



**SNOWY VALLEYS COUNCIL MEETING  
BUSINESS PAPER  
18 FEBRUARY 2021**

THE MEETING WILL BE HELD AT 2.00PM  
VIA VIDEO LINK

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

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

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

- (a) at any time during which the matter is being considered or discussed by the council or committee, or
- (b) at any time during which the council or committee is voting on any question in relation to the matter.

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

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

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

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

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

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

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

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

**15.21** Councillors, council staff and members of the public must ensure that mobile phones are turned to silent during meetings of the council and committees of the council.

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

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

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

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

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

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

### **Photography**

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

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

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

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

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

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



**Thursday 18 February 2021**

**Via Video Link**

**2.00pm**

## **AGENDA**

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

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

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

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

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

### **4. PUBLIC FORUM**

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

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- 5.2 BUSINESS ARISING

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

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

### **8. MAYORAL MINUTE**

NIL

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

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## **14. MEETING CLOSURE**

## **5. CONFIRMATION OF MINUTES**

### **5.1 Ordinary Meeting - 10 December 2020**

**Recommendation:**

That the Minutes of the Ordinary Council Meeting held on 10 December 2020 be received and confirmed as an accurate record

**THE MINUTES OF THE COUNCIL MEETING HELD IN THE VIA VIDEO LINK, ON THURSDAY 10 DECEMBER 2020 COMMENCING AT 2.00PM**

**PRESENT:** Mayor James Hayes (Chair), Councillor Andrianna Benjamin, 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**

Leave of Absence for the meeting was previously granted to Cr Cross.

**M298/20 RESOLVED:**

That the Leave of Absence for the meeting previously granted to Cr Cross be received and granted.

Cr John Larter/Cr Julia Ham

**CARRIED UNANIMOUSLY**

**3. DECLARATIONS OF INTEREST**

Cr Andrianna Benjamin declared a non-significant non-pecuniary interest in relation to report '11.5 DA2020/0247 Proposed dwelling with attached garage/shed – Bombowlee Avenue, Bombowlee' due to having a professional relationship and employed the owner of the property in the past and will remain in the room during discussion and for the vote.

**4. PUBLIC FORUM**

**M299/20 RESOLVED:**

That Council defer Item #10.1 'Presentation of the 2019-2020 Annual Financial Statements' until later in the agenda when our external auditor Mr Brad Bohun from Crowe Horwath is available at approximately 2.30pm.

Cr John Larter/Cr Cor Smit

**CARRIED UNANIMOUSLY**

**5. CONFIRMATION OF MINUTES****M300/20 RESOLVED:**

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

Cr Julia Ham / Cr John Larter

**CARRIED UNANIMOUSLY**

**5.1 BUSINESS ARISING**

Nil.

**6. CORRESPONDENCE/PETITIONS**

Nil.

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

Nil.

**8. MAYORAL MINUTE**

Nil.

**9. URGENT BUSINESS WITHOUT NOTICE**

Nil.

**10. GOVERNANCE AND FINANCIAL REPORTS****10.2 CODE OF CONDUCT COMPLAINT STATISTICS FOR THE REPORTING PERIOD 1 SEPTEMBER 2019 - 31 AUGUST 2020****M301/20 RESOLVED:**

THAT COUNCIL:

1. Receive the report on Code of Conduct Complaint Statistics for the reporting period 1 September 2019 – 31 August 2020.
2. Note the Code of Conduct complaints statistics for the reporting period 1 September 2019 – 31 August 2020.
3. Request the Office of Local Government and the Minister for Local Government that this area be provided additional resources to ensure that any matters are investigated and resolved in a more timely and responsible matter without input from the General Manager/CEO of the respective organisation.

Cr Cor Smit/Cr Julia Ham

**CARRIED UNANIMOUSLY**



**10.3 LGNSW ANNUAL CONFERENCE – 23 NOVEMBER 2020  
M302/20 RESOLVED:**

THAT COUNCIL:

1. Receive the report on LGNSW Annual Conference from the Chief Executive Officer.
2. Note the decisions made on the motions submitted by Snowy Valleys Council.

