairs can be reported to Council by 31 July each year. pg 17. Committee review to be held yearly before September pg 8. Term of office section removed entirely from document.</p> <p>Volunteers included in definitions pg 4. Working group section revised pg 5.</p> <p>Tabling of Correspondence revised pg 9.</p> <p>WHS is serious and Council expects all volunteers to follow Councils WHS Policy and duties as per the WHS Act.</p> <p>First aid kits to be provided by Council. Pg 16. Training may be provided as identified in risk assessments.</p> <p>Public Liability paragraph was approved by insurance provider.</p> <p>This section has been reviewed pg 19.</p> <p>Spelling mistake corrected and Treasurer responsibilities completely revised pg 20.</p>
3064449 attached	<ul style="list-style-type: none"> <li>• Both documents are very lengthy, prescriptive rather than advisory, cumbersome and condescending directed at a group of volunteers, mostly whom are retired with considerable life and business experience as well as a wide and varied work experience and associated skills. Many of these volunteers have quite a number of hours and years of</li> </ul>	<p>The OneSVC Council Committees project was about establishing consistent committee management whilst meeting legislative requirements and the needs of the wider community.</p>

Submission Number	Submission Summary	Comments
	<p>being productive members of 355 committees as well as being involved with other community organisations which are incorporated not for profit organisations. Now suddenly with all these draft regulations and policies the work of a committee becomes a burdensome job in order to cover all the requirements of council.</p> <ul style="list-style-type: none"> <li>• If the committee chooses to have their own bank account, the required financial regulations such as BAS, GST and ongoing monthly reporting to council as well as expected online management of funds when not all residents of the shire have reliable internet connections is onerous.</li> <li>• The preferred financial arrangement through the shire is involved and cumbersome and relies on a degree of trust by the committee towards council financial operations which to date has been less than ideal. Day to day running of the committee therefore becomes unwieldy where every transaction has to go through council. Surely this is onerous for council as well.</li> <li>• The regulations whereby relatives are restricted in their office bearing eligibility is discriminatory and bears little relationship to NSW corporate law. It makes it very difficult also in a small active community for volunteers to play their role in supporting their community.</li> <li>• In reading other council guidelines for these 355 committees, SVC's version is overly prescriptive, long winded and prejudicial. It doesn't reflect the true community spirit and composition of a community such as Tumbarumba and reads like a Sydney-based departmental set of guidelines with artificial rules of operation, overly officious and discouraging to volunteers.</li> </ul>	<p>Accounting standards are not set by the Council.</p> <p>The financial management section has been completely revised pg17.</p> <p>This section has been revised and now states "no more than two relatives in officer bearer positions and no more than half of voting members can be related" pg 11</p> <p>Majority of Council s355 guidelines have similar requirements to the Snowy Valleys Council policy and operations manual.</p>
3064212 attached	<ul style="list-style-type: none"> <li>• Pg 22 Concerns regarding the number of relatives allowed in office bearer positions</li> <li>• Pg 23 Many concerns relating to the financial management section of the document.</li> </ul>	<p>This section has been revised and now states "no more than two relatives in officer bearer positions and no more than half of voting members can be related" pg 12</p> <p>The financial management section has been completely revised pg17.</p>

Submission Number	Submission Summary	Comments
	<ul style="list-style-type: none"> <li>• Part 24. Heading Policy Requirements list of relevant legislation is duplicated at rear of document</li> <li>• Pg 24 Question referring to Code of Meeting Practice</li> <li>• Pg 25 Questions regarding General Correspondence</li> <li>• Pg 29. Suggestion to move Risk and Insurance to an appendix</li> <li>• Pg 31-33 Many suggestions/questions regarding financial management</li> <li>• Pg 37 Roles and Responsibilities – many suggestions</li> </ul>	<p>Relevant legislation removed as duplication.</p> <p>Code of Meeting Practice only applicable to Committees where all members are Councillors and therefore do not apply to the council Committees Policy or Operations Manual.</p> <p>Tabling of Correspondence revised pg 10.</p> <p>Risk and Insurance section remain the same. No changes. Risk and Insurance relevant to all committees and should not be an afterthought.</p> <p>The financial management section has been completely revised pg17.</p> <p>Roles and Responsibilities revised pg 19.</p>

### Attachments

- 1 DRAFT - External Grant Funding Notification - Council Committees SVC-GOV-F-189-01 (under separate cover) [⇨](#)
- 2 Model-Code-of-Conduct-at-a-Glance-Council-Committee-Members-and-Delegates-updated-August-2020 (under separate cover) [⇨](#)
- 3 DRAFT Council Committees Policy (under separate cover) [⇨](#)
- 4 Revised DRAFT Council Committees Operation Manual (under separate cover) [⇨](#)
- 5 Submissions recived from public exhibition of Council Committees framework inclusive of Policy and Operations Manual (under separate cover) [⇨](#)
- 6 Council Committee Checklist SVC-GOV-F-188-01 (under separate cover) [⇨](#)

**10. GOVERNANCE AND FINANCIAL REPORTS****10.6 DISSOLVE THE TUMBATREK COMMITTEE**

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

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**EXECUTIVE SUMMARY:**

In alignment with the development and implementation of the One SVC Council Committees framework, a full review of Council Committees has been undertaken. This report is to recommend that the Tumbatrek Committee be dissolved.

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

- 1. Receive the report on Dissolve the Tumbatrek Committee.**
- 2. Dissolve the Tumbatrek Committee and remove from the master “List of Committees” as the committee is no longer active**
- 3. Note that the ongoing coordination of the Tumbatrek event is undertaken by Council’s Place Activation Team.**

**BACKGROUND:**

Tumbatrek is a bushwalk through the spectacular high country organised by Council each year to showcase the beauty of the region. The Trek normally covers varying distances and routes each year and encompasses some of the area’s most beautiful scenery.

Tumbatrek was the brain child of Tim Fischer AC, former Deputy Prime Minister, who in 1985 along with a few keen locals wanted to promote tourism in the Tumbarumba region. It went into recess in 2007 and was resurrected in 2012 by Member for Riverina, Michael Mc Cormack MP.

**REPORT:**

In January 2018, a number of risks were identified during an internal audit of Council’s Section 355 Committees. In response to these findings, work has been undertaken to develop and implement a OneSVC Volunteer framework and a OneSVC Council Committees framework. As a part of the development and implementation of the Council Committees framework, a review of all Council committees has been undertaken.

As part of the development and implementation of the Council Committees framework, a review of all committees has been undertaken. During the review, a number of committees have been determined to be inactive and are therefore recommended to be dissolved. Tumbatrek is one of the no longer active committees.

Tumbatrek is an official Council event which is organised and budgeted for each year by the Place Activation Team, with support from other divisions of Council. The event was successfully undertaken as a Council event in 2020 without a committee. Staff will continue to organise and deliver the event with appropriate community consultation and engagement as required.

Consultation with community and other stakeholders for the event is undertaken as part of the normal event coordination process.



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

Theme 4: Communication &amp; Engagement

**Delivery Outcomes**

4.6 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:**

	<b>Positive</b>	<b>Negative</b>
Social	The Tumbatrek event increases opportunities for social connectedness within the Tumbarumba region.	Nil
Environmental	The Tumbatrek event in itself showcases the natural beauty of the region and promotes the natural environment.	Nil
Economic	Dissolving the committee will assist in the appropriate reallocation of Council resources to active Council Committees.	Nil
Governance	The Office of Local Government has requested that all Councils undertake a committee review of their operations established under section 355 of the Local Government Act.	Nil

**Financial and Resources Implications**

The committee review currently being undertaken in alignment with the implementation of the new committee framework, ensures efficiencies and appropriate management of risk for committee management. There are efficiency gains in staff resources when the Council reduces the number of committees to be managed.

**Costs and Benefits:**

There are no costs associated with the dissolution of this committee.

The Tumbatrek event has been run as a Council Event in 2020 by the Place Activation Team. There is allocation in the 2020-2021 budget for the 2021 event.

**Policy, Legal and Statutory Implications:**

Local Government Act NSW 1993

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

There is no risk to Council with the dissolution of this committee. If the need for a committee arises, then a new committee can be established with a new Terms of Reference and be adopted by Council accordingly.

**OPTIONS:**

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

**COUNCIL SEAL REQUIRED:**

No

**COMMUNITY ENGAGEMENT AND COMMUNICATION:**

Community engagement was not required as the committee are no longer active. Each committee has a staff delegate appointed. The nominated staff delegate for this committee is the Coordinator Place and Activation. The staff delegate and other Tumbarumba staff were consulted and approved of the recommendation to dissolve the committee.

Extensive consultation has been undertaken in the review of Committees including with councillors during the workshop process.

Attachments

Nil

**10. GOVERNANCE AND FINANCIAL REPORTS****10.7 DISSOLVE THE TUMUT COMMUNITY GARDENS COMMITTEE**

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

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**EXECUTIVE SUMMARY:**

In alignment with the development and implementation of the OneSVC Committees framework, a full review of Council Committees has been undertaken. This report is to recommend that the Tumut Community Gardens Committee be dissolved.

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

- 1. Receive the report on Dissolve the Tumut Community Gardens Committee.**
- 2. Dissolve the Tumut Community Garden Committee and remove from the master “List of Committees”.**
- 3. Establish the group Tumut Community Gardens as a volunteer working group.**
- 4. Acknowledge the contribution of the members of the Tumut Community Gardens Committee since its inception in 2009.**

**BACKGROUND:**

In 2009, at the request of community members, a public meeting “Tumut Community Garden Information Session” was called to gauge the level of interest in forming a community garden. A Terms of Reference was adopted on 15 December 2009 and the ‘group’ have been active ever since.

**REPORT:**

In January 2018, a number of risks were identified during an internal audit of Council’s Section 355 Committees. In response to these findings, work has been undertaken to develop and implement a OneSVC Volunteer framework and a OneSVC Council Committees framework. As part of the development and implementation of the Council Committees framework, a review of all Council committees has been undertaken.

During the public exhibition period for the Council Committee framework, a ‘Health Check’ was undertaken with the Tumut Community Garden Committee on 20 August 2020. Options were explored for the future operational model of this committee during the ‘Health Check’ including the option for this group to operate and enjoy the same benefits of the community garden as a volunteer working group rather than a Council Committee.

Thereafter the executive of the Tumut Community Gardens Committee consulted with the remaining committee members and resolved to ‘no longer exist’ on 27 September 2020 in their minutes. This volunteer working group will be reporting to, and have the necessary volunteer oversight by, the Manager Utilities, Open Space & Facilities.

### Tumut Community Gardens

To:- Snowy Valleys Council

Att:- [REDACTED]

The Committee at Tumut Community Gardens wish to advise that this Committee no longer exists as of the 27<sup>th</sup> September 2020

Motion put forward by [REDACTED]...Sue Cross

Motion seconded by [REDACTED]...Marlene O'Neill

Motion carried.

Tumut Community Gardens committee Members.

The committee held an independent bank account with Westpac and as of 31 September 2020 held \$2171.06 in funds. These funds have been fully expended during October 2020 on soil and the maintenance of gravel pathways at the community garden.

The Westpac bank account has now been closed as per attachment.

#### **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:**

	<b>Positive</b>	<b>Negative</b>
Social	Community gardening is one way to increase and foster a friendly and supportive community that allows people to socialise in a welcoming environment.	Nil
Environmental	Assists in the reduction of 'food miles' and can reduce neighbourhood waste	Nil

	<b>Positive</b>	<b>Negative</b>
	through composting.	
Economic	<p>By dissolving this committee there are a number of positive areas for economic sustainability</p> <p>i) Reduces staff resources for processing the committees end of year financials and GST reporting requirements</p> <p>ii) Reduction on staff delegate responsibilities in attending formal committee meetings and writing reports to Council</p>	An additional cost of \$500 will be added to the bid for the Open Space and Parks budget 2021/2022.
Governance	<p>Office of Local Government has requested all Councils undertake a committee review of the operations established under section 355 of the Local Government Act.</p> <p>Dissolution of the committee is believed to deliver better outcomes for the volunteers and council by streamlining future operation of this group.</p>	Nil

### **Financial and Resources Implications**

The committee review currently being undertaken in alignment with the implementation of the new committee framework, ensures efficiencies and appropriate management of risk for committee management. There are efficiency gains in staff resources when the Council reduces the number of committees to be managed.

### **Costs and Benefits:**

1. This committee were operating an independent bank account and were charging members an annual \$5 membership fee and a \$10 per plot fee. This money was being used to purchase gardening materials and various sundry items.

Moving forward the volunteer working group will be reporting to the Manager Utilities, Open Space and Facilities and the general operational costs of \$500 per annum will be included in Council's Open Space and Parks budget bid for future years. Member fees will no longer be required.

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

Local Government Act NSW 1993

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

There is no risk to Council with the dissolution of this committee. If the need for a committee arises, then a new committee can be established with a new Terms of Reference and be adopted by Council accordingly.

**OPTIONS:**

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

**COUNCIL SEAL REQUIRED:**

No

**COMMUNITY ENGAGEMENT AND COMMUNICATION:**

Community engagement was undertaken with this committee during the public exhibition of the Council Committee framework documents. The committee underwent a 'Health Check' on 20 August 2020 where a number of items were identified. The committee consulted with the remaining committee members and resolved on 27 September to 'no longer exist'.

Each committee has a staff delegate appointed. The staff delegate for this committee is the Manager Utilities, Open Space and Facilities. The staff delegate was consulted and approved of the recommendation to Council to dissolve the committee and establish as a volunteer working group.

The Executive Leadership Team has been consulted closely during the Health Check phase of the engagement and has approved at its formal meeting the recommendation to move the committee to a volunteer working group model as the best option for both the group and Council.

Councillors have been kept apprised of progress with committee engagement and proposed recommendations through the workshop process since project inception.

**Attachments**

- 1 Letter from Westpac of bank account closure (under separate cover) [⇒](#)

**10. GOVERNANCE AND FINANCIAL REPORTS****10.8 DISSOLVE THE TUMBARUMBA MEN'S SHED COMMITTEE**

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

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**EXECUTIVE SUMMARY:**

In alignment with the development and implementation of the OneSVC Committees framework, a full review of Council Committees has been undertaken. This report is to recommend that the Tumbarumba Men's Shed Committee (committee) be dissolved.

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

- 1. Receive the report on Dissolve the Tumbarumba Men's Shed Committee**
- 2. Dissolve the Tumbarumba Men's Shed Committee and remove from the master "List of Committees".**
- 3. Approve the donation of all monies held in the three Tumbarumba Men's Shed accounts that equate to \$3542.48 as of 30 October 2020 to the newly formed Tumbarumba Men's Shed Inc.**
- 4. Approve the donation of all non fixed assets valued at \$25,301 as of 30 October 2020 to the newly formed Tumbarumba Men's Shed Inc.**
- 5. Establish a formal arrangement with the Tumbarumba Men's Shed Inc. for the use of the Council facility located at the Tumbarumba Showground currently in use by the Tumbarumba Men's Shed Committee.**
- 6. Acknowledge the efforts of current and previous committee members and volunteers and thank them for their contributions to our community**
- 7. Authorise the Chief Executive Officer to prepare and execute a deed of release to finalise asset transfer.**

**BACKGROUND:**

In January 2018, a number of risks were identified during an internal audit of Council's Section 355 Committees. In response to these findings, work has been undertaken to develop and implement a OneSVC Volunteer framework and a OneSVC Council Committees framework.

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 was undertaken. During the review process, a committee Health Check was undertaken with the committee on 19 August 2020.

During the health check it was identified that the committee had taken the initiative of becoming an independent community group and were in the process of becoming an incorporated association.

At the September 2020 meeting of Snowy Valleys Council, it was resolved (M227/20) that Council “support the Tumbarumba Men’s Shed Association motion to disband the s355 Committee once incorporated”

**11.9 TUMBARUMBA MEN’S SHED COMMITTEE HEALTH CHECK**

**M227/20 RESOLVED:**  
THAT COUNCIL:

1. Receive the report on the Tumbarumba Men’s Shed Committee Health Check;
2. Support the Tumbarumba Men’s 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 Men’s Shed Association motion to disband the s355 Committee once incorporated.

Cr Bruce Wright/Cr Margaret Isselmann

**CARRIED UNANIMOUSLY**

**REPORT:**

Following the September Council resolution the Tumbarumba Men’s Shed Association undertook the actions required and were certified by NSW Fair Trading on 25 September as “Tumbarumba Men’s Shed Inc.” a registered incorporated association under the Associations Incorporations Act, registration number INC2001056 (certificate attached).

Councils Manager Technical Services and the Governance Assistant met with members of the Tumbarumba Men’s Shed Inc. on 03 November 2020 to discuss arrangements regarding the donation of Council assets including both fixed and non fixed assets.

**Fixed Assets**

The physical building which the committee currently occupies is a Council asset on Crown Land. The parcel of Crown Land is currently managed by the Snowy Valleys Council. The building inclusive of all fixed assets will remain the property of the Snowy Valleys Council. A formal arrangement will be established with the Tumbarumba Men’s Shed Inc. to continue to use the facility for the purpose of operating a Men’s Shed for the community of Tumbarumba.

**Non-fixed Asset Donation**

It is recommended that all non fixed assets of the Committee (as per attachment) be donated to the Tumbarumba Men’s Shed Inc. so that the members of the Men’s Shed can continue to utilise these assets as part of their ongoing operations. Given the nature of these assets, being largely power tools to support the work undertaken by the committee, there is no legitimate reason for these assets to remain with Council.

**Financial Assets**

All financial assets of the committee are recommended to be donated to the Tumbarumba Men’s Shed Inc. to continue to support the members of the Men’s Shed and their ongoing operations. As advised by the Secretary of the Committee the following funds were available as of 30 October 2020:

Operating Account	\$1409.43
Project Account	\$ 845.52
Savings Account	\$1287.53
Total	\$3542.48



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

Theme 4: Communication &amp; Engagement

**Delivery Outcomes**

4.6 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:**

	<b>Positive</b>	<b>Negative</b>
Social	Council are in support of the Men's Shed being a place where men can feel included and safe, improving health and wellbeing for members of the community.	Nil
Environmental	Nil	Nil
Economic	<p>The economic sustainability for the Tumbarumba Men's Shed Inc. is supported by having financial independence from Council and the ability to raise and spend funds without the requirement for reporting to Council.</p> <p>Economic sustainability for Council regarding the dissolution of the Committee includes:</p> <ul style="list-style-type: none"> <li>i) Reduces staff resources for processing the committees end of year financials and GST reporting requirements</li> <li>ii) Reduction on staff delegate responsibilities in attending formal committee meetings and writing reports to Council</li> <li>iii) Reduction in risk due to increased ability to better manage those volunteers performing council supported tasks</li> </ul>	Nil
Governance	<p>The Office of Local Government has requested that all Councils undertake a committee review of the operations established under section 355 of the Local Government Act.</p> <p>Dissolution of the committee is believed to deliver better outcomes for the community group and the community allowing the men's shed to operate independently from Council.</p>	Nil

**Financial and Resources Implications**

The committee review currently being undertaken in alignment with the development and implementation of the new committee framework ensures efficiencies and appropriate management of risk for committee management. There are efficiency gains in staff resources when the Council reduces the number of committees to be managed in those situations where it is appropriate to do so.

**Costs and Benefits:**

The total donation to the Tumbarumba Men's Shed Inc. is valued at \$25843.48 inclusive of cash and non-fixed assets. It must be noted that the volunteers and committee members have contributed personally to the committee over the past decade and that a number of the assets have been donated by the community during that period. Funds transferred will be used to assist with the ongoing sustainability of the newly formed Tumbarumba Men's Shed Inc.

**Policy, Legal and Statutory Implications:**

Local Government Act NSW 1993

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

There is a reputational risk that the community may feel as though Council is abandoning the committee, however this is negated by the fact that the committee chose to become an incorporated association.

The Tumbarumba Men's Shed Inc. has the full support of the Australian Men's Shed Association (AMSA). AMSA is the peak body supporting almost 1000 Men's Sheds across Australia and is recognised as one of Australia's largest male based community development organisations.

**OPTIONS:**

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

**COUNCIL SEAL REQUIRED:**

No

**COMMUNITY ENGAGEMENT AND COMMUNICATION:**

Community engagement was undertaken with this committee during the public exhibition of the Council Committee framework documents. The committee underwent a 'Health Check' on 19 August 2020 where a number of items were identified. The committee consulted with the remaining committee members and resolved on 24 August 2020 to undertake the actions required to become an incorporated entity.