Cr Julia Ham/Cr Andrianna Benjamin

**CARRIED UNANIMOUSLY**

**10.4 TRAINING – ONLINE CODE OF CONDUCT FOR COUNCILLORS –  
COUNCILLOR HAM  
M303/20 RESOLVED:**

THAT COUNCIL:

1. Receive the report on Training – Online Code of Conduct for Councillors – Councillor Ham.
2. Approve the attendance of Councillor Julia Ham at the online Code of Conduct for Councillors training on 20 November 2020.
3. Authorise all Councillors to attend the online Code of Conduct training in 2021.

Cr Cor Smit/Cr Bruce Wright

**CARRIED UNANIMOUSLY**

**10.5 2021 MEETING CALENDAR  
M304/20 RESOLVED:**

THAT COUNCIL:

1. Receive the report on 2021 Meeting Calendar.
2. Adopt the 2021 Council Meeting Calendar complete with Committee dates.
3. Notes the conflict of dates of the 2021 Local Government NSW Annual Conference with the November Ordinary Council meeting.

Cr John Larter/Cr Andrianna Benjamin

**CARRIED UNANIMOUSLY**

**10.6 STATEMENT OF INVESTMENTS – NOVEMBER 2020**  
**M305/20 RESOLVED:**

THAT COUNCIL:

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

Cr Julia Ham/Cr John Larter

**CARRIED UNANIMOUSLY**

**10.7 FINANCIAL REPORT – OCTOBER 2020**  
**M306/20 RESOLVED:**

THAT COUNCIL:

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

Cr Julia Ham/Cr Andrianna Benjamin

**CARRIED UNANIMOUSLY**

**11. MANAGEMENT REPORTS**

**11.1 BUDGET 2021/22 – BUDGET PRINCIPLES**  
**M307/20 RESOLVED:**

THAT COUNCIL:

1. Receive the report on Budget Principles for Budget 2021/22 preparation.
2. Adopt the Budget Principles as per table 1

Cr Julia Ham/Cr Cor Smit

**CARRIED UNANIMOUSLY**

**11.2 LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM**  
**FUNDING ROUND TWO**  
**M308/20 RESOLVED:**

THAT COUNCIL:

1. Receive this report on the Australian Governments Local Roads and Community Infrastructure Program.
2. Note the allocation of \$961,818 to Snowy Valleys Council, through the Australian Governments Local Roads and Community Infrastructure Program
3. Endorse proceeding with the delivery of the following high priority infrastructure projects funded through the Australian Governments Local Roads and Community Infrastructure Program:

- a. Grahamstown Road
  - b. Khancoban Toilets
  - c. Fitzroy Street Toilets
4. Authorise the Chief Executive Officer to negotiate and/or amend the project list as described in item 3 above, as required to comply with the Local Roads and Community Infrastructure Program funding arrangements

Cr John Larter/Cr Andrianna Benjamin

**CARRIED UNANIMOUSLY**

**M309/20 RESOLVED** to move into Committee of the Whole.

Cr Julia Ham/Cr Geoff Pritchard

**CARRIED UNANIMOUSLY**

**M310/20 RESOLVED** to move out of Committee of the Whole.

Cr John Larter/Cr Andrianna Benjamin

**CARRIED UNANIMOUSLY**

### **11.3 PIONEER PARK TUMUT – PROPOSED MASTER PLAN RECOMMENDATION:**

THAT COUNCIL:

1. Receive this report on the proposed donation from the Blakeney Millar Foundation for the development of a Master Plan for Pioneer Park in Tumut
2. Accept the donation of \$55,680 as offered by the Blakeney Millar Foundation to enter into a consultancy agreement with KI Studios Pty Ltd to develop the Master Plan for Pioneer Park
3. Agree to the following conditions for accepting the donation referred to item 2 above
  - b. Details are as follows:
    - i. Council is engaging KI Studio Pty Ltd to prepare the Master Plan following the processes in the “KI Studio proposal – Tumut Pioneer Park\_19-09 dated 21/11/2019” – reissued 12 October 2020
    - ii. Council is entering into a Consultancy Agreement with KI Studio Pty Ltd with the KI Studio proposal attached and forming part of the Consultancy Agreement (copy is attached to this report).

- iii. Blakeney Millar is to participate in the consultation process with the Council and KI Studio.
  - iv. Blakeney Millar agrees to cover direct costs as set out in the Consultancy Agreement.
  - v. Invoices are to be submitted to Blakeney Millar for approval before payment is made by the Council. Blakeney Millar will pay grant funds progressively to the Council to fund payment of KI Studio's invoices.
  - vi. Blakeney Millar may increase the amount of the grant at its discretion to fund additional agreed work or to meet additional agreed expenses.
  - vii. The grant funds may only be used to pay for work performed under the Consultancy Agreement.
  - viii. The grant will be adjusted if the total cost is below that shown in the Consultancy Agreement.
  - ix. In an effort to avoid a conflict with the Master Plan, Council agrees to delay further infrastructure, plantings and installation of lights in Rotary Pioneer Park until after finalisation of the Master Plan. The exception is essential maintenance and where, in consultation with Blakeney Millar, KI Studio agrees to the work.
4. Approve implementing a time limit on the condition as described in item 3 (a) (ix) above of 3 months
  5. Delegate the Chief Executive Officer to negotiate and enter into a consultancy agreement with KI Studio for the development of a Master Plan for Pioneer Park in Tumut
  6. Approve the allocation of a budget of \$8,352 for the administration and management of the project to develop the Master Plan for Pioneer Park as part of the quarterly budget review process

Cr Cor Smit/Cr Julia Ham

	<b>Division</b>	
<b>For</b>		<b>Against</b>
Cr Ham		Cr Benjamin
		Cr Hayes
		Cr Isselmann
		Cr Larter
		Cr Pritchard
		Cr Smit
		Cr Wright
<b>1/8</b>		
<b>LOST</b>		

**11.3 PIONEER PARK TUMUT – PROPOSED MASTER PLAN  
M311/20 RESOLVED**

THAT COUNCIL:

1. Meets with the full Board of the Blakeney Millar Foundation to discuss funding opportunities.

Cr James Hayes/Cr John Larter

**Division**

**For**

Cr Benjamin  
Cr Ham  
Cr Hayes  
Cr Larter  
Cr Smit  
Cr Wright

**Against**

Cr Isselmann  
Cr Pritchard

**6/2**

**CARRIED**

**11.3 PIONEER PARK TUMUT – PROPOSED MASTER PLAN  
M312/20 RESOLVED:**

THAT COUNCIL:

1. Form a Working Group to advance the River Walk, Tumut masterplan and
2. Invite the Blakeney Millar Foundation to be a participant in the engagement process

Cr Margaret Isselmann/Cr Cor Smit

**CARRIED UNANIMOUSLY**

**10.1 PRESENTATION OF THE 2019-2020 ANNUAL FINANCIAL STATEMENTS  
M313/20 RESOLVED:**

THAT COUNCIL:

1. Receive the report on Presentation of the 2019-2020 Annual Financial Statements.
2. Formally present the 2019-2020 Audited Annual Financial Statements and Audit reports to the public in accordance with Section 418 and 419 of the *Local Government Act*; and
3. Note that the 2019-20 Annual Report has been updated based on the finalised Audited Annual Financial Statements.

Cr Julia Ham/Cr Andrianna Benjamin

**CARRIED UNANIMOUSLY**

**11.4 SVC CHILD SAFE ORGANISATION****M314/20 RESOLVED:**

THAT COUNCIL:

1. Receive the report on the SVC Child Safe Organisation.
2. Undertake the processes to be recognised as Child Safe Organisation in accordance with the Children's Guardian Act 2020.

Cr Julia Ham/Cr John Larter

**CARRIED UNANIMOUSLY****11.5 ASSESSMENT OF DA2020/0247 LOT 11 DP1123419 – BOMBOWLEE AVENUE BOMBOWLEE****M315/20 RESOLVED:**

THAT COUNCIL:

1. Receive the report on Assessment of DA2020/0247 Lot 11 DP 1123419 – Bombowlee Avenue Bombowlee.
2. Defer consideration of DA2020/0247 Lot 11 DP 1123419 – Bombowlee Avenue Bombowlee until such time as a full assessment and notification process has been completed.
3. Request that the CEO ensure that a full assessment and notification process is undertaken in respect of DA2020/0247 Lot 11 DP 1123419 – Bombowlee Avenue Bombowlee.