On 03 November 2020, after months of consultation with the committee, the Manager of Technical Services and the Governance Assistant meet with the committee at the men's shed to discuss the donation of assets to the newly formed Tumbarumba Men's Shed Inc. A review of the assets register was undertaken and both parties were in agreement for the Tumbarumba Men's Shed Inc. to continue to use the facility under a formal arrangement.

The Executive Leadership Team has been consulted closely during the Health Check phase of the engagement and has approved at its formal meeting to dissolve the Committee.

Councillors have been kept apprised of progress with committee engagement and proposed recommendations through the workshop process since project inception.

**Attachments**

- 1 Tumbarumba Mens Shed Committee - Asset Register as of 30 October 2020 (under separate cover) ➡
- 2 Certificate of Incorporation - Tumbarumba Mens Shed Inc (under separate cover) ➡

**10. GOVERNANCE AND FINANCIAL REPORTS****10.9 DISSOLUTION OF SVC CHILDREN'S SERVICES COMMITTEE**

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

**EXECUTIVE SUMMARY:**

The SVC Children's Services Committee has not functioned as a Council Committee since November 2015. This report presents to Council for consideration and determination a recommendation to dissolve the SVC Children's Services Committee as a committee of Council.

It should be noted that an informal Committee focussed on children's services continues to meet to share information and discuss issues and opportunities across the children's services sector.

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

- 1. Receive the report on Dissolution SVC Children's Services Committee.**
- 2. Determine to dissolve the SVC Children's Services Committee as a committee of Council.**

**BACKGROUND:**

The SVC Children's Services Committee (formerly known as the Children's Services Committee,) was originally formed in 2002 under the previous Tumbarumba Shire Council.

Participants in the Children's Services Committee meetings were from children's services, schools, inclusion support, and related children's services agencies

The purpose of the meetings was to share information on service provision and activities in The Tumbarumba Shire Local Government Area. Frequency of the meetings was once every school term.

**REPORT:**

This report provides information on the SVC Children's Services Committee in its past and current form and to seeks a determination to dissolve of the SVC Children's Services Committee as a committee of Council.

The main collaborative function of the Children's Services Committee was to plan and organise the yearly 'Reading Day' in which the committee would decide on a theme and plan activities for the event.

From 2012, attendance at meetings was waning. Participants were surveyed and results identified that it was seen as a poor use of time when the meetings had no purpose other than the sharing of information.

A change of focus of the meetings increased meeting attendance for a short time. With the departure of two key participants from the meetings, attendance dwindled.

Due to poor attendance at the meetings, the planning of the annual Reading Day became a function of Council staff. The Librarian, Community Officer and Children's services staff became the main planners of this event from 2014 onwards.

At the time of the Tumbarumba and Tumut Councils amalgamation to form Snowy Valleys Council, there had not been a meeting of the SVC Children's Services Committee since November 2015.

Existing committees of both Shire Councils were carried over to Snowy Valleys Council and the committee was named Snowy Valleys Council Children's Services Committee.

In March 2017 a letter was forwarded by the Division Manager of Community Services to participants enquiring if they wanted to dissolve the Children's Services Committee. There was no response to this letter. No further action was taken to dissolve the committee at that time.

In February 2018, children's services in the Snowy Valleys Local Government Area and related support agencies and networks began meeting under an informal arrangement. At these meetings participants share information and training opportunities, advocate for children's services in the local government area and resolve common issues.

These meetings are held quarterly during school terms and are external to Council committees and meetings. The meetings are not resource intensive for Council. Administrative tasks are shared by the participants of the meetings. Meetings are usually held in Batlow because it is a central location in the Local Government Area.

Consultation with the current children's services committee has revealed participants would prefer to stay as an external committee.

Snowy Valleys Council has recently reviewed all Council committees to ensure they are fit for purpose, and their functions and expenditures align with the goals of the Council's Delivery Program.

The current children's services committee is not specific to Snowy Valleys Council operated children's services and does not have delegation.

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

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

#### **CSP Outcome 2028**

Theme 4: Communication & Engagement

#### **Delivery Outcomes**

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

### **SUSTAINABILITY ASSESSMENT:**

	<b>Positive</b>	<b>Negative</b>
Social	Provides networking opportunities for participants	Nil
Environmental	Nil	Nil
Economic	Nil	There is not a budget for the meetings drawing on operational funding.
Governance	Nil	Meetings have not been recorded following Governance policy and procedure.

**Financial and Resources Implications**

There was not a budget allocated for this committee, venue bookings, food and associated costs were costed to SVC operated children's services.

As a committee of Council, the meetings were human resource intensive to organise, take minutes, write reports and coordinate associated events.

**Costs and Benefits:**

Nil

**Policy, Legal and Statutory Implications:**

It is not a requirement of children's services legislation or funding contracts for Snowy Valleys Council operated children's services to have committees.

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

Nil

**OPTIONS:**

Nil

**COUNCIL SEAL REQUIRED:**

No

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

Snowy Valleys Council Governance staff have been consulted in order to determine how the committee could work as an external committee and what is required.

Contact with Executive Director Community and Corporate to notify of report.

**External**

Consultation took place with the former and current children's services committees to determine status whether it be a committee of Council or a committee external to Council.

From Consultation with participants of the current children's services committee it was decided to operate as an external committee to Council due to the requirements of volunteers of Council committees and parameters of being a committee under Council was seen as intensive.

**ATTACHMENTS**

Nil

**10. GOVERNANCE AND FINANCIAL REPORTS****10.10 COMMITTEES AND NOMINATION OF DELEGATES FOR 2020/2021**

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

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**EXECUTIVE SUMMARY:**

The purpose of this report is to present to Council the list of Committees for 2020/2021. Council is required to review and make appointments to the various Committees that Council has approved in order to assist it in exercising its functions in accordance with the Local Government Act 1993.

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

- 1. Receive the report on Committees and Nomination of Delegates for 2020/21.**
- 2. Review and confirm Councillor delegates and alternate delegates to each of the Committees**
- 3. Advise each committee of their Councillor and/or staff delegate for the 2020/21 period.**

**BACKGROUND:**

Participation through membership of a Committee is one way in which the local community can have involvement and influence over the facilities and services provided by the Council. As well as providing a valuable link between Council and the wider community, committees can provide input into Council Delivery and Operational Plans. Committees operated under Council are required to operate in accordance with Council's Code of Conduct and other standards of governance.

Council has the following groups of Committees listed on the attached document:

- Section 355 (Community)
  - These committees are referred to as community committees in the new draft Council Committees framework which is currently being developed. These committees are delegated by Council to perform certain functions of the council (such as managing a facility or function).
- Internal Advisory
  - These committees are the responsibility of Council. These committees provide valuable advice from a community perspective for Council decision making processes and whose membership may include experts, professionals, government employees, community representatives and Council staff as well as Councillors.
- Operational Committees
  - These committees are operational in nature and do not have a Councillor or community representation.
- Working Groups
  - Working groups are groups of people that come together for a purpose for a set period of time. They do not need to sit beneath a formal 'committee' structure regarding reporting requirements etc.

- External Committees with Councillor Representation
  - The Council appoints either Councillor or staff delegates to attend these meetings. Council representation on these committees is normally advisory in nature.

Under the Local Government Act 1993 Section 355, Snowy Valleys Council (Council) is able to delegate some of its functions to a Committee of Council. Council uses this delegation and appoints Community Committees to manage its facilities or functions. Advisory Committees are often used by Council to obtain expert advice on complex matters. They usually have the power to make recommendations but not decisions.

In the future, a review of all committees and their structures will be conducted annually in August prior to the presentation of the scheduled *Committees and Nomination of Delegates Report* to Council for each September Council meeting.

#### REPORT:

During the past 12 months Council has reviewed in detail all Community Committees and the majority of Internal Advisory Committees in response to the development and implementation of the DRAFT Council Committees framework.

The review highlighted a number of Committees that were no longer active and some committees had never formally started. Recommendations made by the Council regarding the list of Committees that have been made since September 2019 include:

Resolution Number	Resolution
M172/20	Remove the Economic Development Committee from the master 'List of Committees' as the committee was never established  Remove the Snowy Valley Tourism Committee from the master 'List of Committees' as the committee was never established.  Remove the Planning Reform Committee from the master 'List of Committees' as the committee was never established.  Dissolve the Adelong Falls Gold Mill Ruins Committee and remove from the master 'List of Committees' as the committee is no longer active.  Dissolve the Tumut Region Sports Committee and remove from the master 'List of Committees' as the committee is no longer active  Dissolve the Tumbarumba Airfield Committee and remove from the master 'List of Committees' as the committee is no longer active
M226/20	Dissolve the Tumbafest Committee and remove from the master 'List of Committees'
M131/20	Defer the consideration of a report 11.5 Disbanding of Regional Health Service Committee' to a future meeting of the Council.
M94/20	Council immediately establish a Climate Change Adaptation Committee
M84/20	3(b). Delegate to the CEO to negotiate and execute the Rules of the Tumut Associated Agents Incorporated Agreement and the Licence Deed Agreement to operate the Tumut Saleyards for a period of 5 years with a 5 year option.  A further report to be provided to council to dissolve The Tumut Saleyard Committee.
M336/19	3(ii). Approve the Tumut Railway Precinct Advisory Committee cease being an advisory committee and become a working group of Council with an annual

Resolution Number	Resolution
	meeting to be held between financial years but not on a formal basis
M82/20	3(b&c). The Friends of the Tumut Wetlands Committee cease as a Committee of Council and become a volunteer group.

The list of current Committees is included as an attachment under separate cover to this report and identifies those Councillor delegates previously endorsed.

The list is divided into sections showing Section 355 Committees, Internal Advisory Committees, Operational Committees, Working Groups and External Committees with Council Representation. Sub-Committees are also noted on Committee list.

## 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	Community engagement	Nil
Environmental	Nil	Nil
Economic	Transparency and collaboration exist between the Council and Committees	Committees must be open to sharing information and about economic outcomes of the committee's work
Governance	Council supports the committees by ensuring governance obligations are met	Committees must be open to complying with obligations

## Financial and Resources Implications

N/A

## Costs and Benefits:

Financial Costs	Financial Benefits	Benefits	Opportunities
Council resources are required to support Committees	Committees assist Council to manage facilities & services	Allows communities to participate in the work of committees to manage facilities or services	Enhances the relationship between community & Council

## Policy, Legal and Statutory Implications:

Committees are governed by the Local Government Act 1993 (NSW) and related regulations



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

A full review of Council committees was undertaken during the past 12 months. During this time there were a number of committees identified that were no longer active or had in fact never been formally established. During the review many risks were identified and these can be found in a separate report titled *Future Direction of Council Committees* report included in this business paper.

**OPTIONS:**

Nil

**COUNCIL SEAL REQUIRED:**

No

**COMMUNITY ENGAGEMENT AND COMMUNICATION:**

Over the past 12 months the OneSVC Council Committee project has been undertaken to establish a consistent approach to the management of all Committees across the Local Government Area. This has resulted in extensive consultation with both Community Committees as well as Internal Advisory Committees.

All staff delegates identified in the attached committee list have been consulted during the past 12 months. These staff delegates are aware of their appointment to each committee identified and have provided valuable advice during the committee review.

The Executive Leadership Group has been consulted closely during the review phase of the committees and have approved of the removal of all committees that no longer exist.

Councillors have been kept apprised of progress with committee engagement and proposed recommendations through the workshop progress since project inception.

**Attachments**

- 1 DRAFT 2020-2021 List of Committees and Their Delegates (under separate cover)



**10. GOVERNANCE AND FINANCIAL REPORTS****10.11 BUSHFIRE LOCAL ECONOMIC RECOVERY FUNDING**

**REPORT AUTHOR:** PROGRAM MANAGER  
**RESPONSIBLE DIRECTOR:** EXECUTIVE CHIEF OF STAFF

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**EXECUTIVE SUMMARY:**

The NSW Government and Australian Government are supporting the recovery of bushfire impacted communities through a range of funding programs that support local and regional economic and social recovery.

The Bushfire Local Economic Recovery Fund (BLERF) has been announced and seeks to provide \$250 million of further funding to support the social and economic recovery of communities affected by bushfire in 47 regional NSW Local Government Areas.

The program looks to support projects that retain and create new jobs in regional areas, build resilience and increase preparedness for future bushfire seasons.

Applications for this funding program close on 11 December 2020.

A number of projects have been reviewed from Councils Advocacy Plan for their eligibility for this funding, along with project concepts identified through community engagement, council's capital works future program and the Community Strategic Plan.

Council has undertaken a preliminary assessment of these projects against the BLERF program eligibility and assessment criteria, including a critical review of project 'readiness' to ensure that the projects put forward for funding have the best chance of success and the 11 December deadline can be met.

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

- 1. Receive the report on the projects being put forward for application for the Bushfire Local Economic Recovery Fund.**
- 2. Note the projects from the Advocacy Plan being put forward for application for the Bushfire Local Economic Recovery Fund.**
- 3. Approve the applications for funding for the Reparation of Bushfire Impacted Roads, Khancoban Pool Amenity Upgrade and the Batlow Pool Upgrade through the Bushfire Local Economic Recovery Funding program.**

**BACKGROUND:**

The NSW Government and Australian Government are supporting the recovery of bushfire impacted communities through a range of funding programs that support local and regional economic and social recovery – including initiatives across economic, social, built and natural environment recovery.

The Bushfire Local Economic Recovery Fund (BLERF) supports communities to recover both economically and socially from the 2019-2020 bushfires. \$250 million is available for new projects under the BLERF. Funding will be available in impacted regions, but will be focused on supporting

the areas most impacted. Regions not directly or minimally impacted by the 2019-2020 bushfires are not eligible for funding under BLERF.

In May 2020, Council adopted its refocused Advocacy Priorities in response to the impacts of bushfire and the pandemic crisis afflicting the nation.

The adopted Advocacy Plan identifies a priority list of initiatives on which Council has committed to focusing its advocacy efforts over the next twelve months. These Council projects on the priority list have been referred through Council's Project Management Framework in priority order for further project development including scoping to 'shovel ready' stage to ensure that Council is well positioned to secure grant funding should opportunities arise.

## **REPORT:**

### **The Funding Program**

The grant funding available under the BLERF for individual projects is dependent on the project type:

- Infrastructure projects must seek a minimum of \$400,000 with a maximum available grant of \$20 million.
- Environmental projects including rehabilitation, remediation and resilience improvements must seek a minimum of \$200,000 with a maximum available grant of \$4 million.
- Programs, including social, business and environmental education initiatives must seek a minimum of \$200,000 with a maximum available grant of \$4 million.

Funding will be prioritised to support applications from areas most impacted by bushfires.

Whilst applicants are strongly encouraged to make a financial co-contribution to their projects this is not an eligibility requirement.

Councils are eligible to apply. Snowy Valleys Council has been confirmed as an eligible council and can submit more than one application.

To be eligible projects must:

- support the recovery of the local community's economy, social well-being, environment or improve resilience to future natural disasters
- be able to commence within six months of the funding deed being executed by the department and be completed by 30 June 2022
- align with one of the following categories:
  - enabling infrastructure
  - industry and business development
  - social development
  - natural environment and resource development
  - built environment adaption.

The specific scope of works and key milestones of the project must be defined in the application.

In addition, applications must provide evidence that shows that the project aligns with one or more of the following assessment criteria:

- National Disaster Risk Reduction Framework
- National Strategy for Disaster Resilience
- State Recovery Plan

- Regional Economic Development Strategy
- Regional Recovery Plan
- Relevant local government strategies and plans.

Applications must demonstrate the community has a need for the proposed project and its outcomes. This need can either be demonstrated through data analysis or through community driven interest in the project and its outcome.

Evidence can be demonstrated through:

- community surveys
- gap analysis
- local media
- evidence of degraded services or facilities
- local strategic plans

The application process for the BLERF is rigorous. Council must provide:

- a detailed and realistic project management plan evidence that the project can be delivered by 30 June 2022
- confirmation that no serious planning, construction, zoning or other impediments exist for the delivery of the project
- evidence the applicant has the necessary expertise to deliver the project or can access experienced and qualified personnel to support the project delivery
- confirmation that all construction work delivered through the project would be delivered by builders
- accredited under the Australian Government Construction WHS Accreditation Scheme.

Key dates for the program are:

Applications close	11 December 2020
Assessment and approval process	Complete by end of March 2021
Announcement of successful projects	From April 2021

### Council's Advocacy Plan Projects for Application

The following projects in Council's adopted Advocacy Plan have been shortlisted as being viable in terms of eligibility and sufficient project 'readiness' for application through the BLERF:

Project Description	Estimated Project Value
Brindabella Road Safety Upgrade – reconstruction and realignment between Piccadilly Circus and the Brindabella Valley	\$17m
Trail Development (Walking and Cycling) - design and construction of world class trails network for Yarrangobilly and Talbingo Mountain as part of the SVC regional trail concept plan.	\$9.05m
Emergency Evacuation Centre and Tumut Basketball Centre – business case revision, Design & Construct	\$10m

<b>Project Description</b>	<b>Estimated Project Value</b>
Elliot Way Improvement – economic enabler for Snowy 2.0, Transgrid, tourism and the forest industry)	\$16m
Courabyra Road Safety Improvements	\$725k
Brindabella Road Survey and Design – Brindabella Valley to Tumut section	\$1m
Grahamstown Road Upgrade – horticultural, agricultural, tourism enabler	\$6.4m
Upgrade Toddler and Learn to Swim area at Tumut Pool	\$800k

#### **Additional Projects Identified for Application**

The following additional projects have been shortlisted as being viable in terms of eligibility and sufficient project 'readiness' for application through the BLERF:

<b>Project Description</b>	<b>Estimated Project Value</b>	<b>Source</b>
Reparation of bushfire impacted roads: <ul style="list-style-type: none"> <li>• Elliot Way - \$1.5m</li> <li>• Broadleaf Park Road - \$300k</li> <li>• Dunns Road - \$200k</li> <li>• Ellerslie Road - \$200k</li> <li>• Maragle Road - \$400k</li> <li>• Moody's Hill Road - \$100k</li> <li>• Various roads in and around Batlow – damage being assessed with costs to be confirmed</li> </ul>	\$4m	Council damage assessment  Linqage Report  Council Asset Renewal and condition assessment
Batlow Pool Upgrade	\$2m	Compliance assessment

Project Description	Estimated Project Value	Source
Khancoban Pool Amenity Upgrade and Fence	\$800k	Council Asset Renewal and condition assessment  Compliance assessment

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

**Integrated Planning and Reporting Framework:**

**CSP Outcome 2028**

Theme 5: Our Infrastructure

**Delivery Outcomes**

5.1 Provide a program to improve local roads

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

**Operational Actions**

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

**SUSTAINABILITY ASSESSMENT:**

	<b>Positive</b>	<b>Negative</b>
Social	Project list includes critical social infrastructure which provides opportunities for community connectiveness.	Not all of the community's 'wish list' projects are including on the list for application.  Whilst there is a focus on the broader regional benefit to the economy, some communities, individuals and group may perceive the location of priority projects as inequitable.
Environmental	Upgrades to facilities include provision for environmental sustainability initiatives such as solar heating for water regulation and power generation.	Environmental consideration is given through the project management process and appropriate risks will be identified and approvals will be sought.
Economic	The infrastructure/construction projects are aimed at stimulating local economy and creating jobs during the economic downturn as well as improving community amenity and facilities.	All priority projects listed are dependent upon government funding for initiation and completion.

	<b>Positive</b>	<b>Negative</b>
Governance	The project shortlist has been assessed in accordance with the funding program's eligibility and assessment criteria and council's ability to deliver.	Dissatisfaction with the shortlisted projects may result in projects being added to the list that cannot be delivered or have no chance of success in this funding round.

### **Financial and Resources Implications**

Critical assessment has been undertaken on projects to ensure the best chance of success for funding within the compressed timeframe for applications.

Priority has been given to projects that demonstrate a suitable level of 'readiness' and project development maturity to ensure that there are good foundations for application and if successful, project delivery.

Council has no current financial capacity to undertake the delivery of these prioritised projects without funding from government.

If successful in its funding application, Council will be required to administer and manage any grant funding received by government.

Additionally, whole of life cost implications for new and upgraded assets will impact on Council's future sustainability. These costs will be borne by ratepayers without future funding support.

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

Any successful project funded under the BLERF will be subject to a high level of project governance through Council's project management framework.