Cr Cor Smit/Cr John Larter

**CARRIED UNANIMOUSLY****12. MINUTES OF COMMITTEE MEETINGS****12.1 MINUTES – DISABILITY INCLUSION ACCESS REFERENCE FROUP MEETING – 23 SEPTEMBER 2020 & 22 OCTOBER 2020****M316/20 RESOLVED:**

THAT COUNCIL:

1. Receive the report on the Disability Inclusion Access Reference Group (DIARG) from the Executive Director Community & Corporate.
2. Note the Minutes of the Disability Inclusion Access Reference Group meeting held on 22 October 2020.
3. Note the meeting notes, taken from the Disability Inclusion Access Reference Group meeting held on 23 September 2020.

Cr Julia Ham/Cr John Larter

**CARRIED UNANIMOUSLY**

**12.2 MINUTES – BATLOW DEVELOPMENT LEAGUE – ANNUAL GENERAL MEETING – 4 NOVEMBER 2020**

**M317/20 RESOLVED:**

THAT COUNCIL:

1. Receive the report on the Batlow Development League.
2. Note the Minutes of the Batlow Development League Annual General Meeting held on 4 November 2020.
3. Adopt the 2020 election of officer bearers: Chairperson; R Billings, Vice Chairperson; T McDonald, Secretary; A Dickinson, Treasurer; C Agate, Publicity & Media Officer; D Wiltshire.
4. Adopt 2020 core members of Batlow Development League; R Billings, A Dickinson, R Koo, H Tietze, B Hyams, C Agate, N Shaw, B David, T McDonald, K McLaren, D Wiltshire, T Billing  
Cr Margaret Isselmann/Cr Cor Smit

**Division**

**For**

Cr Benjamin  
Cr Ham  
Cr Hayes  
Cr Larter  
Cr Pritchard  
Cr Smit  
Cr Wright

**Against**

Cr Isselmann

**7/1**

**CARRIED**

**12.3 MINUTES – TALBINGO PROGRESS AND RATEPAYERS ASSOCIATION MEETING – 10 NOVEMBER 2020**

**M318/20 RESOLVED:**

THAT COUNCIL:

1. Receive the report on the Talbingo Progress and Ratepayers Association meeting held on 10 November 2020.
2. Note the Minutes of the Talbingo Progress and Ratepayers Association meeting held on 10 November 2020.
3. Note that the Mayor has written to Forestry requesting the road from Talbingo to Batlow be reopened to the public.

Cr John Larter/Cr Andrianna Benjamin

**CARRIED UNANIMOUSLY**

**12.4 MINUTES – RRL ADVISORY COMMITTEE MEETING – OCTOBER 2020  
M319/20 RESOLVED:**

THAT COUNCIL:

1. Receive the report on the Riverina Regional Library Advisory Committee Meeting Minutes October 2020.
2. Note the Minutes of the Riverina Regional Library Advisory Committee meeting held on 28 October 2020.

Cr Julia Ham/Cr John Larter

**CARRIED UNANIMOUSLY**

**13. CONFIDENTIAL****M320/20 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.

**L.1 RFT 2020/04 - REPLACEMENT OF TINTALDRA ROAD AND WITHERS LANE BRIDGES**

*Item L.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.*

Cr John Larter/Cr Geoff Pritchard

**CARRIED UNANIMOUSLY**

At this stage, the time being 3.33pm Council went into Confidential.

**L.1 RFT 2020/04 - REPLACEMENT OF TINTALDRA ROAD AND WITHERS LANE BRIDGES****M321/20 RESOLVED:**

THAT COUNCIL:

1. Receive this report on the Request for Tender – RFT 2020/04 for the replacement of the Tintaldra Road and Withers Lane Bridges
2. Resolve in accordance with Section 55 of the NSW Local Government Act 1993 to accept the tender of Murray Valley Piling Pty Ltd for the replacement of the Tintaldra Road and Withers Lane Bridges, based on the schedule of quantities and prices submitted, of \$703,120 GST inclusive



3. Advise the unsuccessful tenderers in writing
4. Authorise the Chief Executive Officer to negotiate and enter into a contract with Murray Valley Piling Pty Ltd for replacement of the Tintaldra Road and Withers Lane Bridges

Cr Cor Smit/Cr John Larter

**CARRIED UNANIMOUSLY**

**M322/20 RESOLVED** that Council move out of Confidential into open session.

Cr John Larter/Cr Bruce Wright

**CARRIED UNANIMOUSLY**

There being no further business to discuss, the meeting closed at 3.37pm.