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

Risks have been assessed in accordance with Council's adopted Enterprise Risk Management Framework:

<b>Risk Category</b>	<b>Rating</b>	<b>Descriptor</b>
Service Delivery	Medium	Redirection of council resources to prepare the information required to support the applications will result in some interruptions to programmed service delivery for key staff
Human Resources	Moderate	The compressed timeline for application has required additional support from consultants to help prepare the applications to ease the burden on staff.
Work Health & Safety	Moderate	Staff wellbeing needs to be monitored for impacts of the additional workload pressure to deliver the required background/supporting information and applications within the short turnaround time
Financial	Low	Council has a budget for project development approved in 20-21
Financial	High	Successful projects involving significant upgrade or new assets will have significant impacts on Council's future sustainability when whole of life asset costs are considered.

<b>Risk Category</b>	<b>Rating</b>	<b>Descriptor</b>
Environmental	Low	No impacts for the application development phase, noting that if successful, some projects will have significant environmental considerations
Stakeholders	Medium	The Save Tumbarumba Shire group are likely to refute council's priority list of projects put forward for application on a perceived basis of inequity
Corporate Governance and Compliance	Low	Council has an adopted list of projects for funding and a project management framework
Reputation	High	The advocacy plan was heavily criticised during the recent boundaries commission public hearing process as was priority project selection
Political	High	Council must be seen to demonstrate leadership and consistency in its advocacy for bushfire impacted communities
Projects	Medium	Council has a project management framework through which any successful project will be managed, however
Information Technology and Communications	Low	Not applicable

**OPTIONS:**

Council may choose to rescind its resolution relating to the adopted advocacy priorities for funding.

Council may choose to not approve the three additional projects recommended for funding application.

Council may elect not to proceed with any applications for the BLERF.

**COUNCIL SEAL REQUIRED:**

No

**COMMUNITY ENGAGEMENT AND COMMUNICATION:**

The shortlisted projects recommended for funding is informed by Council's Advocacy Plan for 2020-2021 which in turn is informed by the adopted Community Strategic Plan, the Delivery Program, the updated Regional Economic Development Strategy (REDS), the Recovery Committee and Council's bushfire recovery work in communities impacted by the Dunns Road and Green Valley fires of 2019-2020.

The advocacy list was prioritised by Councillors through a) a small working group formed to undertake first review and prioritisation and b) a councillor workshop and resolved at the May 2020 Extraordinary Council meeting.

The shortlisted projects have been discussed with the representatives from the NSW Department of Premier and Cabinet.

Attachments

- 1 Bushfire Local Economic Recovery Fund Program Guidelines (under separate cover) [⇒](#)



**10. GOVERNANCE AND FINANCIAL REPORTS****10.12 QUARTERLY BUDGET REVIEW AS AT 30 SEPTEMBER 2020**

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

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**EXECUTIVE SUMMARY:**

This report is to provide a summary of Council's financial performance against budget as at 30 September 2020

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

1. **Receive and adopt the 1<sup>st</sup> Quarter Budget Review as at 30 September 2020 from the Chief Financial Officer;**
2. **Adopt the Revenue, Expenditure and Capital Budget adjustments as noted in the attached 1<sup>st</sup> Quarter Budget Review.**

**BACKGROUND:**

Clause 203 (1) of the Local Government (General) Regulation 2005 requires Council's Responsible Accounting Officer to prepare and submit a quarterly budget review statement to the governing body of Council.

The Quarterly Budget Review Statement is designed to reflect the information normally prepared annually as part of the financial statements on a quarterly basis.

All Directors and Managers are required to monitor their budgets on a continual and frequent basis throughout the financial year and adjustments are recommended as required.

The 2020/21 annual budget was adopted on 16 July 2020.

**REPORT:**

The commentary and recommendations in this report should be read in conjunction with the 1<sup>st</sup> Quarterly Budget Review attached.

1<sup>st</sup> Quarter summary:

Snowy Valleys Council

**Quarterly Budget Review Statement**  
for the period 01/07/20 to 30/09/20

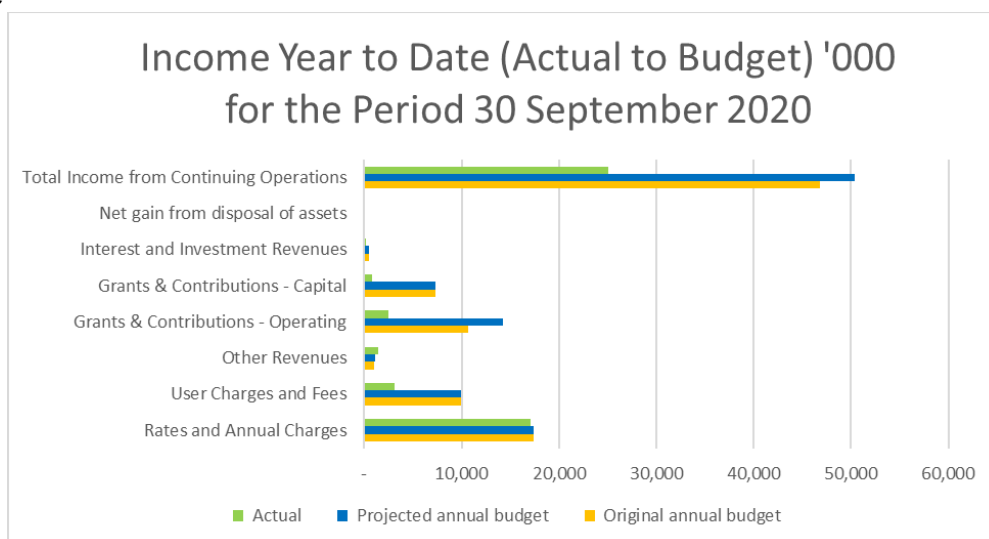
**Income & Expenses Budget Review Statement**

Budget review for the quarter ended 30 September 2020

**Income & Expenses - Council Consolidated**

(\$000's)	Original Budget 2020/21	Variations for this Sep Qtr	Notes	Projected Year End Result	Actual YTD figures	Variance Surplus (Deficit)	
<b>Income</b>							
Rates and Annual Charges	17,361			17,361	17,082	(279)	98%
User Charges and Fees	9,958			9,958	3,116	(6,842)	31%
Other Revenues	962	112	8	1,074	1,439	477	150%
Grants & Contributions - Operating	10,705	3,503	7,9,10,11	14,208	2,503	(8,202)	23%
Grants & Contributions - Capital	7,310			7,310	808	(6,502)	11%
Interest and Investment Revenues	471			471	154	(317)	33%
<b>Total Income from Continuing Operations</b>	<b>46,767</b>	<b>3,615</b>		<b>50,382</b>	<b>25,101</b>	<b>(21,666)</b>	<b>54%</b>
<b>Expenses</b>							
Employee Costs	16,497			16,497	5,089	11,408	31%
Materials & Contracts	9,259	1,056	1,3,5,6	10,315	4,176	5,083	40%
Depreciation	11,093			11,093	2,773	8,320	25%
Other Expenses	5,382	(53)	2, 4	5,329	1,946	3,436	37%
Interest & Investment Losses	477			477	50	427	10%
<b>Total Expenses from Continuing Operations</b>	<b>42,708</b>	<b>1,003</b>		<b>43,711</b>	<b>14,034</b>	<b>28,674</b>	<b>32%</b>
<b>Net Operating Result from All Operations</b>	<b>4,059</b>	<b>2,612</b>		<b>6,671</b>	<b>11,067</b>	<b>7,008</b>	
<b>Net Operating Result before Capital Items</b>	<b>(3,251)</b>	<b>2,612</b>		<b>(639)</b>	<b>10,259</b>	<b>13,510</b>	

**Income**



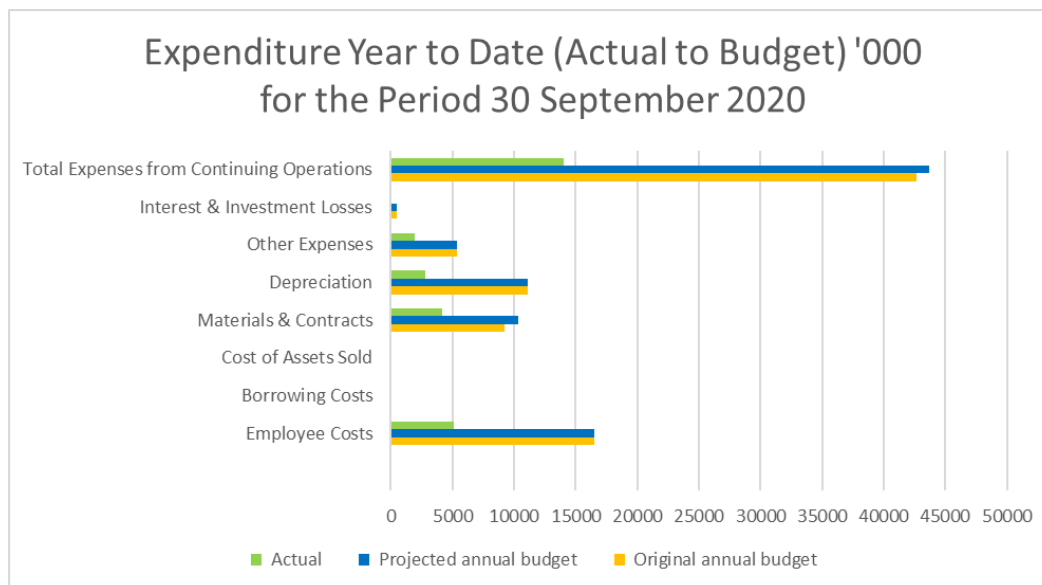
25% of the year has elapsed and 56% of the total income has been received. This is to be expected with the rates and annual charges raised and recognised as income in July annually.

Capital and operating grants are tracking less than budget which is acceptable due to major grants acquitted on finalisation of completed projects or acquitted through milestones. This will increase once work and milestones are completed.

Interest and investment revenues are tracking higher to budget due to a conservative approach in budgeting. With the recent RBA cash rate reduction this may be seen to slow in coming months.

User Charges and fees at 3% are slightly higher than the 25% of the elapsed year due to continued works over the winter season.

## Expenditure



Operating expenditure at 30 September 2020 is 33% of total forecast. July is normally winter stand down, however due to natural disasters the works staff carried out additional works. This is expected to normalise during the financial year. Budget lines are affected include employee costs, materials & contracts and other expenses.

Significant material and contract expenses during the quarter were attributed to restoration and clean-up of bushfire damage across the region. This expenditure will be recovered through Disaster Recovery Funding Arrangements.

Capitalisation of wages is expected to reduce employee costs during the year when capital costs are removed from operations.

## Capital

5.5% of the projected capital budget has been expensed this quarter. This is low due to disaster recovery work performed and the capital expenditure will increase over the coming months.

## Water Fund

The water fund has received 46% of budgeted income which is expected at the first quarter due to annual charges for water services raised in July and the first quarter of water notices raised. 31% of water expenditure has been incurred in the first quarter which is acceptable at this point in time, as the focus has been on operational and priority matters. This is reflected in the capital projects where minimal work has been commenced. This will improve significantly in the next quarter as capital work orders are currently being issued.

## Sewer Fund

The Sewer annual charges are raised in July each year and this is reflected by the 100% of revenue to budget in the first quarter. Expenditure for the sewer fund is currently at 18% which is lower than the anticipated budget, but this will change upon priority projects are commenced.

## Key Performance Indicators

Operating performance is projected to improve from the original budget due to expected revenues for disaster recovery and clean-up incurred in previous year. Conversely, own-source revenue is projected to decline due to the same reason.

**Unrestricted Cash**

The unrestricted cash position at 30 September 2020 and projected at financial year-end is satisfactory. Unrestricted cash is to be available to cover unexpected and emergency expenses that are not provided for in the annual budget or an available reserve. The level of unrestricted cash fluctuates during the year depending on cash receipts and cash payments, adherence to capital budget plans and Council decisions where reserve funding is allocated.

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

Theme 4: Communication & Engagement

**Delivery Outcomes**

4.3 Council has sound organisational health and has a culture which promotes action, innovation, accountability and transparency

**Operational Actions**

1.7.2 Manage Council's investment portfolio to optimise investment returns within the constraints of the Local Government Act 1993, Office of Local Government Guidelines, and Council's adopted policies

**SUSTAINABILITY ASSESSMENT:**

N/A

**Financial and Resources Implications**

Monitoring of the Quarterly Budget Review enables timely financial management

**Costs and Benefits:**

N/A

**Policy, Legal and Statutory Implications:**

Clause 203 (1) of the Local Government (General) Regulation 2005 requires Council's responsible account officer to prepare and submit a quarterly budget review statement to the governing body of Council.

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

Quarterly reporting allows Council to keep informed of the progress of the budget to actual income and costs

**OPTIONS:**

N/A

**COUNCIL SEAL REQUIRED:**

No

**COMMUNITY ENGAGEMENT AND COMMUNICATION:**

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

**Attachments**

- 1 1st Quarterly Budget Review - July to September 2020 (under separate cover) [⇒](#)

**10. GOVERNANCE AND FINANCIAL REPORTS****10.13 STATEMENT OF INVESTMENTS - OCTOBER 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 October 2020.

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

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

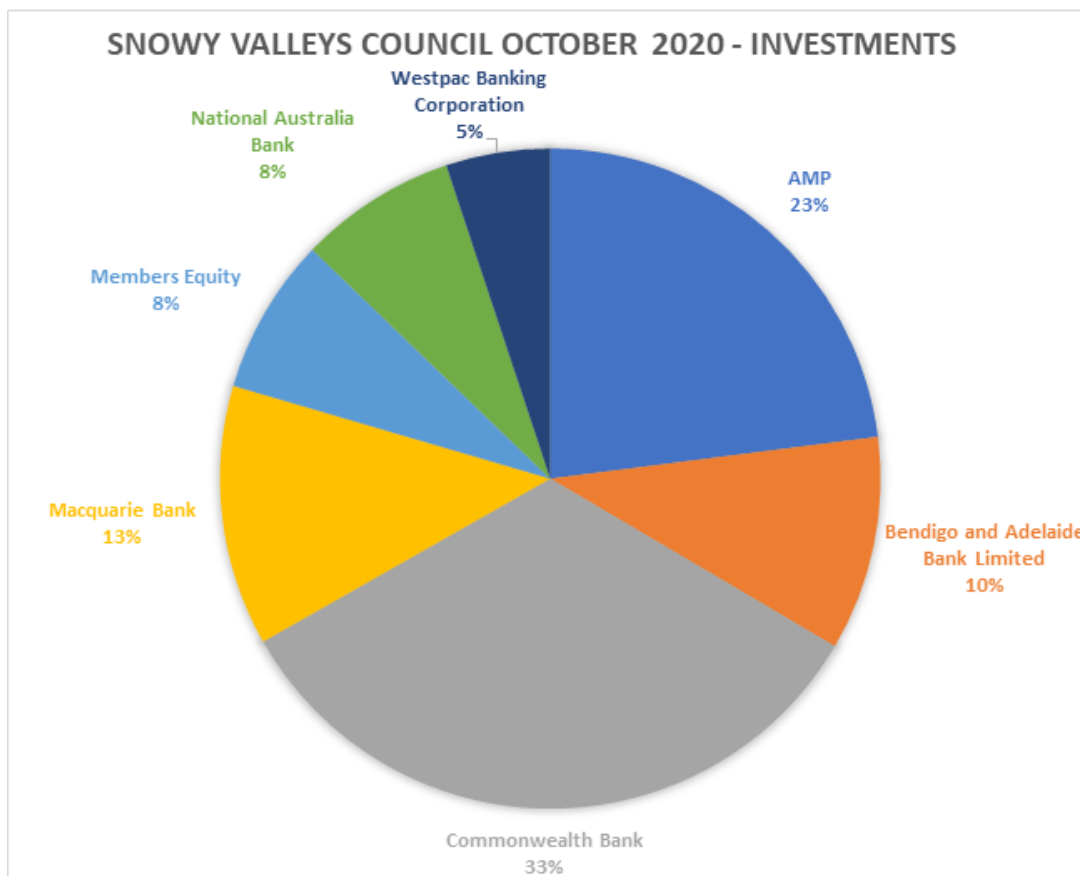
**BACKGROUND:**

Nil

**REPORT:**

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

<b>Combined Cash &amp; Investments Table</b>		31/10/2020				
<b>Cash &amp; 11am at call Accounts</b>	<b>Current Month</b>	<b>Last Month</b>	<b>Movement</b>	<b>Type</b>	<b>Interest Rate%</b>	
Commonwealth Bank	\$ 11,973	\$ 13,314	-\$ 1,341	IWD Gen	0.25%	
National Australia Bank	\$ 15,428	\$ 437,203	-\$ 421,775	W/Acct	0.25%	
Commonwealth Bank	\$ 1,085,153	\$ 1,408,108	-\$ 322,955	W/Acct	0.25%	
Commonwealth Bank	\$ 11,916,492	\$ 11,911,336	\$ 5,155	At Call (BOS)	0.50%	
Commonwealth Bank	\$ 30,671	\$ 179	\$ 30,492	Gen-Roth	0.25%	
<b>Total Cash &amp; At Call Investments</b>	<b>\$ 13,059,717</b>	<b>\$ 13,770,141</b>	<b>-\$ 710,424</b>		<b>0.48%</b>	
<b>Term Deposits</b>	<b>Current Month</b>	<b>Last Month</b>	<b>Movement</b>	<b>Lodgement Date</b>	<b>Interest Rate%</b>	<b>Maturity Date</b>
Westpac Banking Corporation	\$ -	\$ 2,000,000	-\$ 2,000,000			
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
Bendigo and Adelaide Bank Limited	\$ 250,000	\$ 250,000	\$ -	7/09/2020	0.75%	7/09/2021
Bendigo and Adelaide Bank Limited	\$ 250,000	\$ 250,000	\$ -	7/09/2020	0.75%	7/09/2021
Members Equity	\$ 1,000,000	\$ 1,000,000	\$ -	22/09/2020	0.65%	22/09/2021
<b>Total Term Deposits</b>	<b>\$ 26,115,623</b>	<b>\$ 28,115,623</b>	<b>-\$ 2,000,000</b>		<b>1.33%</b>	
<b>Total Cash &amp; Investments</b>	<b>\$ 39,175,339</b>	<b>\$ 41,885,763</b>	<b>-\$ 2,710,424</b>		<b>1.05%</b>	



It is hereby certified that the above investments have been made in accordance with Section 625 of the Local Government Act 1993 and the regulations thereunder, and in accordance with the Snowy Valleys Council Investment Policy.

Investments with Council’s primary bankers (Commonwealth Bank of Australia) are currently over the policy limit of 30%. This is due to a recall of matured term deposits and will reduce once further investments are made.

Cash and investments have decreased by \$2.7M during October 2020.

Major income received during October included:

- Batlow Cannery clean-up \$854K
- Grant (Batlow Library facilities) \$330K

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

- Removal of fire damaged trees \$474K
- Batlow Oval Turf Installation \$401K
- Tumut Pool new facilities \$345K
- Tumbarumba Pool facilities \$291K

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

- Westpac term deposit \$2M redeemed at month-end, yet to be re-invested at 31/10/20

Cash investment rates continue to remain low due to the uncertain economic environment and long-term outlook. The RBA’s cut to the cash rate to 0.1% on 4 November 2020 will further limit investment returns. 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****10.14 FINANCIAL REPORT - SEPTEMBER 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 30 September 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.

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

1. Receive the report on financial performance as at 30 September 2020.

**REPORT:**

A summarised financial report for Council is provided below for September 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 September 2020****Overall Council Summary**

Account Description	Actual YTD	Budget YTD (phased)	% Variance YTD	\$ Variance YTD	Original Budget 21PJBUD
<b>Income</b>					
Rates, Levies & Annual Charges	17,081,623	17,284,820	-1%	(203,197)	17,361,479
User Charges & Fees	3,116,386	2,437,319	28%	679,067	9,958,464
Interest & Investment Revenue	153,972	112,124	37%	41,848	470,496
Other Income	1,393,957	221,418	530%	1,172,539	955,371
Operating Grants & Contributions	2,503,457	2,576,380	-3%	(72,923)	10,705,299
Capital Grants & Contributions	807,656	1,812,529	-55%	(1,004,873)	7,310,116
Profit on Sale/Disposal	44,560	1,575	2729%	42,985	6,300
<b>Total Income</b>	<b>25,101,611</b>	<b>24,446,165</b>	<b>3%</b>	<b>655,446</b>	<b>46,767,525</b>
<b>Expenses</b>					
Employee Costs	5,088,851	4,155,057	-22%	(933,794)	16,496,813
Materials & Contracts	4,176,382	1,954,390	-114%	(2,221,992)	9,259,397
Borrowing Costs	49,667	119,252	58%	69,585	477,008
Depreciation & Impairment	2,773,000	2,690,850	-3%	(82,150)	11,093,399
Other Expenses	1,946,078	1,491,729	-30%	(454,349)	5,382,256
<b>Total Expenses</b>	<b>14,033,978</b>	<b>10,423,778</b>	<b>-35%</b>	<b>(3,610,200)</b>	<b>42,708,873</b>
<b>Operating Result</b>	<b>11,067,633</b>	<b>14,022,387</b>	<b>-21%</b>	<b>(2,954,754)</b>	<b>4,058,652</b>



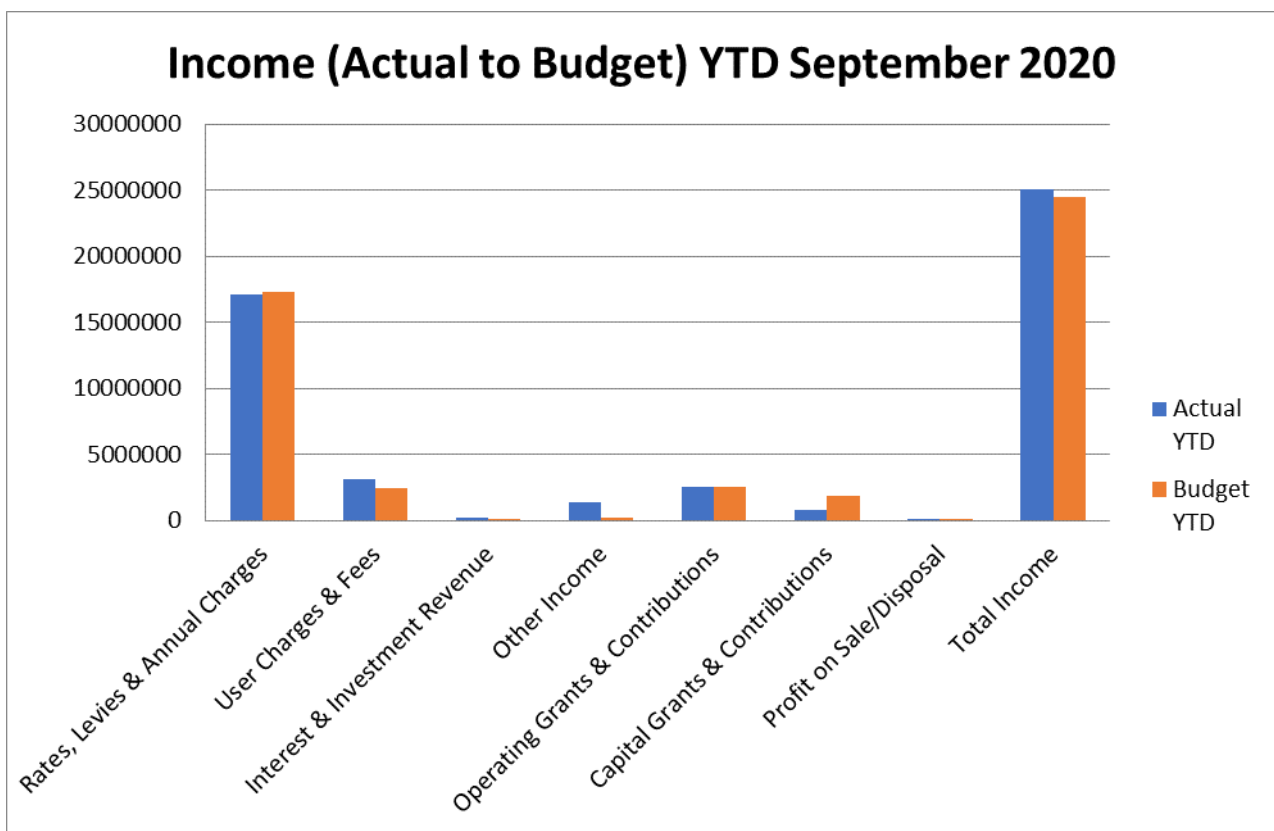
**Income:**

*User fees and charges* are above budget by \$599K YTD. Income above budget consists of: Tumbarumba Caravan Park \$138K, Roth Medical Centre \$35K, Private Works \$169K. 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 \$41K as a result of a conservative approach adopted when developing the budget due to the uncertain economic environment.

*Other Income* is above budget by \$1,268K 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.

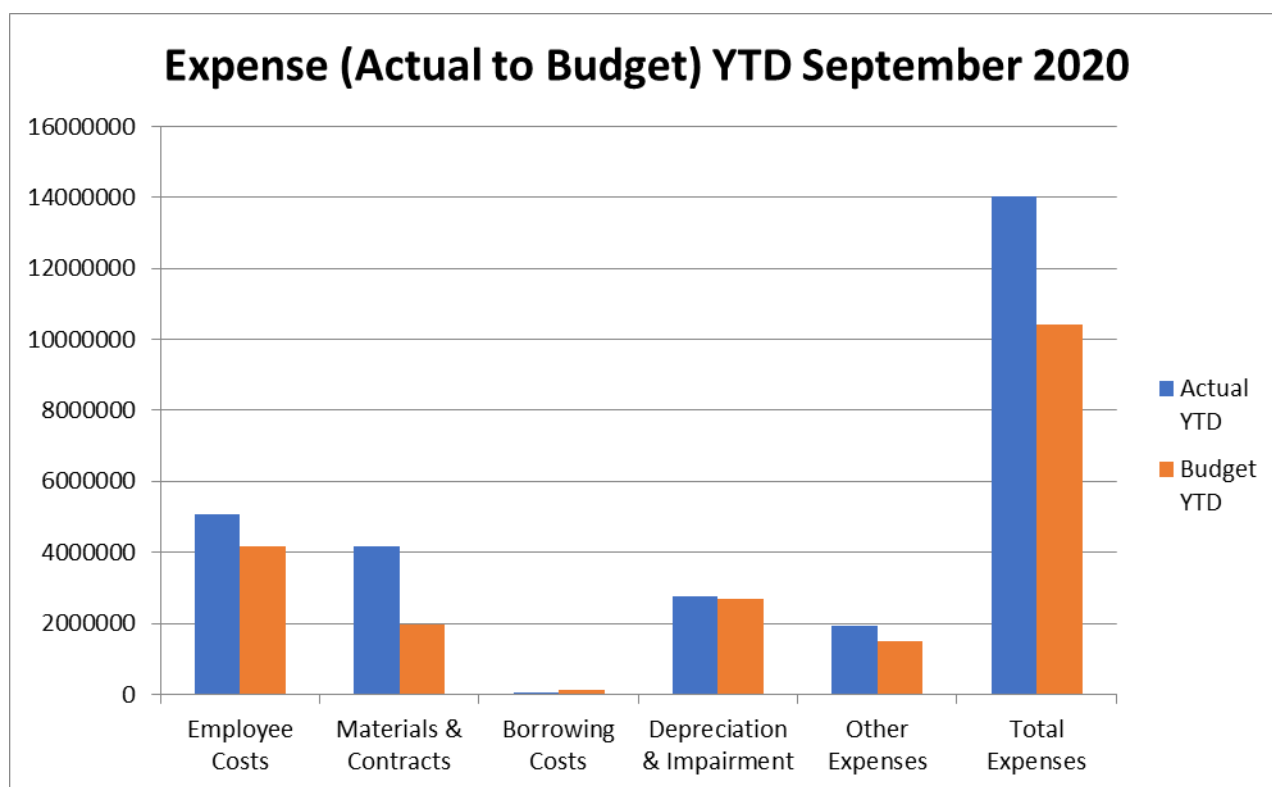
*Capital Grants* are below budget by \$1,004K. Some grants are paid on milestones and it is anticipated income from grants will increase over time.



**Expenditure:**

*Employee costs* are above budget by 19.7% YTD; the above budget employee costs are made up of overtime and staff engaged in disaster recovery and clean-up 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 58%: The majority of this spend (\$418K), is fire recovery works that is 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 first quarter:

#### 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

#### September

2020/11 – Design and Construction of Talbingo Boat Ramp Pontoon and Gangway

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:**

**Financial and Resources Implications**

Nil

**Costs and Benefits:**

Nil

**Policy, Legal and Statutory Implications:**

Nil

**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:**

Nil

**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

### 10.15 QUARTERLY NCIF/SCF GRANTS REPORT FOR PERIOD ENDING 31 OCTOBER 2020

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

#### EXECUTIVE SUMMARY:

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

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

#### RECOMMENDATION:

##### THAT COUNCIL:

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

#### BACKGROUND:

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

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

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

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

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

#### REPORT:

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

8 <sup>th</sup> six-monthly report (NCIF & SCF)	31/8/2020 - Submitted
9 <sup>th</sup> six-monthly report (NCIF & SCF)	28/2/2021

End funding period (NCIF & SCF)	Extension Granted to <b>30/03/2021</b>
Final reports for funded projects (NCIF & SCF)	Extension Granted to <b>30/03/2021</b> or earlier, on completion of project

As there are no specific project allocations defined by the funding agreement for NCIF1, budget estimates may be reallocated where 'unders and overs' occur within the funding stream. The current status of the projects for NCIF1 as at 31<sup>st</sup> October 2020 is:

Project – Detail	Status	Budget \$'000	Actual \$'000
Organisation structure and salary system (Round 1) – Design new integrated organisation structure, lateral transfers of staff from previous councils. Design and implement Award compliant SVC salary system including an annual appraisal and performance review framework. Round 2 review is being delivered under NCIF 2.	Completed 2018	\$220	\$220
Culture Program (Round 1) – development and implementation of a unified SVC culture program with a new set of values and behaviours and a program of activities to support the evolution of an SVC culture. Round 2 is being delivered under NCIF 2.	Round 1 Completed 2018	\$99	\$99
SVC Website (Round 1) – updating content and the creation of a new website. Round 2 is being delivered under NCIF 2.	Round1 Completed 2017	\$83	\$83
Redundancies – both General Managers, three directors and one Support Officer.	Completed 2017	\$637	\$637
Community Engagement – included activities such as a Community Satisfaction survey, community engagement for the development of the Community Strategic Plan 2018-28.	Completed 2017	\$159	\$159
ICT Amalgamation Projects – ICT Amalgamation Strategy developed and endorsed in May 2018. The Strategy detailed the projects associated with consolidating the existing network infrastructure, implementing new server infrastructure, email exchange, domain, voice systems, and disaster recovery plans. The new SVC ICT Strategy has been endorsed by ELT and ARIC (NCIF2) which will pave the way for this project to be finalised.	In Progress	\$1,283	\$1,230
Enterprise System Consolidation – TechOne has been implemented for Finance, Cemeteries, and Property & Rating. HRP module is partially implemented with the remaining components to be delivered after transition to the cloud to ensure full optimisation of new workflows. Consolidation of Records systems to ECM is complete.	Original Scope Completed October 2020 Additional works in progress	\$1,167	\$1,161
Corporate Identity and Branding – new brand and logo for Council including new uniforms, branding guidelines, online videos, development of the Destination Management Plan and Economic Development Strategy.	Completed 2017	\$422	\$422
Signage Replacement – replacement of signage with the local government area; parks and facilities, shire boundary signage and street blades. Additional audits	In Progress	\$368	\$318

Project – Detail	Status	Budget \$'000	Actual \$'000
to be undertaken and signage ordered pending available budget. Town Entry Signage funded under NCIF 2 -Unification & Placemaking			
Service Reviews – initial service reviews undertaken. Adoption of figures for 19/20 dashboards is reliant on QBR outcomes.	Completed Oct 2020	\$188	\$188
Project Management Officer – dedicated project manager to provide support and resources to ensure merger projects are delivered. External resource completed; assistance from internal resources continues until end of program.	Completed Oct 2020	\$427	\$427
Administration – includes travel and accommodation for staff and the Administrator to Sydney for workshops and meetings with Department of Premier and Cabinet during the first six months of the merger.	Completed Nov 2016	\$13	\$13
Policy & Plan harmonisation – software tools purchased for the register of policies and delegations and a dedicated resource to develop and harmonise critical policies and a new policy framework.	Completed 2018	\$79	\$79
Forensic Audit – external review of accounting practices in relation to movement in Capital Reserves.	Completed May 2019	\$86	\$86
<b>Total New Council Implementation Fund – Round 1</b>			
- Initial Funding 5M + est. interest earned 200K	\$5,200		
- Additional interest earned (> estimate of 200K)	\$ 32	<b>\$5,232</b>	<b>\$5,122</b>

### New Council Implementation Fund – Round 2

This funding was to be fully committed by 30 December 2019, with all projects originally to be completed by 30 June 2020. Council has received verbal confirmation of an extension for Round 2 in line with the extensions for Round 1, being 31 March 2021. The status of the projects for this fund as at 31<sup>st</sup> October 2020 is as follows:

Project – Detail	Status	Budget \$'000	Actual +Committals \$'000
SVC Strategic Business Plans – List has been revised further: Private Works, IT, Library and Customer Experience strategies are all complete; Aged Care, and Children's Services are in progress. Seasonal Worker Accommodation and Caravan Park strategies are no longer being undertaken.	<b>In progress</b>	\$84	\$59
Service level review and improvement program – Sustainability Plan – Complete Customer Service Satisfaction Survey – Complete Service Level Review – Complete UPS at multiple sites and generator at IWD Depot – In progress	<b>In Progress</b>	\$333	\$240
Integrated Systems and Work Processes – Additional components have been added to the project due to a surplus in other components: 1) Improve functionality of CRM; - in progress 2) PMO2 setup guidance; - complete 3) Development and implementation of Records Management Framework – in progress	<b>In Progress</b>	\$904	\$828

Project – Detail	Status	Budget \$'000	Actual +Committals \$'000
4) Development of Volunteer Management Framework, Section 355 Management Framework and consolidation of volunteer documentation - complete 5) Enterprise Budgeting Training & Support – in progress 6) Corporate Communication Strategy - complete 7) Corporate Evaluation - complete 8) PULSE – Planning Module Update and in-house training – in progress 9) PULSE – onboarding project – in progress 10) HRP Uplift – in progress			
IT Project Support and Team Review - Project includes the implementation of OneSVC Login, Network Upgrade, Phone System, SIP Migration and ARIC Audit implementations.; Includes IT support from Dave Barker	Completed Oct 2020	\$92	\$92
Preparation of DCP (Development Control Plan) – Development Control Plan (DCP) endorsed by Council October 2020; Second stage of project to include Local Strategic Planning Statements (LSPS) and Stage 1 Local Environmental Plan (LEP); Stage 1 of LEP is the Rural Land Use Study which will provide mapping for the actual LEP. Stage 2 of LEP will not be funded from NCIF2.	<b>In Progress</b>	\$214	\$134
Unification and Placemaking – Town Entry Signs	Completed Oct 2020	\$89	\$89
Culture Program and Capability Development – Directors Training complete; PD Review and Assessment complete; Leadership development component complete. Remaining funds used for two extensions of the project: Greater Leadership Training and Go! PULSE training.	<b>In Progress</b>	\$234	\$206
Client Business Environment Standardisation - Business Plan approved; Phase 3 Desktop Refresh equipment in deployment; Remaining funds to be used for the purchase of mobile devices.	<b>In Progress</b>	\$653	\$496
Rate Harmonisation (including Public Participation) - Council been approved to extend rate harmonisation until 21/22. Consultation has commenced.	<b>In Progress</b>	\$201	\$201
Tech1 Staff Training	Approved	\$16	\$0
<b>Total New Council Implementation Fund – Round 2</b>		<b>\$2,820</b>	<b>\$2,346</b>

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

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

Project – Detail	Status	Budget \$'000	Actual +Committals \$'000
Stronger Communities Fund Round 1 – 60 Community groups across the local government area given grants to assist with the particular aspirations of their members. These grants ranged from \$500 to \$50,000 and were approved by the Administrator in October 2017. All projects have been Acquitted and accepted by OLG.	All 60 Projects Completed	\$1,431	\$1,431
Adelong Creekscape – Budget increased from original of 515K to 558K – Contractor scheduled to start Bank Stabilisation works 26/10/2020 weather permitting. All other components complete.	Construction	\$558	\$389
Adelong Caravan Park – Amenities Building complete and being utilised. Door closer being installed. Scope extended to include small storage shed & slab with installation prior to Christmas.	Pending Finalisation	\$224	\$224
Batlow Cannery – Full cannery demolition including post-fire work completed. SCF1 funds fully expended. A further 70K for demolition included under SCF2. Refer to SCF2 project for remainder of works.	Completed Apr 2020	\$500	\$500
Batlow Caravan Park – All works under original scope completed. Surplus funds will be utilised on other SCF1 projects - TBD	Completed Feb 2020	\$723	\$501
Batlow CBD – Works complete with the exception of retaining wall. Revised design for crossing was rejected by RMS due to site distance requirements. Remainder of funds has been re-scoped to include landscaping, additional stencil work between RSL Club and Pioneer St, and additional street furniture.	Construction	\$540	\$368
Brindabella Rd Future Plan - Surplus funds will be utilised on other SCF1 projects.	Completed Feb 2019	\$308	\$285
Jingellic Multi-use track – The track formation is complete. The remaining 5k has been re-scoped and will be presented to ELT November for approval.	Construction	\$35	\$30
Khancoban Store – Sale of Contract withdrawn and replaced with a Letter of Intent to purchase after a two year lease agreement. Renovations have commenced.	Construction	\$199	\$127
Khancoban Streetscape - Surplus funds will be utilised on other SCF1 projects - TBD	Completed Dec 2019	\$395	\$387
Rosewood Beautification and Playground - Surplus funds will be utilised on other SCF1 projects - TBD	Completed Dec 2019	\$110	\$108
Rosewood Golf Club – Project original scope completed. Additional works awaiting installation	Construction	\$236	\$225



Project – Detail	Status	Budget \$'000	Actual +Committals \$'000
by contractor. Remainder to be completed by end of December.			
Brungle Park seating - \$5K Original Budget + \$1K from Contingency	Completed Feb 2019	\$6	\$6
Talbingo Town Improvements	Completed Feb 2020	\$200	\$200
Tooma Public Amenities - Surplus funds will be utilised on other SCF1 projects - TBD	Completed May 2019	\$80	\$76
Tumbarumba Showground – Original scope of works completed; Kitchen Upgrade - DA submitted and awaiting re-quote due to changes in detailed plans arising from pre-DA lodgement meeting.	Construction	\$1,107	\$1,038
Tumbarumba Creekscape and Sportsground – first stages of project completed. Project surplus used to extend Scope of Works: Gardens, caravan park fence, sportsground lighting and electricity. Recently effected by flooding and requires review.	Construction	\$318	\$270
Tumbarumba Playground	Completed Oct 2019	\$80	\$72
Tumbarumba Mountain Bike Track	Completed Oct 2019	\$40	\$40
Tumut Pool – Interest earned on investment of SCF1 funding has been approved for allocation to the completion of the project to cover additional works; e.g. Ramp, handrailing, ballustrades and fence. Official opening set for 3/12/2020.	Construction	\$1,189	\$1,105
Tumut Montreal Theatre – Amenities completed. Awaiting approval of S57 from OEH for internal work to be undertaken. Sprinkler installed above exit door and approved.	Construction	\$381	\$364
Tumut CBD and Car Parking – 50% of Wynyard St completed and will be 100% completed prior to Christmas. Pavers for Russell street have been ordered but delays in delivery will not see that section completed until February 2021.	Construction	\$1,760	\$1,168
Bull Paddock Carpark upgrade	Completed Dec 2019	\$130	\$130
IMPORTANT: the above project budgets include Administration, communication and project management – dedicated resources allocated to carry out and finalise projects. These costs are funded from investment interest on the grant funding estimated to be \$359K. Item reflects the difference between original estimate of interest and the revised estimate, less disbursements of: <ul style="list-style-type: none"> <li>• 9K – SCF1 Community Projects</li> <li>• 1K – Brungle Picnic Tables</li> <li>• 181K – Tumut Pool</li> </ul>	Contingency	\$0	
Total Stronger Communities Fund – Round 1 - Initial Funding 10M + est. interest earned 359K - Additional interest earned (> estimate of 359K)	\$10,359 \$ 191	\$10,550	\$9,044