## 10. GOVERNANCE AND FINANCIAL REPORTS

### 10.1 RATIFICATION OF MEETINGS ATTENDED BY COUNCILLORS - JANUARY 2021

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

#### EXECUTIVE SUMMARY

Councillors are periodically invited to attend external conferences, meetings, forums, and ceremonies that fall outside the timeframe required to allow a preceding report to Council and subsequent resolution.

The purpose of this report is to detail the events and meetings attended by councillors during the month of January 2021 for which the Mayor and CEO has granted approval and to seek ratification for the decision in accordance with Council's policy.

The attendance at internal or external committee meetings for which the councillor is a delegate, or any internally organised ceremonies, events or meetings will not be included in the scope of this report.

#### RECOMMENDATION

##### THAT COUNCIL:

1. Receive the report Ratification of Meetings Attended by Councillors – January 2021.
2. Endorse the approval granted by the Mayor and CEO for councillor attendance at the following meetings:
  - a. Cr Ham – Remembering the Sugar Pines on 24 January 2021.
3. Ratify for payment any associated eligible expenses incurred by councillors at these events under Council policy.

#### BACKGROUND:

Section 7 of Council's current policy for the Payment of Expenses and Facilities to Mayor and Councillors Policy states:

*“all approvals for discretionary trips and attendances at conferences made under this policy shall be made by resolutions of the Council or jointly by the Mayor, and the General Manager. If the Mayor requires approval it should be given by the Deputy Mayor, or another Councillor and the General Manager. All attendances approved by the Mayor, and the General Manager must be notified to Council in a Mayoral Minute at the next Council meeting for confirmation”.*

#### REPORT:

During the month of January 2021, the following meetings/events attended by Councillors were approved by the Mayor and the CEO:

Councillor	Date	Particulars	Approval
Cr Julia Ham	Sunday 24th	“Remembering The Sugar Pines”, Arbour Festival. This was to allow the community to come together at the Pilot Hill Arboretum	By Mayor & CEO, inclusive of any

Councillor	Date	Particulars	Approval
		at sunrise to take part in a quiet remembrance.	applicable travel costs

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

### Integrated Planning and Reporting Framework:

#### CSP Outcome 2028

Theme 4: Communication & Engagement

#### Delivery Outcomes

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

## SUSTAINABILITY ASSESSMENT:

	Positive	Negative
Social	Provides transparency and accountability	Some residents may not agree with councillor budgets or spending
Environmental	Nil	Nil
Economic	Reduces the risk of overspending the budget	Nil
Governance	Ensures Council are operating within the relevant statutory requirements	Nil

### Financial and Resources Implications

The annual budget has provision for councillor expenses and the provision of facilities for the Mayor and councillors. This amount is set each year.

### Policy, Legal and Statutory Implications:

Council's policy for the Payment of Expenses and Facilities to Mayor and Councillors has been developed in accordance with S.252 of the Local Government Act 1993:

- s252 Payment of expenses and provision of facilities

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

Sound processes around the use of Council funds ensures that Council is able to make the best possible informed decisions.

The following risk assessment has been made in accordance with Council's adopted Enterprise Risk Management Framework and Risk Matrix (refer Figure 1 below).

Risk Management Category	Risk Assessment and Description
Corporate Governance & Compliance	High – should Council fail to adhere to the requirements of the Act and its own policy position, this constitutes a serious breach of compliance obligations.
Environmental & Public Health	Nil

Risk Management Category	Risk Assessment and Description
Financial	Low – the policy and the budget effectively mitigate financial risks related to councillor expenses and facility provision if adhered to.
Human Resources	Medium – effective application of the policy enables councillors to effectively discharge their civic duties without personal disadvantage.
Information Technology	Nil
Projects	Nil
Reputation	High – the payment of expenses and provision of facilities to councillors may generate adverse community sentiment which is reported through the media.
Service Delivery	Nil
Stakeholders & Political	Medium – the information relating to the attendance of councillors at events and meetings and subsequent request for reimbursement may garner the interest of political community groups and individuals. This is particularly pertinent in an election year.
Work Health & Safety	Low – the policy provides for appropriate measures to ensure councillors can participate in meetings and discharge their civic duties without personal disadvantage.