**Stronger Communities Fund - Round 2**

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

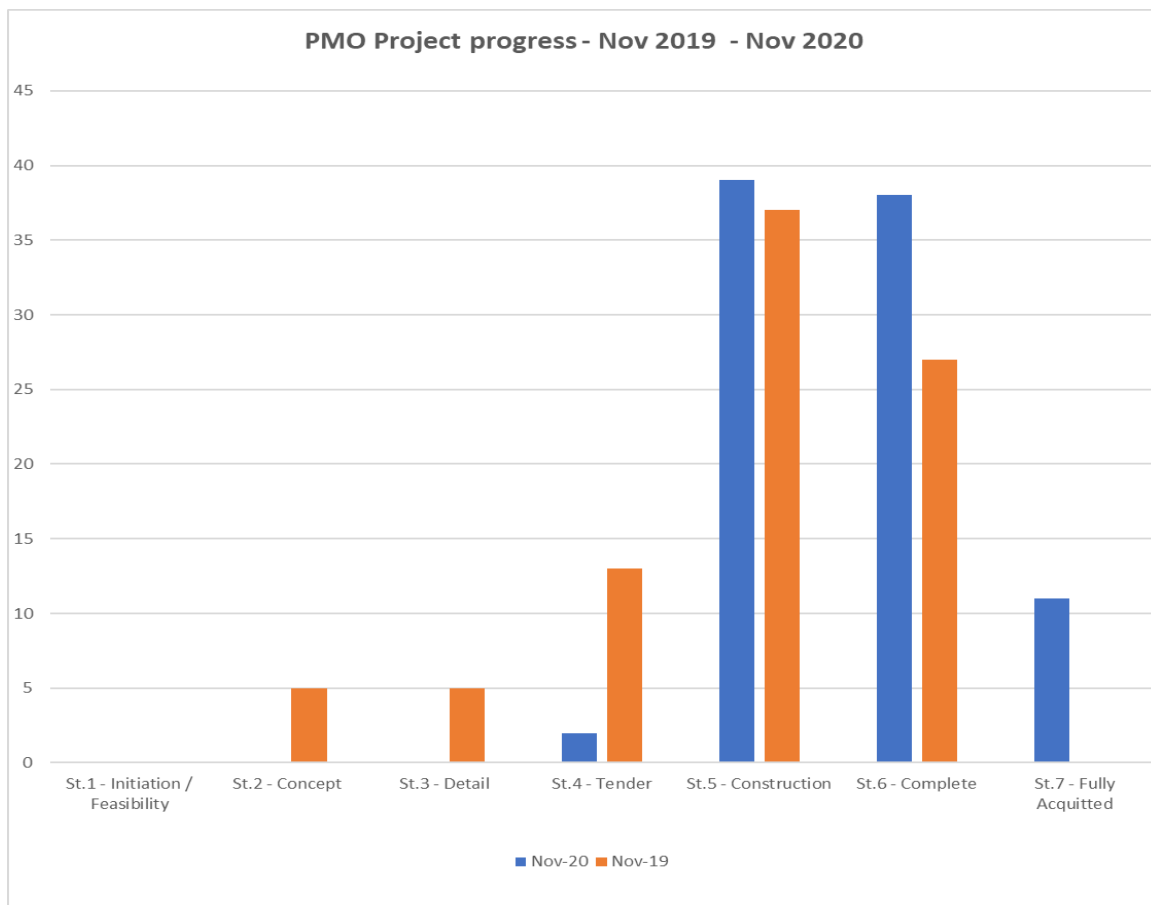
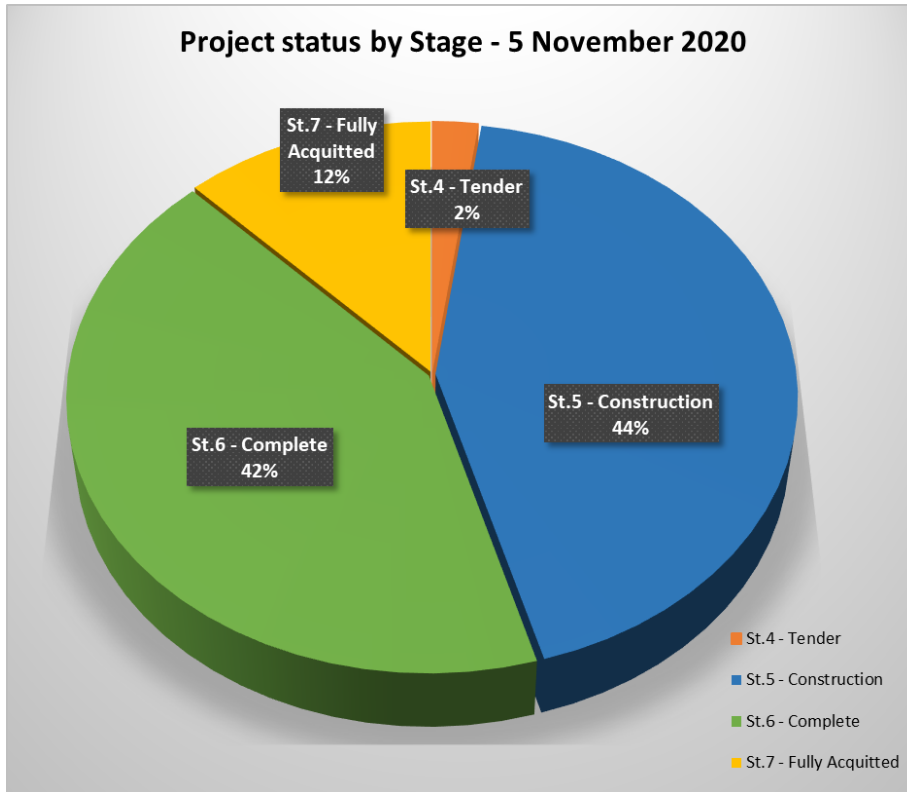
Project – Detail	Status	Budget \$'000	Actual + Committals \$'000
<p>Adelong Main Street Façade Improvements - Funding deeds have been signed and 50% payment made to accepting businesses. Extension has been given through until December 2020 for projects due to bushfires and COVID19. Two businesses have completed. Three business have declined the funding since approvals given. All funds declined have been offered to Adelong Progress Association however they were unable to identify a project. 11 businesses to still complete upgrades.100K original budget; 7K transferred to Adelong WiFi project.</p>	50% paid to approved applications	\$93	\$60
<p>Adelong Playground Equipment Upgrades - Project Complete based on original scope. Potential of undertaking further scope within budget currently being assessed</p>	Completed Jan 2020	\$100	\$95
<p>Adelong tourism projects/planning – 25K original budget; 12.7K transferred to Adelong Wifi project. Signs being manufactured all other works under scope are complete.</p>	Completed Aug 2020	\$12	\$12
<p>Adelong Walking Tracks Signage - First sign has been installed near the museum. Signs being manufactured: Adelong Falls Walk Map, Perseverance inter panel and environment panel. Once installed project will be complete.</p>	Construction	\$20	\$18
<p>Adelong Wi Fi Upgrade – Project required additional infrastructure to be successful. This has been possible with surpluses on other projects. 10K Original Budget + 28K from other SCF2 WiFi and tourism projects. All equipment required has been received. Project unable to proceed until unmetered power supply contracts have been established with Essential Energy.</p>	Construction	\$38	\$33
<p>Batlow Cannery Site Business Case &amp; Demolition – 70k has been re-purposed for Demolition.</p>			

Project – Detail	Status	Budget \$'000	Actual + Committals \$'000
Bushfire recovery claim was Approved. SVC will receive 854K (100% of works expense) from Public Works Advisory-NSW Regional Bushfire Recovery program. Environmental assessment and Geotech assessment to be undertaken as part of the original Cannery Business Case.	Demolition Component Completed Apr 2020  Business Case in Progress	\$200	\$92
Batlow Tourism Project Planning – 20K Original budget; 13.3K transferred to Batlow WiFi project. Project fully scoped to include new town signage.	Completed Aug 2020	\$7	\$4
Town Wi Fi Upgrades: Tumut, Batlow & Talbingo - Brungle WIFI unable to be installed due to poor coverage. All equipment has been received. Project unable to proceed until unmetered power supply contracts have been established with Essential Energy. Additional funds required.	Construction	\$58	\$65
Jingellic Pedestrian Bridge over horse creek - Project being scoped as part of the Tumbarumba Cycle project to enable bundling of bridges. Purchase of bridge is complete, works for install will be delivered under the Link to Mountain Biking project.	Cost of fabrication of bridge fully committed	\$30	\$30
Khancoban Pool Shade Sails - Installation and additional beatification works complete.	Completed May 2020	\$40	\$40
Town Wi Fi Upgrades: Tumbarumba – Khancoban project not necessary; existing Wifi deemed satisfactory. 12.5K transferred to other WiFi projects for pole installation & connectivity. Equipment for Tumbarumba has been received. Works will commence in line with other town Wifi installs.	Construction	\$12	\$12
Talbingo Playground equipment Project originally included Batlow Playground, which was funded internally subsequently all 50K was utilised at Talbingo.	Completed Feb 2020	\$50	\$50
Tooma Amenity Appearance - Trees purchased and are being planted. Works being undertaken by community group.	Construction	\$30	\$18

Project – Detail	Status	Budget \$'000	Actual + Committals \$'000
Tumbarumba Carcoola Dining Room. Additional 40K funded from 10K Community Services Grant and 30K internal. SCF2 component is fully spent with the remaining kitchen installation funded from other sources.	Works under SCF2 funding Complete	\$80	\$80
Tumbarumba Historical Walking Tracks - Community group project. Funding deed between Council and Community Group has been issued. Works 90% complete.	Construction	\$40	\$38
Tumbarumba Link with mountain biking - First stage will be a shared pathway from Booth St to Tumba cemetery including construction of a bridge and traffic notification. The second stage (pending funding) is to provide connections between the various trails constructed by Cycle Tumba. Approval is required from Crown Lands which requires confirmation of alignment, REF, Letter of Consent from LLS, lodge application for General License outlining these elements.	Construction	\$350	\$174
Tumbarumba Rail Trail additional funds – continuation of works initiated from iNSW Restart funding. Budget and actual to date represent 14.04% of total project. Virtual opening held 3/4/20. Erosion incurred from recent floods; working through options for procurement of items for remaining funds.	Original Scope of Works Completed May 2020 Additional Works under construction	\$800	\$724
Tumbarumba SVC tourism App - App content being reviewed at present due to impact of bushfires. Go live date to be confirmed. 20K Original Budget + 4K from Implementation of new SVC destination brand & Marketing strategy surplus.	Completed Jun 2020	\$24	\$24
Tumut Jack Ryan Memorial and Centenary of WW1 Project –10K original budget + 2K from interest	Completed Jan 2020	\$12	\$12
Tumut Pump Track and Cycling initiatives – Pump Track Complete. Remaining funds to be utilised with linking bike track to Elm Drive and landscaping of embankment adjacent to pump track to minimise ongoing maintenance; proposal in	Original Scope of Works Completed Dec 2019 Remaining works (lighting) funded from SVC Capital	\$500	\$500

Project – Detail	Status	Budget \$'000	Actual + Committals \$'000
place to use funds to install lighting to adjoining Bull Paddock sporting precinct.			
<p>Ratepayer projects and initiatives (Yaven Creek Rd) – Original work was carried out as per design and specification and completed within Budget in early June 2019. There was a saving of around \$100k.</p> <p>During October-August 2019, excessive rains softened the subgrade and a section of road pavement failed. Lime stabilisation was carried out to the failed section. The savings were not enough to cover the re-work however; there may be an option to fund the culvert replacements which were part of the original work, from the Sealed Roads Culvert Replacement program. Total cost of culverts 20.8K + other pavement failure correction 42.7K</p> <p>Budget reported right represents the SCF2 portion only.</p>	Completed Jun 2019	\$490	\$551
Repositioning of Snowy Valleys Way – planning & implementation – Remaining funds to be transferred into contingency for use on other SCF2 projects.	Completed Oct 2020	\$50	\$48
<p>Implementation of new SVC destination brand &amp; marketing strategy – complete.</p> <p>100K Original Budget; 3.5K trf to SVC tourism App &amp; .5K trf to Adelong Town WiFi Project.</p>	Completed Feb 2020	\$95	\$95
Interest earned on investment 23K. Interest utilised: 2K Jack Ryan Memorial Project	Contingency (interest) remaining	\$21	
<b>Total Stronger Communities Fund – Round 2</b>		<b>\$3,153</b>	<b>\$2,775</b>

**Project Status Charts**



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

Theme 5: Our Infrastructure

**Delivery Outcomes**

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

**Operational Actions**

5.2.1 Deliver the 2020/2021 Capital Works facility, open space and amenities program

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

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

**Costs and Benefits:**

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

**Policy, Legal and Statutory Implications:**

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

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

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

**OPTIONS:**

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

Snowy Valleys Council has been provided with an extension for all Round 1 & 2 projects for 12 months through until 30th March 2021.

**COUNCIL SEAL REQUIRED:**

No

**COMMUNITY ENGAGEMENT AND COMMUNICATION:**

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

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

**ATTACHMENTS**

Nil

**11. MANAGEMENT REPORTS****11.1 CITIES POWER PARTNERSHIP PLEDGE - ADOPTION OF 5 ACTIONS**

**REPORT AUTHOR:** EXECUTIVE DIRECTOR INFRASTRUCTURE  
**RESPONSIBLE DIRECTOR:** EXECUTIVE DIRECTOR INFRASTRUCTURE

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**EXECUTIVE SUMMARY:**

This report responds to the Mayoral Minute adopted by Council at its meeting held on the 18 June 2020, requesting that Council receive a report investigating the joining of The Cities Power Partnership Program and the subsequent report adopted by Council on the 20 August 2020 committing to becoming a partner in the program.

In summary, the program aims to bring together Mayors, Councillors and Communities to tackle Climate Change and commit to a sustainable, non-polluting energy future.

The program comprises of three phases:

Phase 1 – become a power partner – completed.

Phase 2 – power up, partners have six months to select five key actions from the partnership pledge

Phase 3 – power on, partners report on progress against key actions in a six monthly survey

This report addresses phase 2 of The Cities Power Partnership Program by providing a summary of the Partnership Action Pledges and seeking the endorsement of Council to work towards implementing 5 key actions from the Partnership Action Pledges as recommended in the report.

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

- 1. Receive this report on Phase 2 The Cities Power Partnership Program to select 5 key actions from The Partnership Pledges**
- 2. Endorse the selection of the following 5 key actions from The Partnership Pledges:**
  - a. Renewable Energy - Install renewable energy (solar PV and battery storage) on Council buildings**
    - i. Deliverable - continue with the installation of solar photovoltaic systems on Council owned buildings and facilities as deemed feasible**
  - b. Energy Efficiency - roll out energy efficient lighting across the municipality**
    - i. Deliverable - upgrade streetlights across the municipality with LEDs.**
  - c. Sustainable Transport - ensure Council fleet purchases meet strict greenhouse gas emission requirement's and support the uptake of electric vehicles**
    - i. Deliverable - ensure Council maintains a modern fleet that complies with the relevant greenhouse gas emission requirements and investigate options for introducing an electric pool vehicle into the fleet for travel between the Tumbarumba and Tumut Offices**



- d. **Sustainable Transport - support cycling through provision of adequate cycle lanes, bike parking and end-of-ride facilities**
  - i. **Deliverable - development of a Walking and Cycling Masterplan for the SVC Region for the development of existing and proposed trails and cycleways in Snowy Valleys Council**
- e. **Work Together and Influence - support the local community to develop capacity and skills to tackle climate change**
  - i. **Deliverable - establish a Climate Change Adaptation Advisory Committee to develop a 10 year plan to guide the Council and the community towards net-zero emissions and prepare our community for the impacts of climate change**

## **BACKGROUND:**

At its meeting held on 18 June 2020, Council resolved the following Mayoral Minute:

### **8.2 CITIES POWER PARTNERSHIP PROGRAM - VERBAL**

#### **M120/20 RESOLVED:**

THAT COUNCIL:

1. Receive a report investigating the joining of the Cities Power Partnership Program.

Cr James Hayes/Cr Cate Cross

**CARRIED UNANIMOUSLY**

In response to this Mayoral Minute, a report was prepared for the adoption of Council at its meeting held on the 20 August 2020. At the meeting Council resolved the following:

### **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**

This report addresses item 4 of the above resolution and recommends 5 key action items from the Cities Power Partnership Pledges.

**REPORT:**

The Climate Council's 'Cities Power Partnership' (CPP) seeks to celebrate and accelerate the emission reduction and clean energy successes of Australian towns and cities.

The CPP, is a national program that provides participants with exclusive access to domestic and international experts, an extensive online knowledge hub and Power Analytics tool, events with other local leaders and potentially exclusive access to small grants and renewable energy incentives as they become available.

The partnership also has a team dedicated to getting the clean energy successes of councils and communities publicised in the media and online.

The CPP consists of three main phases:

- Phase 1 - Become a Power Partner

Councils sign up to be a Power Partner and each Power Partner is buddied with two other local councils to knowledge share throughout the year. Power partners are profiled in national and local media, online and to the Climate Council's 200,000 members and supporters.

- Phase 2 - Power Up

Partners have six months to select five key actions from the partnership pledge ranging from renewable energy, efficiency, transport and advocacy. They must identify a point of contact within Council who will liaise with the Climate Council and work to implement their actions. Pledges are submitted by each partner and profiled online. Power partners and their local success stories will continue to be profiled in the media. Climate Councillors will travel to a range of communities across Australia to engage in community events and talk to councils.

- Phase 3 - Power On

Partners report on progress against key actions in a six-monthly survey. Partners access local and international knowledge and inspiration at the Power Partners Summit where Partners will be brought together to celebrate the high achieving towns and cities at the Power Partners Summit.

Council has committed to becoming Power Partner and is now required to select five key actions from the Partnership Pledges which are detailed in Appendix 1 (pages 10 – 12) in the document attached to this report, *Cities Power Partnership – Information for Councils*.

The Partnership Action Pledges are grouped into the following 4 categories:

- Renewable Energy

- Energy Efficiency
- Sustainable Transport
- Work Together and Influence

Noting that Council is already proactively progressing significant Clean Energy and Climate Change Adaptation initiatives, table 1 below provides the recommended 5 key action pledges for phase 2 of the Cities Power Partnership.

**Table 1 – 5 Key Action Pledges**

<b>Renewable Energy</b>		
<b>Action</b>	<b>Deliverables</b>	<b>Status</b>
Install renewable energy (solar PV and battery storage) on Council buildings.	Continue with the installation of solar photovoltaic system on Council owned buildings and facilities as deemed feasible.	<p>Solar photovoltaic systems have been recently installed on a number of Council buildings and facilities including the Tumut and Adelong pools.</p> <p>Work is currently underway to install additional solar at the Tumbarumba Pool for the new water play area and learners pool. Solar photovoltaic systems will also be installed at Councils transfer stations.</p> <p>Further opportunities to enhance/increase existing solar on Council buildings will be assessed.</p>

<b>Energy Efficiency</b>		
<b>Action</b>	<b>Deliverables</b>	<b>Status</b>
Roll out energy efficient lighting across the municipality	Upgrade streetlights across the municipality with LEDs.	Council resolved to proceed with streetlight LED upgrade in July 2020. Upgrade scheduled to be completed in the current financial year.

<b>Sustainable Transport</b>		
<b>Action</b>	<b>Deliverables</b>	<b>Status</b>
Ensure Council fleet purchases meet strict greenhouse gas emission requirements and support the uptake of electric vehicles	Ensure Council maintains a modern fleet that complies with the relevant greenhouse gas emission requirements and investigate options for introducing an electric pool vehicle into the fleet for travel between the Tumbarumba and Tumut Offices.	Council has introduced a number of Hybrid vehicles into its fleet and Officers will investigate options for introducing an electric pool vehicle into the fleet for travel between the Tumbarumba and Tumut Offices.

<p>Support cycling through provision of adequate cycle lanes, bike parking and end-of-ride facilities.</p>	<p>Development of a Walking and Cycling Masterplan for the SVC Region for the development of existing and proposed trails in SVC</p>	<p>Council has recently completed the construction of the Tumbarumba to Rosewood Rail trail, bike pump tracks at Tumbarumba and Tumut and is finalising the construction of a multi-use track in Jingellic along with a new pathway in Tumbarumba from Booth Street to the Cemetery.</p> <p>Funding for the development of a Walking and Cycling Masterplan is currently being sourced.</p>
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<p><b>Work Together and Influence</b></p>		
<p><b>Action</b></p>	<p><b>Deliverables</b></p>	<p><b>Status</b></p>
<p>Support the local community to develop capacity and skills to tackle climate change</p>	<p>Establish a Climate Change Adaptation Advisory Committee to develop a 10 year plan to guide the Council and the community towards net-zero emissions and prepare our community for the impacts of climate change.</p>	<p>Council has agreed to establish a Climate Change Adaptation Advisory Committee and adopted the terms of reference.</p>

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

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

Theme 3: Our Environment

**Delivery Outcomes**

3.1 Demonstrate leadership in environmental sustainability by reducing Council's carbon footprint and supporting the use of clean energy

**Financial and Resources Implications**

Delivery of the 5 key actions detailed in this report will likely have financial and resource implications.

Actions that fall outside of funded items will be reported separately to Council for approval.

**Policy, Legal and Statutory Implications:**

Nil policy, legal or statutory implications identified with becoming a partner of the Cities Power Program.

Policy, legal and/or statutory implications associated with the delivery of 5 key pledge actions will be assessed and reported separately as part of the delivery process.

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

Nil business risk, work health safety and/or public risks associated with becoming a partner of the Cities Power Program have been identified.

Risks associated with the delivery of 5 key pledge actions will be assessed and reported separately as part of the delivery process.

**OPTIONS:**

Council may choose to:

- Endorse to work towards implementing the 5 key action pledges as detailed in this report.
- Endorse the recommendations to work towards implementing the 5 key action pledges as detailed in this report with amendments. Council may choose different key action pledges drawn for the Cities Partnership Action Pledges
- Not proceed with any key action pledges noting that this would be in contradiction of the requirements of the Cities Power Partnership Program. The program requires that Council commits to 5 of the key action pledges

**COUNCIL SEAL REQUIRED:**

Council seal not required,

**COMMUNITY ENGAGEMENT AND COMMUNICATION:**

Power partners are profiled in national and local media, online and to the Climate Council's 200,000 members and supporters.

Attachments

- 1 Cities Power Partnership - Information for Councils (under separate cover) [⇒](#)

**11. MANAGEMENT REPORTS****11.2 ROADSIDE BIN HARMONISATION**

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

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**EXECUTIVE SUMMARY:**

This report seeks the approval of Council for the harmonisation of the roadside waste and recycling Mobile Garbage Bins (MGB or wheelie bins).

This harmonisation includes the replacement of MGBs that have reached the end of their useful life, with MGBs of consistent sizing, bin lid colours and branding.

Following the harmonisation, all Snowy Valleys Council residents within the serviced kerbside waste collection areas will have the same bin capacity and lid colours providing consistency, enabling easier domestic waste sorting and a clear and concise future education campaign for the Food Organics Garden Organics (FOGO) service due to start in mid 2021.

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

1. **Receives this report on Roadside Bin Harmonisation**
2. **Approve proceeding with Roadside Bin Harmonisation Project inclusive of the supply of approximately 10,000 new branded red and yellow lid mobile garbage bins for a total value in the order of \$500,000 as described in this report and summarised below:**
  - a. **replace the 13 year old former Tumut Shire Council 120 litre general waste bin with a new Snowy Valleys Council branded 140 litre red lid bin.**
  - b. **replace the 25 year old former Tumut Shire Council 240 litre green lid recycling bin with a new Snowy Valleys Council branded 240 litre yellow lid bin.**
  - c. **replace the 13 year old former Tumbarumba Shire Council 140 litre green lid general waste bin with a new Snowy Valleys Council branded 140 litre red lid bin.**
  - d. **rebrand the former Tumbarumba Shire Council branded 240 litre yellow lid recycling bins with a sticker that matches the new bins. The current bin is only 7 years old and does not require replacement for several years.**
3. **Note that the new bins will be procured through the NSW Local Government Procurement Partnership services arrangements under Section 55(3) of the Local Government Act.**
4. **Delegate the Chief Executive Officer to negotiate and approve the procurement of the bins and stickers for the roadside bin harmonisation project as referred to in item 2 above.**

**BACKGROUND:**

Snowy Valleys Council was established on 12 May 2016 following the amalgamation of the former Tumbarumba Shire Council and Tumut Shire Council.

The waste collection service for former Tumut Shire residents has been ongoing for around 25 years with the introduction of a recycling service around 13 years ago. The waste collection service for former Tumbarumba Shire residents began around 13 years ago with recycling introduced around 7 years ago.

The former Tumut Shire Council residents currently have a 120 litre red lid bin for domestic waste and 240 litre green lid bin for recycling. Both bins have a Tumut Shire logo.

The former Tumbarumba Shire Council residents currently have a 140 litre green lid bin for domestic waste and a 240 litre yellow lid bin for recycling. Both bins have a Tumbarumba Shire logo.

## **REPORT:**

The harmonisation of resource recovery and waste services across Snowy Valleys Council is generally complete.

One outstanding item is the harmonisation of the Mobile Garbage Bins (MGBs). Across the Local Government Area there are differing sized bins for the same service, confusing lid colours which do not meet the recommended standards and old shire logo's on the general waste and recycling bins.

To complete the harmonisation of the roadside bin collection service, to align with actions of the zero waste strategy and to meet objectives of the FOGO project it is important that all residents rated for the waste service should have access to the same service, equal bin capacity and easily identifiable bin lid colours.

Council officers have received complaints from residents in the former Tumut Shire area related to equal annual fees for smaller bins. The former Tumut Shire is provided with a smaller waste bin of 120 litre bin capacity which is 20 litres less per week in comparison with the 140 litre bin in the former Tumbarumba Shire area.

To achieve these harmonisation goals the recommendation is to:

- Replace the 13 year old Tumut Shire Council 120 litre general waste bin with a new Snowy Valleys Council branded 140 litre red lid bin.
- Replace the 25 year old Tumut Shire Council 240 litre green lid recycling bin with a new Snowy Valleys Council branded 240 litre yellow lid bin.
- Replace the 13 year old Tumbarumba Shire Council 140 litre green lid general waste bin with a new Snowy Valleys Council branded 140 litre red lid bin.
- Rebrand the former Tumbarumba Shire Council branded 240 litre yellow lid recycling bins with a sticker that matches the new bins. The current bin is only 7 years old and does not require replacement for another several years.

This equates to approximately 10,000 new bins (5,700 140 litre red lid bins and 4,300 240 litre yellow lid bins) and rebranding of approximately 1,400 bins.

The service life of a bin is approximately 10 to 12 years. Warranty periods for MGB's are generally for a period of 10 years. The bins that are recommended for replacement all exceed the estimated service life with the original Tumut Shire bin more than twice this time frame. The current stock of bins throughout the Local Government Area is seeing a failure rate of around 200 bins per year.

The recommended option to replace the bins would provide the following benefits:

- Bin capacity harmonisation (same waste and recycling litres for all residents).
- Correct colours lids for the various waste types across the region (red for general waste, yellow for recycling and green for FOGO).
- The same branding on all bins across the Local Government Area.

- The correct colours will help improve the education campaigns around increased recycling, reducing waste and will enable a streamlined approach to the FOGO educational and promotion material like flyers, magnets, banners, etc.
- Compliance with the recommendations of the Australian Standard (AS 41253.7 2006) for the bin and lid colours.
- The replacement programme provides the opportunity to audit the current general waste and recycling bin services. This will allow the location and removal of stolen bins at un-serviced properties and removal of bins where additional services are no longer paid for but bins were not removed at time of service cancellation.
- The new waste voucher and waste services information app available in January 2021 can be released with consistent messaging and correct colour bin configurations.
- Replacement of the old bins will reduce the adhoc bin replacement costs caused by collection truck damage (Council is currently replacing 3 bins per week on average).
- Will reduce the collection times. The trucks currently collect 150 x 120 litre bins per hour and 180 x 140 litre bins in the same time. The design of the 140 litre bin allows for an easier grab and has a smoother interior for quicker waste discharge (reduced bin shaking to release waste). This design is better for the truck, around 20% faster, causes less damage to the bins and reduces wear on the truck and bin lifting arm.
- Can provide better buying power if tendered with the procurement of 6,000 FOGO bins. If these bins are included with the FOGO bin procurement the total contract price is expected to be around \$800,000.
- Through the replacement programme and tender process, it will be a requirement for all replaced bins to be recycled. The recycled bins will likely be utilised in a closed loop system for manufacture of new bins.

## 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 full harmonisation and clear concise messaging.	Perception of not committing to Snowy Valleys Council. Confusion generated with mixed messaging across the Local Government Area due to bin colours and stickers.
Environmental	Ensuring appropriate waste management and resource recovery services are in place.	Differing levels of service 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. Can also lead to a perception of inequitable charges for different levels of service.



	Positive	Negative
		Capital cost for supply and delivery of new bins.
Governance	Council provides and regulates appropriate waste management systems in line with best practice management.	Not meeting standards for correct bin colours.

### Financial and Resources Implications

The bin replacement program costs can be covered by the waste budget – no immediate cost to the community. These can be included into future long term renewal plans minimising any future spike in financial impacts to rate payers.

Detection of stolen bins can also reduce waste disposal costs or increase rates revenue by including these properties in the collection service.

The costs of the bin harmonisation recommended option can be accommodated by the operational budgets performance and the waste fund. Waste fund reserves have a budget of \$1M,

### Costs and Benefits:

Estimated costs for the new waste bins are as follows:

5,700 x 140 litre red bin lids	\$262,000
4,300 x 240 litre yellow bin lids	\$217,000
Stickers	\$ 10,000
Total	\$489,000

### Policy, Legal and Statutory Implications:

Bin harmonisation is a key objective of the FOGO implementation program to send the right message about waste sorting to residents.

Meets actions of the Zero Waste Strategy.

It will create a fair and equitable collection system for all SVC residents.

### 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	Nil
Work Place Health and Safety	Nil	Health and safety risks will be reduced in kerbside collection.
Financial	Nil	No significant risk identified
Environmental	Nil	No significant risk identified
Stakeholders	Nil	No significant risk identified
Corporate Governance and Compliance	Nil	No significant risk identified
Reputation	Nil	The changes should drive a positive reputation shift as this will complete the bin harmonisation.

<b>Risk Theme</b>	<b>Risk Rating</b>	<b>Commentary</b>
Political	Nil	No significant risk identified. It will be a positive change.
Projects	Nil	No significant risk identified. Initial discussions with suppliers have confirmed the project can be delivered by first quarter of 2021.

## **OPTIONS:**

Several options have been considered for harmonisation of MGBs across the council.

### **Option 1: Red and yellow stickers on current bins.**

More economical option, but stickers will last around 2 years and will then need to be replaced to maintain effective communication and messaging. If not replaced the stickers may also reveal the old shire logos as they deteriorate, fade or peel off. Bin capacity is still not equal for all Snowy Valleys Council residents. FOGO education and promotional campaign will still be difficult to implement and confusing for residents.

### **Option 2: Lid replacement**

Snowy Valleys Council or contractor staff will replace current bin lids and rebrand the former Tumbarumba and Tumut shire bins. The stickers will last around 2 years, but will then need to be replaced to hide the old logos. It is a solution for the bin colour code but the old bin body will continue in service past its expected useful life. Bin capacity is still unequal for all Snowy Valleys Council residents. Council will still need to consider replacing these bins in the near future to complete the bin harmonisation and renew aging bins.

### **Option 3: Full bin replacement**

All serviced residents will have the correct branded and colour bin lid. Residents will also have equal waste capacities across the Local Government Area. Council officers will include these new assets into long term renewal plans, implement condition rating and deterioration modelling with planned replacement of these bins around 2035.

The new bins will provide a clean, clear and concise means for simple education programs that do not create confusion for residents. The FOGO messaging will be simplified and easier to understand.

The replacement of the bins will also improve the efficiency of the collection run, reduce wear and tear on the collection trucks and provide opportunity to expand the collection area.

### **Option 4: No change**

This option has zero cost implications but means that the existing bins are not changed for several years and the old shire logos will remain on these bins until they are changed. Continuing with the same arrangements will continue to cause issues and complaints regarding bin capacity and lid colours. It will make the FOGO education and promotional campaign difficult for the Communications team to roll out and it will be confusing for residents.

The table below shows detailed costs estimates associated with each option. An expected 30 year whole of life cost has been included which also indicates option 3 will provide a more cost effective outcome over the long term.

Option 1	Units	Sticker	Labour	Freight/Extras	Total	Cost per bin
Current bins, former shire logo, only lid stickers in red and yellow						
Sticker for lid colour	10,500	\$ 15,750.00	\$ 36,750.00	\$ 9,000.00	\$ 61,500.00	\$ 5.86
Stickers to cover Tumut and Tumburumba old logo	12,000	\$ 18,000.00	\$ 42,000.00	\$ 6,000.00	\$ 66,000.00	\$ 5.50
		\$ 33,750.00	\$ 78,750.00	\$ 15,000.00	\$ 127,500.00	\$ 11.36
				30 year lifecycle costs		\$ 1,322,463.85
Option 2	Units	Lids	Labour	Freight/Extras	Total	Cost per bin
Current bins, former shire logos to cover, new lid only						
Lid replacement	6,000	\$ 57,000.00	\$ 39,000.00	\$ 9,000.00	\$ 105,000.00	\$ 17.50
Stickers to cover Tumut and Tumburumba old logo	12,000	\$ 18,000.00	\$ 42,000.00	\$ 6,000.00	\$ 66,000.00	\$ 5.50
		\$ 75,000.00	\$ 81,000.00	\$ 15,000.00	\$ 171,000.00	\$ 23.00
				30 year lifecycle costs		\$ 1,296,575.30
Option 3	Units	Bins	Labour	Freight/Extras	Total	Cost per bin
Replacement of general waste bins and green lid recycle bins						
Full bin replacement 140 litres general waste red lid	5,700	\$ 176,700.00	\$ 76,950.00	\$ 8,235.00	\$ 261,885.00	\$ 45.94
Full bin replacement 240 litres recycling yellow lid	4,300	\$ 150,500.00	\$ 58,050.00	\$ 8,235.00	\$ 216,785.00	\$ 50.42
Sticker for recycling bin former Tumburumba Shire	1,400	\$ 2,100.00	\$ 4,900.00	\$ 3,000.00	\$ 10,000.00	\$ 7.14
Total for Option 3	11,400	\$ 329,300.00	\$ 139,900.00	\$ 19,470.00	\$ 488,670.00	\$ 42.87
				30 year lifecycle costs		\$ 1,081,133.11

**COUNCIL SEAL REQUIRED:**

No

**COMMUNITY ENGAGEMENT AND COMMUNICATION:**

Council Officers will initiate a media campaign to promote the bin harmonisation in conjunction with the development of the FOGO messaging. The Media campaign will be undertaken prior to the bin exchange.

Attachments

Nil

**11. MANAGEMENT REPORTS****11.3 PROPOSAL FOR THE DECLARATION OF NEW OFF LEASH AREAS**

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

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**EXECUTIVE SUMMARY:**

This report seeks Councils consideration and determination regarding the review of the effectiveness of SVC's current designated leash free area and to identify additional areas within the LGA suitable for a similar designation to meet the needs of the community.

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

1. **Receive the report on the Proposal to Declare new Off-Leash Areas**
2. **Determine to give notice of Intention to Declare new Off-Leash areas in the places listed below:**
  - a) **Bi-Centennial Park (Tumbarumba)**
  - b) **Reedy Creek Park (Batlow)**
  - c) **Golden Gully (Adelong)**
3. **That the notice of Intention to Declare new Off-Leash areas seeks submissions from the public for a period of 3 months, concluding in February 2021.**

**BACKGROUND:**

Exercising dogs off-leash has benefits for both the owner of the dog and the animal itself. Currently Council uses discretion and common sense in enforcement in parks and "known" walking areas within the Council area. A dog in the close company of an owner and remaining beside that owner is not considered to be problematic.

The Companion Animals Act clearly defines a dog under effective control as "effective control of some competent person by means of an adequate chain, cord or leash that is attached to the dog and that is being held by (or secured to) the person". However; the common-sense approach to practical enforcement currently used by Council has been very effective.

- If a person is walking a dog off-leash in a reasonably isolated area with no other animals, people or children around, they are asked if they have a lead and a litter bag to pick up droppings.
- They are also informed that if they see people, cyclists, other dogs or children, they are to put their dog(s) on the leash until such time as they are in the off-leash area or the others using the location have passed.
- Complaints are dealt with on their merits on an individual basis.

**REPORT:**

Council receives complaints from time to time from people who have been unnerved by a rushing dog. Regardless of the dog's intent this can be a frightening event for many people. In

circumstances where Council does receive a complaint Council's Rangers investigate and take appropriate action.

Over the last year there has been a rise in the number of complaints regarding:

- Dogs off-leash in public areas
- Owners not picking up after their dogs
- Dogs off-leash chasing or rushing at other dogs and people.

The increase in complaints has resulted in the need to assess demand for the provision of off-leash areas in the Towns and Villages across the Snowy Valleys LGA.

The Snowy Valleys LGA currently has one designated off-leash area, which is located at Bila Park Tumut.

The benefit of having a designated off-leash area is that park users can be made aware of the likelihood of dogs being off-leash in that area and be prepared for that or choose not to use that area.

A declaration is required for the establishment of new off-leash areas. The process that is normally followed to achieve this is outlined below:

1. Nomination of proposed designated areas
2. Report to Council
3. Consideration and determination by council to notify its intention to declare
4. Public consultation
5. Review of Submissions
6. Decision by Council to either:
  - a. Determine the declaration of area(s)
  - b. Dismissal of proposal
  - c. Partial acceptance (some areas accepted others rejected)
  - d. Returned for further information and recommencement of process

It is acknowledged that there are numerous parks in Snowy Valleys that have been used by many dog owners to exercise their animals off-leash for some time. It should be noted that whether a dog is on-leash or off-leash it is required to be under the effective control of the person responsible for it at any given time.

Balancing the positive outcomes from exercising dogs off-leash whilst ensuring that all open space users feel safe and secure can be quite challenging.

In the circumstances Council officers have sought to identify a range of suitable off-leash areas across the Snowy Valleys LGA.

## **LEASH FREE AREAS FOR SVC LOCAL GOVERNMENT AREA**

**Existing** - There is one current designated off-leash area

- 1) Bila Park (Tumut) – this area is already declared and no changes are needed

**Proposed** - The following three areas are being proposed to be declared as new off-leash areas:

- 1) Bi-Centennial Park (Tumbarumba) – New declaration required
- 2) Reedy Creek Park (Batlow) - New Declaration required
- 3) Golden Gully (Adelong) - New declaration required

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

Theme 3: Our Environment

**Delivery Outcomes**

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

**Operational Actions**

1.6.2 Implement Council's Companion Animal Plan

**SUSTAINABILITY ASSESSMENT:**

	<b>Positive</b>	<b>Negative</b>
Social	Equitable distribution of Off-Leash areas across the larger Towns in the Snowy Valleys LGA.	
<i>Environmental</i>	Nil	Nil
<i>Economic</i>	Nil	Nil
<i>Governance</i>	Nil	Nil

**Financial and Resources Implications**

The cost to establish new off-leash areas in three locations is approximately \$3500 per location. This is calculated as follows:

Signage	\$2,000
Dog Litter Bag Dispensers	\$580
Installation Costs	\$920

The total establishment cost is approximately \$10,500.

Ongoing costs (bio degradable bags) is estimated at \$1,000 per annum - 40 rolls @ \$25.00 per roll.

Note that this proposal does not include the provision of fenced areas.

**Costs and Benefits:**

Benefits related to the costs are as follows:

- Dog owners will have a location where they can legally exercise their dog's off-leash.
- Park users will be made aware that dogs may be off-leash and will be able to choose a different park should they not be comfortable around dogs that are off-leash.

**Policy, Legal and Statutory Implications:**

The Companion Animals Act 1998 states: section 13 (6) place.

- (6) A local authority can by order declare a public place to be an off-leash area. Such a declaration can be limited so as to apply during a particular period or periods of the day or to different periods of different days. However, there must at all times be at least one public place in the area of a local authority that is an off-leash area.

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

There is a risk that park users in the areas proposed to be declared Off-Leash will not support such a declaration. This can be mitigated through the application of an effective communications and engagement plan.

**OPTIONS:**

In consideration of this report Council may or may not choose to proceed as recommended. Alternatively, Council may seek further information for consideration of this matter at a future Council meeting.

**COUNCIL SEAL REQUIRED:**

No

**COMMUNITY ENGAGEMENT AND COMMUNICATION:**

Council has received feedback from members of the public requesting that additional Off-Leash areas be declared across the Municipality.

Should Council determine to give notice of intention to declare additional Off-Leash areas a communications and engagement program will be developed in order to gauge community support for such a declaration and to better understand any concerns that may arise.