Likelihood	Consequences				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	Medium	High	High	Extreme	Extreme
Likely	Medium	Medium	High	High	Extreme
Possible	Low	Medium	High	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Medium	Medium	Medium

Figure 1: Snowy Valleys Council Risk Matrix (extract from Snowy Valleys Council Enterprise Risk Management Framework adopted 18/06/2020 Resolution M122/20)

#### OPTIONS:

1. Council can refuse to ratify the Mayor and CEO approval.

**COUNCIL SEAL REQUIRED:**

No

**COMMUNITY ENGAGEMENT AND COMMUNICATION:**

Not applicable.

**ATTACHMENTS**

Nil

**10. GOVERNANCE AND FINANCIAL REPORTS****10.2 DRAFT PAYMENT OF EXPENSES AND THE PROVISION OF FACILITIES FOR MAYOR AND COUNCILLORS POLICY - FOR ADOPTION**

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

**EXECUTIVE SUMMARY:**

The report seeks adoption of the draft Payment of Expenses and the Provision of Facilities for Mayor and Councillors Policy (SVC-EXE-PO-002-04) from Council.

The draft policy was placed on public exhibition for a minimum of 28 days in accordance with Section 252 and 253 of the Local Government Act 1993 (the Act).

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

- 1. Receive the report on draft Payment of Expenses and the Provision of Facilities for Mayors, Councillors Policy – For Adoption.**
- 2. Adopt the Payment of Expenses and the Provision of Facilities for Mayors and Councillors Policy (SVC-EXE-PO-002-04).**
- 3. Note the one (1) submission received for the draft Payment of Expenses and the Provision of Facilities for Mayor and Councillors Policy.**

**BACKGROUND:**

Council is required to adopt a policy that governs the payment of expenses and provision of facilities to the Mayor, Deputy Mayor and other councillors that relate to the work undertaken as part of their civic duties.

Mayors and councillors can only be reimbursed for expenses and provided with facilities in accordance with this policy.

This policy has been reviewed in line with legislative requirements as well as updated guidelines and circulars published from the NSW Office of Local Government (OLG).

**REPORT:**

In accordance with Section 439 of the Local Government Act 1993, Councillors must act lawfully, honestly and exercise a reasonable degree of care and diligence in carrying out their functions under this Act or any other Act.

The purpose of the Policy is to ensure that the Councillors would not be financially or otherwise advantaged or disadvantaged in undertaking their civic responsibilities; ensure accountability and transparency in the reimbursement of expenses incurred by Councillors; and avoid unnecessary imposition of administrative burden on both Councillors and staff.

Councillor expenses and facilities policies must include the specific expenses for which councillors are entitled to receive reimbursement, and the specific facilities councillors are entitled to use. Councillors can only receive reimbursement for expenses and the use of facilities when these are clearly identified in the policy.

The overriding principle addressed in the policy is that the details and range of expenses paid and facilities provided to councillors by the council must be clearly and specifically stated and be fully transparent and acceptable to the local community.

To this end, the policy has been updated to reflect the provisions contained in the NSW Office of Local Government model policy and includes clear limits and processes for approval, reconciliation and reimbursement for all expenses and facilities to maximise accountability and transparency.

#### **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:**

	<b>Positive</b>	<b>Negative</b>
Social	Provides transparency and accountability	Some residents may not agree with councillor budgets or spending
Environmental	Nil	Nil
Economic	Reduces the risk of overspending the budget	Nil
Governance	Ensures Council are operating within the relevant statutory requirements	Nil

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

The annual budget has provision for councillor expenses and the provision of facilities for the Mayor and councillors. This amount is set each year.

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

The preparation and review of this policy is in accordance with S.252 and S.253 of the Local Government Act 1993:

- s252 Payment of expenses and provision of facilities
- s253 Requirements before policy concerning expenses and facilities can be adopted or amended

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

Sound processes around the use of Council funds ensures that Council is able to make the best possible informed decisions.