Attachments

- 1 Snowy Valleys Council - Map of Purposed 'Off Leash Areas' (under separate cover)



**11. MANAGEMENT REPORTS****11.4 REQUEST FROM BATLOW ROTARY TO ESTABLISH A MENS SHED ON THE FORMER BATLOW CANNERY SITE**

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

**EXECUTIVE SUMMARY:**

The purpose of this report is to present to Council for consideration and determination a proposal from the Rotary Club of Batlow to establish a Men's Shed on the former Batlow Cannery Site.

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

1. Receive the report on the request from the Rotary Club of Batlow to establish a Men's Shed at the former Batlow Cannery Site.
2. Enter into a lease agreement with the Rotary Club of Batlow for the purpose of establishing a Men's Shed at the former Batlow Cannery Site as indicated in the site plan as attachment one to this report.
3. Require that the lease agreement in relation to the former Batlow Cannery Site is inclusive of the following considerations:
  - a) Establishment of a Representative Community Committee with the purpose of ensuring broad based community access to the facilities and participation in programs delivered through the facility.
  - b) All building maintenance and management will be the responsibility of the Leasee.
  - c) The Leasee will be responsible for all service charges including Water and Waste Water, Water Usage and Waste Services.
  - d) The Leasee is required to ensure that effective and appropriate WHS policies are developed and implemented in respect of all activities undertaken on site.
  - e) The Leasee is required to prepare risk management plans relative to all activities undertaken on site.
  - f) The Leasee is required to have in place all insurances, including Public Liability Insurance, relative to all activities undertaken on site.
4. Set an annual "peppercorn" rental fee of \$1 for the area to be occupied as indicated in the site plan at figure 1 in this report.
5. Authorise the Chief Executive Officer to prepare and execute a lease agreement with the Rotary Club of Batlow for the purpose of establishing a Men's Shed on the former Batlow Cannery Site.

**BACKGROUND:**

In 2018, Snowy Valleys Council purchased the unoccupied Batlow Cannery.

This followed community consultation which identified the Batlow community's desire for the site to be cleaned up for development and improved visual amenity.



Council engaged a contractor to undertake the demolition of the structures on the site. The scope of the demolition works included removing all aboveground structures with the exception of the administration building.

Although the scope of works to demolish the site to ground level changed dramatically due to the Dunns Road bushfire, demolition works continued, with the demolition completed in March 2020.

#### **REPORT:**

The Rotary Club of Batlow wrote to Council in an email dated 2 October 2020 with the following formal request:

- That the Batlow Cannery office building and surrounding DA areas (1/DP134507,7/DP18471, and part of 153/DP757214) be made available as the permanent location of the Batlow Men's Shed.
- That agreement be made with current tenant to allow use of the area fenced off on 153/DP757214
- That this location be provided on a "peppercorn" lease.
- That this lease recognises the Rotary Club of Batlow will be the signatory organisation to that lease.
- That following adoption of the lease that all maintenance and repairs to the building will be undertaken by the Rotary Club of Batlow Men's Shed
- That the Rotary Club of Batlow Men's Shed will seek to develop a building to be used as the workshop on this site.
- That Rotary Club of Batlow Men's Shed will operate as a community centre for a broad range of activities to support the mental and social needs of the community of Batlow.
- That Rotary Club of Batlow Men's Shed will be responsible for payment of water rates and electricity.
- That tenancy of this location will require the maintenance of the building and the grounds.
- Insurance for this project will be supported by the Rotary District 9705 insurance and by the Australian Men's Shed Association.

The following information describing Men's Sheds has been obtained from the Australian Government Department of Health website:

"A men's shed is a community-based, non-commercial organisation that is open to men. Men's Sheds provide a place where men can feel included and safe. The aim of men's sheds is to improve the health and wellbeing of their members."

"Men's Sheds may do a variety of activities from manual crafts to gardening to beekeeping. Some may undertake community projects such as making toys for local childcare groups. Men's Sheds may provide an opportunity to learn new skills such as first aid. They may hold health and wellbeing events and provide contacts for men to follow up on their health needs. Men's Sheds can also provide company or an opportunity to make friends."

"Men's Sheds are independent, community-based organisations. Local councils or other community-based organisations may provide a meeting place for Men's Sheds. There is a network of over 1000 Men's Sheds across Australia."

The Rotary Club proposes to erect a new shed structure adjacent to the former Administration building on Kurrajong Avenue St. The proposed shed will be utilized as a workshop housing tools, workbenches and will accommodate the core men's shed activities.

It is proposed that the former administration building will provide toilets, a lunchroom and other spaces to enable a broader range of community activities to take place aligned with the Men's Shed.

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

Theme 1: Towns and Villages

**Delivery Outcomes**

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

**Operational Actions**

1.4.1 Use partnerships and memberships to encourage arts, cultural and heritage events, activities and creative opportunities

**SUSTAINABILITY ASSESSMENT:**

	<b>Positive</b>	<b>Negative</b>
Social	Men's sheds aim to improve the health and wellbeing of Australian men. They address social isolation and boost men's mental health in terms of: <ul style="list-style-type: none"> <li>• feeling safe</li> <li>• making friends</li> <li>• sharing meaningful activities</li> </ul>	
Environmental	Activating part of the former Batlow Cannery through a community-based initiative will ensure on going management and maintenance of the built environment relative to the site.	<i>Nil</i>
Economic	Activating the former Cannery site will bring people into the centre of Batlow and increase economic activity in that part of the town	<i>Nil</i>
Governance	The Rotary Club of Batlow is an incorporated association and has appropriate governance structure and procedures in place to enable effective oversight and delivery of this project.	<i>Nil</i>

**Financial and Resources Implications**

The costs associated with drawing up and executing a lease are as follows:

**Costs and Benefits:**

Financial Costs	Financial Benefits	Benefits	Opportunities
Lease Costs	Maintenance and management by a third party of an asset owned by Council	Increase in community activity relevant to the social demographic of the town of Batlow	The project will attract further funding and investment on the site

**Policy, Legal and Statutory Implications:**

Development of the lease agreement would be undertaken by Council appointed solicitors to ensure compliance with the relevant legal and statutory requirements.

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

It is recommended that the lease requires the Lessee to:

- a) ensure that effective and appropriate WHS policies are developed and implemented in respect of all activities undertaken on site.
- b) prepare risk management plans relative to all activities undertaken on site.
- c) have in place all insurances, including Public Liability Insurance, relative to all activities undertaken on site.

**OPTIONS:**

Council may adopt the recommendation contained in this report or seek further information in the matter for consideration at a future meeting of Council.

**COUNCIL SEAL REQUIRED:**

No

**COMMUNITY ENGAGEMENT AND COMMUNICATION:**

The Rotary Club of Batlow has undertaken extensive consultation with the Batlow Community in respect of this proposal. Letters of support are included in the proposal documentation.

Attachments

- 1 Rotary Club of Batlow Men's Shed Project (under separate cover) [⇒](#)
- 2 Batlow Cannery - Proposed Site Use (Map) (under separate cover) [⇒](#)

**11. MANAGEMENT REPORTS****11.5 UPDATE ON THE STATUS OF THE ROSEWOOD COMMUNITY SHED.**

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

**EXECUTIVE SUMMARY:**

The Rosewood Community Shed Committee recently wrote to Council seeking to purchase the Rosewood Community Shed for \$1.00. This report provides an update on the status of Rosewood Community Shed in and recommends that Council defers making a determination in respect of the sale until such time that issues relating a sub-division process currently underway are resolved.

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

1. **Receive the report on update of the status of the former Rosewood RFS Shed.**
2. **Defer making a determination on the request received to sell the Rosewood Community Shed to the Rosewood Community Shed Committee for one dollar.**
3. **Receive a further report regarding the Rosewood Community Shed following resolution of the subdivision process in respect of the Rosewood Golf Club that is currently underway.**

**BACKGROUND:**

The Rosewood Community Shed Committee is a Section 355 Committee of Council. Their purpose is to oversee the management and use of the Rosewood Community shed for community purposes. The committee leases out the shed to an individual and use the income generated for community purposes.

The committee recently wrote to Council requesting that Council sell the shed to the committee for the nominal amount of one dollar. This on the basis that the committee would transition away from being a section 355 committee of Council to become an independent entity.

**REPORT:**

The Rosewood Community Shed is sited on Crown Land that remains under the management of the Rosewood Golf Club. Council in conjunction with the Rosewood Golf Club has commenced a process to sub-divide the land under management of the Rosewood Golf Club. The subdivision if implemented will excise the Golf Club House and will allow Council to assume management responsibility for the balance of the allotment.

The subdivision and the anticipated shift in management responsibility are subject to processes that are still underway and yet to be completed. In the circumstances it is premature to make a determination to sell the Rosewood Community Shed as requested by the Rosewood Community Shed 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**

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

**Operational Actions**

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

**SUSTAINABILITY ASSESSMENT:**

There are no sustainability issues associated with the actions recommended in this report.

**Financial and Resources Implications**

There are no appreciable financial implications associated with the actions recommended in this report.

**Costs and Benefits:**

N/A

**Policy, Legal and Statutory Implications:**

There are no Policy, Legal or Statutory implications associated with the actions recommended in this report.

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

N/A

**OPTIONS:**

Council has the option to advise the Rosewood Community Shed Committee to negotiate with the Rosewood Golf Club over the sale of the Rosewood Community Shed.

**COUNCIL SEAL REQUIRED:**

No

**COMMUNITY ENGAGEMENT AND COMMUNICATION:**

This report has been prepared in response to request received from a committee of Council. No further engagement has taken place.

**Attachments**

- 1 Letter - Offer to purchase Rosewood Fire Shed from SVC - Rosewood Community Shed Committee (under separate cover) [⇒](#)

**11. MANAGEMENT REPORTS****11.6 DA2020/0247 - PROPOSED DWELLING WITH ATTACHED GARAGE/SHED - BOMBOWLEE AVENUE, BOMBOWLEE**

**REPORT AUTHOR:** BUILDING SURVEYOR  
**RESPONSIBLE DIRECTOR:** EXECUTIVE DIRECTOR COMMUNITY AND CORPORATE

**EXECUTIVE SUMMARY:**

A development Application has been lodged seeking Council's land use approval for the construction of a dwelling with attached garage/shed on vacant land located on Bombowlee Avenue, Bombowlee. The development also proposes the placement of fill with an estimated volume of not less than 400m<sup>3</sup> under the building footprint with additional fill indicated beyond the footprint and the construction of ancillary retaining walls.

The subject site is flood prone land with an estimated inundation depth of up to 1.25m above natural ground level in a 1 in 100 year flood event (1% annual exceedance probability) at the site of the proposed building pad and in excess of 1m at the point of proposed access/egress to the property. The level of inundation identifies the subject site as being in a high hazard flood area in accordance with the NSW Floodplain Manual. The subject site does not have access to Council's mains sewer service and requires an on-site sewage management system to be installed on the property in order to treat and dispose of wastewater generated by the development.

The assessment of the DA undertaken by Council staff has found that approval of the DA is not in the public interest due to the likelihood of adverse impacts on natural and built environments as well as social and economic impacts resulting from the proposed development being in a high hazard flood area.

As a result of the internal assessment outcome, DA2020/0247 is being referred to Council for determination.

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

- 1. Receive the report on DA2020/0247 – Proposed Dwelling with attached Garage/Shed – Bombowlee Avenue, Bombowlee.**
- 2. Refuse consent for Development Application DA2020/0247 – Proposed Dwelling with attached Garage/Shed – Bombowlee Avenue, Bombowlee.**

**BACKGROUND:**

The subject land is located at Bombowlee Avenue, Bombowlee (identified as Lot 11 DP1123419), sited between Bombowlee Avenue and the Wee Jasper Road to the South of Dowells Lane. Access to the subject land is off Bombowlee Avenue.

The subject land is vacant apart from some shipping containers (records show no approval for the existing shipping containers to be located on the lot). The subject site is flat with minimal scattered trees and is currently grazed by horses.

The subject dwelling with attached garage/shed and ancillary earthworks and retaining walls is proposed to be located in the North East corner of the allotment on the highest part of the lot. The intended use of the proposed attached shed component of the proposed building has not been detailed by the submitted application beyond being for storage. It is thought to be for purposes ancillary to the dwelling and for storage of items associated with the keeping of horses presently on

the lot. However, it cannot, without the submission of additional information, be confirmed that the intended use isn't for storage related to commercial or industrial undertakings.

The proposed development has not been neighbour notified to date. It was the determination of the assessing officer that original submitted documents contained omissions and required additional information to be submitted prior to neighbour notification. Upon review of the additional information submitted it was the determination of the assessing officer following internal consultation that the development does not satisfy requirements of the Tumut Local Environmental Plan 2012 or Snowy Valleys Development Control Plan 2019 and that approval of the development application would not be in the public interest. Therefore, neighbour notification was regarded as unnecessary at this point.

Despite not being neighbour notified the proposed development, if approved, may result in adverse impacts to adjoining properties, namely the potential for detrimental increases in the potential flood affectation of other properties due to alterations to drainage patterns and flood behaviour as a result of proposed earthworks and impediments to natural waterflows.

Assessment of the application identified that in the event of a 1 in 100-year flood event the occupants of the proposed dwelling would not have means to safely evacuate the property, with both the internal property access and Bombowlee Avenue being submerged by more than 1m of water. It is the determination of the assessing officer in consultation with Council's engineering staff that mechanisms and/or alterations to the proposed access providing for permanent, fail-safe, maintenance-free evacuation measures is not achievable and that the construction of a dwelling on the subject lot would place unacceptable risk and costs on emergency services and the general public to facilitate the safe evacuation of occupants. Noting this, while Council may under the provisions of the Environmental Planning & Assessment Regulations 2000 request additional information to be submitted, it is the opinion of Council staff that the necessary investigations including but not limited to flood modelling and detailed engineering would place considerable financial onus on the applicant/owner of the property, and are highly unlikely to provide a suitable solution for the provision of safe evacuation. As such it is the opinion of Council staff that requesting such additional investigations is unreasonable and would be unrewarding.

The subject lot and its access and egress via Bombowlee Avenue is known to have been inundated during previous flood events including in 2012, which was significant, but which based on records held by Council was not a 1 in 100-year flood event in Tumut (peaking at 3.83m on the flood gauge, with a 1:100-year level being 4.1m). Aerial images captured of the 2012 flood show the subject land as well as Bombowlee Avenue to the front of the lot was significantly flooded by that event. These images with key areas identified are provided in Attachment 2 for reference. It is not known at what time the images were captured. Staff have been anecdotally advised that the photos did not capture the extent of inundation at the peak of the flood but this cannot be verified or relied on.

## **REPORT:**

In accordance with the Environmental Planning & Assessment Act 1979, before Council can determine a development application an evaluation of the application must be undertaken considering matters prescribed by Section 4.15 of the Act.

### **“4.15 Evaluation**

- 1) *Matters for consideration—general In determining a development application, a consent authority is to take into consideration such of the following matters as are of relevance to the development the subject of the development application—*
  - (a) *the provisions of—*
    - (i) *any environmental planning instrument, and*

- (ii) *any proposed instrument that is or has been the subject of public consultation under this Act and that has been notified to the consent authority (unless the Planning Secretary has notified the consent authority that the making of the proposed instrument has been deferred indefinitely or has not been approved), and*
  - (iii) *any development control plan, and*
  - (iiia) *any planning agreement that has been entered into under section 7.4, or any draft planning agreement that a developer has offered to enter into under section 7.4, and*
  - (iv) *the regulations (to the extent that they prescribe matters for the purposes of this paragraph),*
  - (v) *(Repealed)*
- that apply to the land to which the development application relates,*
- (b) *the likely impacts of that development, including environmental impacts on both the natural and built environments, and social and economic impacts in the locality,*
  - (c) *the suitability of the site for the development,*
  - (d) *any submissions made in accordance with this Act or the regulations,*
  - (e) *the public interest.”*

Council’s attention is drawn to the aforementioned clauses:

- (a) (i) any environmental planning instrument, which in this instance includes the Tumut Local Environmental Plan 2012;
- (a) (iii) any development control plan, which in this instance include the Snowy Valleys Development Control Plan 2019;
- (b) the likely impacts of that development, including environmental impacts on both the natural and built environments, and social and economic impacts in the locality;
- (c) the suitability of the site for development;
- (e) The public interest.

4.15 Evaluation of the submitted application undertaken found that the proposed development does not, in the opinion of the assessing officer, appropriately satisfy the above clauses. The below surmises the key issues identified: -

## **TUMUT LOCAL ENVIRONMENTAL PLAN 2012**

### Cl 2.3 Zone objectives and Land Use Table

The property is zoned RU1 Primary Production.

Dwellings are permitted with consent under the RU1 Land Use Table. The proposed attached shed is thought to be ancillary to the proposed dwelling but purposes/use of the shed as requested by letter of 3 September 2020 have not been provided. Further assessment may be required upon confirmation/clarification of the intended use of the attached shed.

### Cl. 6.1 Earthworks

(3) *Before granting development consent for earthworks (or for development involving ancillary earthworks), the consent authority must consider the following matters—*

- (a) *the likely disruption of, or any detrimental effect on, drainage patterns and soil stability in the locality of the development,*
- (b) *the effect of the development on the likely future use or redevelopment of the land,*



- (c) the quality of the fill or the soil to be excavated, or both,*
- (d) the effect of the development on the existing and likely amenity of adjoining properties,*
- (e) the source of any fill material and the destination of any excavated material,*
- (f) the likelihood of disturbing relics,*
- (g) the proximity to, and potential for adverse impacts on, any waterway, drinking water catchment or environmentally sensitive area,*
- (h) any appropriate measures proposed to avoid, minimise or mitigate the impacts of the development.*

A significant amount of fill is proposed to be located under the building footprint with additional fill indicated beyond the footprint, the exact extent of the proposed fill has not been detailed in the submitted application. Based on the height of fill indicated on the submitted sectional plan and floor area of the proposed building (503m<sup>2</sup>, with the bulk of the fill indicated to be under the attached shed portion 327m<sup>2</sup>) it is estimated that the proposed fill will have a volume of not less than 400m<sup>3</sup> under the building footprint, the proposed extent of the fill beyond the building pad indicated by the plans is not clearly identified as no measurements have been provided, it cannot be accurately estimated from the plans.

Noting that the property is flood prone there is potential that the proposed fill will cause disruption to and/or detrimental effect on drainage patterns to the area contrary to the requirements of subclause (3)(a).

Details of the source and subsequent quality of the proposed fill have not been addressed within the application, including whether the fill is intended to be excavated from the site or imported. Both potential options raise additional concerns as to the proposed earthworks, including the potential for imported fill to result in contamination of the site and possibility for further alteration of drainage patterns should it be proposed to be excavated from the site.

Given proximity of the proposed development to the Tumut River and location on a floodplain there is also potential for fill to have adverse impact on the waterway. Proposed fill would be approximately 20m from an intermittent drainage line on the property and approximately 350m from the river itself. No details have been submitted detailing any proposed sediment and/or erosion control measures or other mechanisms proposed to prevent washing of fill into the drainage line or the river beyond.

#### Cl 6.2 Flood planning

- (1) The objectives of this clause are as follows—*
  - (a) to minimise the flood risk to life and property associated with the use of land,*
  - (b) to allow development on land that is compatible with the land's flood hazard, taking into account projected changes as a result of climate change,*
  - (c) to avoid significant adverse impacts on flood behaviour and the environment.*
- (2) This clause applies to—*
  - (a) land identified as "Flood planning area" on the Flood Planning Map, and*
  - (b) other land at or below the flood planning level.*
- (3) Development consent must not be granted to development on land to which this clause applies unless the consent authority is satisfied that the development—*
  - (a) is compatible with the flood hazard of the land, and*
  - (b) is not likely to significantly adversely affect flood behaviour resulting in detrimental increases in the potential flood affectation of other development or properties, and*

- (c) *incorporates appropriate measures to manage risk to life from flood, and*
- (d) *is not likely to significantly adversely affect the environment or cause avoidable erosion, siltation, destruction of riparian vegetation or a reduction in the stability of river banks or watercourses, and*
- (e) *is not likely to result in unsustainable social and economic costs to the community as a consequence of flooding.*
- (4) *A word or expression used in this clause has the same meaning as it has in the Floodplain Development Manual (ISBN 0 7347 5476 0) published by the NSW Government in April 2005, unless it is otherwise defined in this clause.*
- (5) *In this clause—*  
**flood planning level** *means the level of a 1:100 ARI (average recurrent interval) flood event plus 0.5 metre freeboard.*

For reference please note that a 1:100 average recurrent interval (ARI) flood also referred to us a 1 in 100-year flood. In any given year there is 1% probability a flood reaching or exceeding the 1:100 ARI level.

In regards to the above, it is considered that the flood risk to life and property associated with use of the land is not anticipated to be minimised. Proposed fill has the potential to result in increased flood risk to other developments or properties in the area by causing floodwaters from the proposed building pad to be redirected elsewhere. The submitted flood hazard and risk assessment report states *'the proposed dwelling and its location have been chosen so that minimal fill material is needed or excavation of the flood plain is required and therefore is unlikely to change the flow pattern of any flood inundating the subject land and surrounding due to the small footprint of the proposal'*. The statement provided has not been supported by any submitted flood modelling. The accuracy of the statement cannot be verified.

The submitted report does not address any potential changes to flood levels/behaviour as a result of climate change as required by subclause (1)(b). In this regard, it is noted that dwellings constructed today are designed to have a building life of not less than 100 years in accordance with the Building Code of Australia. With flood levels anticipated to increase globally as a result of climate change the extent of inundation of the subject property is likely to increase over the course of the building life of the proposed dwelling and attached shed.

Further, the estimated level of a 1:100 ARI flood determined for the subject property has been established based on a flood that occurred in 1984. Works undertaken to the Wee Jasper Road, including the construction of the new bridge over the Tumut River to the East of the property had not been undertaken at the time of that flood. Works undertaken may have increased the level of inundation likely to occur on the subject property. It is unclear whether this has been taken into consideration by the writer of the submitted report.

Report submitted does not clearly identify the applicable flood hazard of the land in accordance with subclause (3)(a). It states *'where the proposed dwelling and its access from Bombowlee Lane is located may be categorised to be within the flood fringe area, as defined by the NSW Floodplain Development Manual, 2006'*. Noting the anticipated depth of inundation being more than 1m deep (1.25m deep prior to proposed fill based on the 1987 Flood Study) would place the development within a High Hazard category, either within flood fringe or floodway. While the submitted report states it *'may be categorised as flood fringe'*, Council's assessment staff are not satisfied that the report has accurately determined the hydraulic category, noting that no details have been provided on how it was determined.

Requirements applicable to high hazard flood fringe as per the Floodplain Management Manual include:

1. *"any portion of a building or structure below the FPL should be built from flood compatible materials. (1:100 level plus 500mm freeboard).*

2. *Habitable floors of new residence and new commercial and industrial developments, together with normal occupied floors of special use developments, should either be at or above the FPL or be flood proofed at this level.*
  - *Whilst this condition would generally apply to major residential extensions, the merits of the case should determine the need for and amount of freeboard and flood proofing.*
5. *The property owner should demonstrate that any building or structure can withstand the force of flowing floodwater, including debris and buoyancy forces as appropriate. A detailed report from an appropriate consulting structural engineer should be required in support of a DA.*

*Special: in high hazard areas, the feasibility of effective evacuation procedures will be an essential element of management plans. The developer or property owner should be required to satisfactorily demonstrate to the consent authority that permanent, fail-safe, maintenance free measures are incorporated into the development, to ensure the timely, orderly and safe evacuation of people from the area, should a design flood or greater occur. In addition, it should also be demonstrated that the displacement of these people will not significantly add to the overall cost and community disruption caused by the flood. A detailed report from an appropriate consulting engineer and detailed study assessing the social, environmental and ecological impacts should be required in support of a development application. Council should also consult with the SES on the proposal.”*

In regards to the above, assessing officers are satisfied that the requirements of items 1 and 2 can be achieved by the proposed development. However, no engineering has been submitted demonstrating that the proposed building will meet the requirements of item 5.

Further, no details or management plan has been submitted to demonstrate how permanent, fail-safe, maintenance free measures are proposed to be incorporated into the development, to ensure the timely, orderly and safe evacuation of people from the area, should a design flood or greater occur. While the submitted report notes that the proposed driveway is in the highest part of the subject lot it would in the event of a 1:100 ARI be subject to more than 1m of inundation. It is the opinion of council assessment staff that the level of inundation is anticipated to make evacuation without assistance from SES or similar difficult, placing unreasonable expectations, risks and costs on the public. SES have not been consulted in relation to evacuation measures for the proposed development to date given no details of proposed evacuation measures have been provided.

Drawing attention to the wording of subclause 6.2 (3) that “*Development consent must not be granted to development on land to which this clause applies unless the consent authority is satisfied that the development*” meets to provisions of (a)-(e), it is reconfirmed that assessment staff are not satisfied that the development meets the requirements of the Tumut LEP enabling development consent to be issued.

## **SNOWY VALLEYS DEVELOPMENT CONTROL PLAN 2019**

### Part 3.2.10 Flooding

*Development must not occur on land that is affected by the 1 in 100-year ARI event unless the development is consistent with, and meets the requirements, of the NSW Floodplain Development Manual. This includes development on land affected by stormwater flow from a main stream, local creek or overland flow.*

*On land affected by flooding Council will require an assessment of the impact of new development on changes in flood behaviour (flow, flow-paths, velocity, etc.) by defining the floodway and flood storage areas and determine whether works and/or management measures are required. Building, other than minor works to existing buildings, is prohibited within identified high hazard flood areas*

Non-compliance with the NSW Floodplain Manual are addressed above in relation to the requirements of CI 6.2 of the LEP.

Councillors attention is brought to the final paragraph of Part 3.2.10 Flooding. Which states “*Building, other than minor works to existing buildings, is prohibited within identified high hazard flood areas*”. It is the opinion of the Council staff that the proposed development is within a high hazard flood area in accordance with the NSW Floodplain Manual, as such, the proposed development is regarded as prohibited under the DCP.

Submitted Hazard and Risk Assessment Report dated 30 September 2020 confirms the identification of the subject site as being within a high hazard flood area for a 1:100 ARI event in its discussion of the proposed driveway location.

Variations to the DCP can be sought in accordance with Part 1.6 of the DCP. No request for a variation has been sought by the applicant in this regard. Further, it is the opinion of the assessing officer that approval of such a variation would set an unfavourable precedent and given the risk to people’s safety posed by the access/egress from the site would be unsuitable. It is also noted that for Council to consider such a request for a variation the requirements of the Tumut LEP must be satisfied.

#### Part 3.2.12 On-site Wastewater Management

The proposed development does not have access to Council’s reticulated sewage system and therefore requires installation of a on-site sewage management system. Part 3.2.12 of the DCP requires systems to be designed and installed in accordance with the requirements of *Environment and Health Protection Guidelines on Site Sewage Management for Single Households* among other documents and standards.

The assessing officer is not satisfied that the proposed system is compliant with *Environment and Health Protection Guidelines On-Site Sewage Management for Single Households*. In particular the submitted site plan in Appendix A of the Effluent Disposal System Septic Design report appears to propose that the system is be located: -

- With the land application area located below the 1 in 20-year flood probability level (263.6 AHD) at approximately 262.25 AHD;
- Within the applicable 40m buffer distance from the intermittent drainage line which runs through the subject lot; and
- Does not indicate the proposed location of the proposed tank; which in accordance with the *Environment and Health Protection Guidelines On-Site Sewage Management for Single Households* should be sited above the 1 in 100-year probability flood contour (being 264AHD).

It is acknowledged that the guideline in its wording uses the word ‘should’ and not ‘must’ in relation to the above. However, particularly noting the location of the lot in proximity to the Tumut River and risk of wastewater polluting the waterway, significant variations to the recommendations of the guideline should not be accommodated lightly. Again, no request to vary the DCP in this regard has been received.

The above is not a full summary of non-compliances with the Snowy Valleys Development Control Plan 2019 but rather, the most significant aspect which, in the opinion of the assessing officer cannot be overcome through the provision of additional information or amendments to the proposed development.

#### **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**

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

**Operational Actions**

1.9.3 80% of all Development Applications are assessed and determined within 60 days

**SUSTAINABILITY ASSESSMENT:**

	<b>Positive</b>	<b>Negative</b>
Social	Provision of additional housing in the LGA	Potential for disputes between property owners if the proposed works cause changes to flood affectation.
Environmental	Nil	Potential changes to drainage patterns and discharge of pollutants including sediment and/or wastewater.
Economic	Creating local economic boost through construction including trade hire and material purchase	Potential for financial imposition of public and emergency services to facilitate safe evacuation of dwelling occupants
Governance	Compliance with NSW Government and Council legislation and policies.	Non-Compliance with NSW Government and Council legislation and policies.

**Financial and Resources Implications**

The proposed development will not have financial implications to Council.

**Costs and Benefits:**

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

**Policy, Legal and Statutory Implications:**

It is considered by the assessing officer that the proposed development will not meet the requirements of relevant legislation, in particular the requirements of the Tumut Local Environmental Plan 2012 as discussed.

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

Safety of dwelling occupants and emergency services/general public in assisting to facilitate evacuation.

Potential increased flood affectation of adjoining properties and/or developments.

**OPTIONS:**

That the report on DA2020/0247 from the Building Surveyor be received and Council resolve to refer the application back to assessment staff to continue to seek additional information and undertake further assessment of the application.

Resolution to approve the subject development application is strongly discouraged noting the non-compliances with the Tumut Local Environmental Plan 2012 and Snowy Valleys Development Control Plan 2019

**COUNCIL SEAL REQUIRED:**

No

**COMMUNITY ENGAGEMENT AND COMMUNICATION:**

No community engagement has occurred in relation to the submitted development application to date.

Should Council resolve that the application not be refused at this time, it is the opinion of the assessing officer that neighbour notification and consultation with State Emergency Service (SES) will be required as a part of any on-going assessment.

**Attachments**

- 1 Request for additional information - DA2020 0247 - Bombowlee Avenue (under separate cover) [⇒](#)
- 2 Site Plan - Lot 11 Bombowlee Avenue - Bombowlee (under separate cover) [⇒](#)
- 3 Site Plan - Ground Floor - Lot 11 Bombowlee Avenue - Bombowlee (under separate cover) [⇒](#)
- 4 Site Plan - Elevation East and South - Lot 11 Bombowlee Avenue - Bombowlee (under separate cover) [⇒](#)
- 5 Plan - Elevation - Lot 11 Bombowlee Avenue - Bombowlee (under separate cover) [⇒](#)
- 6 Plan - Section A and B - Lot 11 Bombowlee Avenue - Bombowlee (under separate cover) [⇒](#)
- 7 Amended Flood Report - Lot 11 Bombowlee Avenue (under separate cover) [⇒](#)
- 8 Disposal System Septic Design - Lot 11 Bombowlee Avenue (under separate cover) [⇒](#)
- 9 Flood Hazard Risk Assessment - Lot 11 Bombowlee Avenue (under separate cover) [⇒](#)
- 10 Letter to Council - Further Information Request - Lot 11 Bombowlee Avenue (under separate cover) [⇒](#)
- 11 Flood 2012 Photos (under separate cover) [⇒](#)
- 12 Site survey - Lot 11 Bombowlee Avenue - Bombowlee (under separate cover) [⇒](#)
- 13 Statement of Environmental Effects - Lot 11 Bombowlee (under separate cover) [⇒](#)
- 14 First Floor Plan - Lot 11 Bombowlee (under separate cover) - Confidential

**12. MINUTES OF COMMITTEE MEETINGS****12.1 MINUTES - AUDIT, RISK AND IMPROVEMENT COMMITTEE - 30 SEPTEMBER 2020 AND 02 NOVEMBER 2020**

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

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**RECOMMENDATION:****THAT THE COMMITTEE:**

- 1. Receive the report on the Minutes – Audit, Risk and Improvement Committee – 30 September 2020 and 02 November 2020**
- 2. Note the minutes of the Extraordinary Audit, Risk and Improvement Committee meeting held on 30 September 2020**
- 3. Note the minutes of the Audit, Risk and Improvement Committee meeting held on 02 November 2020**

**BACKGROUND:**

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

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

In discharging its responsibilities, the Committee reviews and considers:

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

**REPORT:**

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

- Draft 2019/20 Financial Statements
  - There were no matters raised for Council's attention.

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

- Cr Cross congratulated the Council on the Highly Commended Award for Council's Bushfire Recovery Work in the NSW Resilience Awards program in October.
- Technology Services Update

- The report provided an overview of the history of information technology within Council, current strategies and the future vision for technology service delivery.
- Draft 2019/20 Financial Statements
  - The External Auditor presented the draft Financial Statements. No matters were identified in discussions that would prevent Council executing certificates to the Annual Financial Statements and Special Purpose Reports.
- NSW Auditor-General's Report on Credit Card Management in Local Government
  - Requested a report on how the recommendations would be incorporated into the SVC Purchase Card Policy
- Audit, Risk and Improvement Committee Annual Report
  - Report to be provided to November Council meeting
- Action Report to ARIC
  - Committee endorsed one item to be closed out
- Audit Matrix
  - Committee closed out zero items as complete
  - Committee requested a report on 'Not Progressing' items with no comment
- Safety, Risk and Quality Committee Quarterly Update
  - The SRQ Committee meet once in the quarter. Summary included Continuous Improvement Pathway 19/20 final report and the Business Continuity Plan.
- Major Projects Program 2019/2020
  - An update on the Major Projects Program, inclusive of risks to major projects.
- Internal Audit
  - The second internal audit to be undertaken for 2020-2021 will be Review of Previous Audit Actions
- Audit Risk and Improvement Committee Membership 2021
  - Noted the resignation of Glenyce Francis as Chair and Independent Member, effective 31 March 2021
  - Recommended Steve Walker be appointed as Chair from 01 April 2021 to 31 March 2024
  - Recommended Carolyn Rosetta Walsh be appointed as Independent Member from 01 April 2021 to 31 March 2024
- Integrated Planning and Reporting Oversight
  - The Committee received the report on Integrated Planning and Reporting

## **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**

4.5.4 Undertake 3 internal audits annually

**SUSTAINABILITY ASSESSMENT:**

Nil

**Financial and Resources Implications**

The approved budget for the operation of the ARIC for 2020/2021 is \$47,000 and includes member remuneration, training and the engagement of the internal auditor.

**Costs and Benefits:**

Nil

**Policy, Legal and Statutory Implications:**

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

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

The Committee is charged with the responsibility of:

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

**OPTIONS:**

Nil

**COUNCIL SEAL REQUIRED:**

No

**COMMUNITY ENGAGEMENT AND COMMUNICATION:**

Nil

Attachments

- 1 Minutes 30 September 2020 Extraordinary ARIC Meeting (under separate cover) ⇨
- 2 Minutes 02 November 2020 ARIC Meeting (under separate cover) ⇨

**12. MINUTES OF COMMITTEE MEETINGS****12.2 MINUTES - BATLOW DEVELOPMENT LEAGUE - 7 OCTOBER 2020**

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

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

1. Receive the report on the Minutes Batlow Development League – 7 October 2020.
2. Note the Minutes of the Batlow Development League meeting held on 7 October 2020.
3. Note the following recommendation/s from the minutes:

**Funds allocated to the pedestrian crossing on Batlow Road be redirected to be used for urgent upgrade of public toilet facility located at the Literary Institute.**

**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 7 October 2020:

The following items were discussed:

1. It was Resolved that Minutes of the BDL meeting held on 2 September 2020 be accepted.
2. There was no Business Arising
3. Dr Joe McGirr MP
  - a) Old packhouse building is not registered with Public Works Authority as contaminated. Safe Work have an incident report involving a fungicide leakage.
  - b) A meeting will be held to Introduce Resilience NSW Members to identify what projects for funding.
  - c) Transport NSW has a problem with the design of the Pedestrian Crossing on Batlow Road
4. Snowy Valleys Council matters were discussed by Executive Director Community & Corporate.
5. General Business
  - a) Concealed entrance signs are need as well as Yellowin Road
  - b) BSL Workshop held on 10 October to discuss Ciderfest and Apple Blossom Festival Committees.

- c) Waiting on quote for power connection for Cannery soundshell. Sam Hughes to so artwork.
- d) Toilets at Showground aren't open. Free Camping means being self-sufficient.
- e) Batlow Caravan Park needs to be promoted better
- f) Members need to check and if required update their Volunteer Status with SVC
- g) RV area of showground will be used for a drive-in
- h) Toilets at Literary Institute are in disrepair and not up to standard.

6. Next Meeting to be held on 4 November 2020 at RSL Club commencing at 7.00pm with this will also be 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**

4.6 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:**

##### **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 (BDL) - 7 October 2020 (under separate cover) [⇒](#)

**12. MINUTES OF COMMITTEE MEETINGS****12.3 MINUTES - KHANCOBAN UNITED VOLUNTEERS ASSOCIATION (KUVA) MEETING - 7 OCTOBER 2020**

**REPORT AUTHOR:** MANAGER GROWTH & ACTIVATION  
**RESPONSIBLE DIRECTOR:** EXECUTIVE DIRECTOR COMMUNITY AND CORPORATE

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

1. Receive the report on the Minutes Khancoban United Volunteers Association Committee (KUVA) – 7 October 2020.
2. Note the Minutes of the AGM and General meeting held on 7 October 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:**

**The Khancoban United Volunteers Association met on 7 October 2020 for the Annual General Meeting followed by a General Meeting.**

**Annual General Meeting:**

1. Lesley Barlee declared all positions vacant and asked Councillor Julia Ham to chair the nominations for the 2020/21 committee.
  - a) Chairperson – Lesley Barlee nominated by Ron Aarons, seconded Chris Werrett. Duly Elected
  - b) Vice President – Glenda Barlee nominated by Ron Aarons, seconded Narelle Perry. Duly elected
  - c) Secretary – Louise Werrett nominated by Lesley Barlee, seconded Anne Tempest. Duly elected
  - d) Treasurer – Ron Aarons nominated by Lesley Barlee, seconded Anne Tempest. Duly elected
  - e) Committee – Anne Tempest, Chris Werrett, Narelle Perry and all nominated by Lesley Barlee, seconded Ron Aarons. All duly elected.
2. President's report delivered.
3. Annual treasurers report was tabled showing a closing balance at 30 June 2020 of \$39 501.92 and Term deposit balance \$8 574.87.

No further agenda items for the Annual General Meeting.

General Meeting:

KUVA committee discussions were held on the following:

1. Business from the previous minutes
  - a) Australia Post pen pal group from Tasmania declined offer - reason not known. Retirement Village in WA interested in corresponding.
  - b) General Store damaged window not replaced yet. Paul Holton will seek further information.
  - c) Question on new street signs that were placed on old poles.
  - d) Councillor Julia Ham moved a vote of thanks to all the volunteers who attended the working bee preparing KUVA office for the painting of the walls by Snowy Mountains painting.
2. Correspondence received:
  - a) Nil
3. Correspondence sent out:
  - a) Thank-you card sent to Justin Clancy MP
4. Treasurers report
  - a) Monthly treasurers report was tabled showing a closing balance end of September \$42 164.94 and Term deposit balance \$8 637.55
5. Agenda items raised for discussion:
  - a) Nil
6. General business topics of discussion
  - a) Poor lighting around the shopping centre. Paul Holton has approved for KUVA to apply for a grant to improve lighting. KUVA to approach local Electrician Jim Singleton for a quote.
  - b) 2 new volunteers working for the Op Shop.
  - c) Hazardous slippery conditions out the front of the shopping centre during winter and frost. Request to approach local shire workers to scatter salt in the mornings or salt bucket for local shop owner to use.
  - d) Question raised regarding garden beds stone work as some rockwork is falling out and others are loose.
  - e) Paul Holton congratulated Dee & Cameron Harmer on their new business adventure in moving into the Old General Store.
  - f) Kylie Bradley (SVC) has been communicating with cross border towns Corryong and etc. regarding tourism destination.
  - g) Small business meeting to be held on 21<sup>st</sup> October for all businesses in or around Khancoban.
  - h) SVC working with Khancoban Country Club. Waiting on land titles.
  - i) Khancoban Community Hall - 6-month extension has been added due to issues of disposing of the asbestos from the hall. Await quotes from Ken Dale.
  - j) Await information from Andrew Burke (SVC) regarding the ½ basketball court for Khancoban.
  - k) KUVA question 355 committee framework and if this is suitable for their purpose.

- l) Paul Holton to forward information regarding section 355 committee for consideration.

## **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:**

General travel costs for Councillor and staff to attend and participate in KUVA meetings.

### Attachments

- 1 Minutes - AGM - KUVA - 7 October 2020 (under separate cover) ⇨
- 2 Minutes - KUVA General Meeting - 7 October 2020 (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 COMMERCIAL WORKS - UPDATE

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