<b>Risk Management Category</b>	<b>Risk Assessment and Description</b>
Corporate Governance & Compliance	Moderate – should Council fail to adhere to the requirements of the Act, this constitutes a serious breach of compliance obligations.  The public exhibition process undertaken has worked towards mitigating this risk to Council.
Environmental & Public Health	Nil
Financial	Minor – adoption and implementation of the policy and the budget effectively mitigate

Risk Management Category	Risk Assessment and Description
	financial risks related to councillor expenses and facility provision.
Human Resources	Minor – adoption and implementation of the policy enables councillors to effectively discharge their civic duties without personal disadvantage.
Information Technology	Minor – the policy governs the provision of information technology equipment to councillors.
Projects	Nil
Reputation	Moderate – the payment of expenses and provision of facilities policy may generate adverse community sentiment which is reported through the media.  The public exhibition process undertaken has worked to mitigate this risk by allowing community feedback on the draft policy.
Service Delivery	Nil
Stakeholders & Political	Minor – the recent exhibition of this policy did not garner the interest of political community groups.
Work Health & Safety	Minor – the policy provides for appropriate measures to ensure councillors can participate in meetings and discharge their civic duties without personal disadvantage.

**OPTIONS:**

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

**COUNCIL SEAL REQUIRED:**

No

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

The Executive Leadership Team has provided feedback on the draft policy and its provisions.

The draft policy has been made available to all staff to provide feedback during the public exhibition period.

**External**

The draft Payment of Expenses and the Provision of Facilities for Mayor and Councillors Policy was placed on public exhibition for the required minimum of 28 days (closed 22 January 2021) as specified in the Local Government Act 1993.

Two submissions were received as detailed below (and attached):



Submission Number	Submission Summary
ECM ID # 3084910	<p>Page 2: under Definitions, Official Business: added “if there is an upcoming event that occurs outside of a council meeting approval can be given by the Mayor and CEO to be ratified at the next council meeting”.</p> <p>Page 4: under 6. Specific Expenses, General travel arrangements and expenses: added at Point 6.1: “Where travel is by motor vehicle the utilisation of an acceptable Council vehicle should be preferred. In order to minimise Council’s transportation costs, Councillors travelling to the same destination should travel together”.</p> <p>Page 5: under 6. Specific Expenses, General travel arrangements and expenses: amended Point 6.5 to read: “Councillors seeking to be reimbursed for use of a private vehicle must keep a SVC specific travel sheet, to be lodged monthly, log book recording the date, distance and purpose of travel being claimed. Copies of the relevant log book contents must be provided with the claim.”</p> <p>Page 6: under 6. Specific Expenses, Refreshments for council related meetings: amended Point 6.22 to read: “Appropriate and dietary considered refreshments will be available.”</p> <p>Page 6: under 6. Specific Expenses, Professional development: added dot point to Point 6.26 “sometimes the professional development activity arises between council meetings. Approval may be given retrospectively if agreed to by Council”.</p>
ECM ID # 3085175	<p>Page 3: under Definitions, Official Business: added new dot point “Councillors asked to attend a SVC office on matters directly related to council duties”.</p>

### Attachments

- 1 Draft Payment of Expenses and the Provision of Facilities for Mayor and Councillors Policy - For Adoption - SVC-EXE-PO-002-04 - Submissions received in track changes (under separate cover)
- 2 Submission 1 - Draft Payment of Expenses and Provisions of Facilities for Mayor and Councillors Policy (under separate cover)
- 3 Submission 2 - Draft Payment of Expenses and Provision of Facilities for Mayor and Councillors Policy (under separate cover)

**10. GOVERNANCE AND FINANCIAL REPORTS****10.3 ADOPTION OF COUNCIL COMMITTEES POLICY AND COUNCIL COMMITTEES OPERATIONS MANUAL**

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

**EXECUTIVE SUMMARY:**

The purpose of this report is to present to the Council the draft Council Committees Policy and the draft Council Committees Operations Manual for adoption. Revised draft documents were placed on a second round of public exhibition from 27 November 2020 to 22 January 2021. One submission was received for the policy and zero submissions received regarding the operations manual. Feedback was considered but no changes have been made to either document.

**THAT COUNCIL:**

1. **Receive the report on Adoption of the Council Committees Policy and Adoption of the Council Committees Operations Manual.**
2. **Adopt the Council Committees Policy SVC-GOV-PO-110-01**
3. **Adopt the Council Committees Operations Manual SVC-GOV-Gdl-028-01 and rescind the following documents as superseded**
  - a. **S355 Committee Constitution and Members Induction Manual TofR0.3 (former Tumut Shire Council)**
  - b. **Section 355 Committee Management Manual TSC-COR-M-001-01 (former Tumbarumba Shire Council)**

**BACKGROUND:**

During the past 18 months Snowy Valleys Council has undertaken extensive consultation with the community, 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 Council Committees framework documents were endorsed by Council for the first round of public exhibition on the 18 June 2020 as per resolution number M124/20. Twelve submissions were received during the first round of public exhibition. In addition, 20 health checks were undertaken with the committees which allowed the committees an opportunity to ask questions directly and have queries answered.

Feedback from the formal submissions as well as the information gathered from the health checks was reviewed and the draft documents revised accordingly. The revised documents were presented to Council on 19 November 2020 for a second round of public exhibition as per resolution M270/20.

**REPORT:**

The Council Committees Policy and Council Committees Operations Manual were placed on a second round of public exhibition from 27 November 2020 to 22 January 2021. One formal submission was received. The submission was taken into consideration and no changes were made as per submissions table at the end of this report. Therefore, the documents being presented for adoption in this report are identical to those placed on the second round of public exhibition.

**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	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	Nil	Nil
Governance	By ensuring that committees are aware of their responsibilities will improve the committee meeting governance and compliance obligations.	If committees are operating outside of their responsibilities, there is a risk that the committee will not be meeting governance and compliance obligations.

**Financial and Resources Implications**

There is no direct cost associated with the adoption of these documents.

**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 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. The policy and the operations manual give guidance to committees to ensure governance and compliance requirements for committees are being adhered to.

**OPTIONS:**

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

**COUNCIL SEAL REQUIRED:**

No

**COMUNITY ENGAGEMENT AND COMMUNICATION:**

The placing of the draft documents on public exhibition was communicated through newspaper advertisements, the Snowy Valleys Council website and direct email to each of the committees.

There was one formal submission as outlined below. No changes have been made to the policy as a result of the submission.

Submission Number	Submission Summary	Comments
3084912	Council Committees Policy – Pg 4  a) <i>The appointment of a <u>general manager</u>. Should this say Chief Executive Officer?</i>  b) Last paragraph, <i>In addition to this, committees are also subject to such limitations and conditions as may from time to time be imposed by law, specified by resolution of Council <u>or</u> notified in writing by the Chief Executive Officer to committees. Suggestion - the word 'or' be replaced with 'and then'.</i>	No. This is section 377 copied straight from the Local Government Act and as such must remain as general manager. For Snowy Valleys Council the general manager is the Chief Executive Officer  No changes. The Chief Executive Officer may notify the committee in writing at any time.

**Attachments**

- 1 ECM3049872 v14 DRAFT Council Committees Operations Manual - SVC-GOV-Gdl-028-01 (under separate cover)
- 2 ECM\_3049873\_v4\_DRAFT Council Committees Policy SVC-GOV-PO-110-01 (under separate cover)
- 3 ECM3084912 -SUBMISSION - Council Committees Policy - SVC-GOV-PO-110-01 (under separate cover)

**10. GOVERNANCE AND FINANCIAL REPORTS****10.4 2020/2021 HALF YEARLY OPERATIONAL PLAN - ACTION & PROJECT UPDATE**

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

**EXECUTIVE SUMMARY:**

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

Council is required under the *Local Government Act 1993* (the Act) s.404(5) to provide a report that details progress every six months in addition to the Annual Report which is due in November of each year.

This progress report demonstrates achievements for the period ending 31 December 2020.

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

- 1. Receive the report on 2020-2021 Operational Plan Report - Half Yearly from Executive Chief of Staff.**
- 2. Endorse the 2020-2021 Operational Plan Report - Half Yearly Update.**

**BACKGROUND:**

The Operational Plan is an integral part of Councils Integrated Planning and Reporting framework. The Operational Plan spells out the detail of the Delivery Program, identifying the individual projects and activities that will be undertaken in a specific year to achieve the commitments made in the Delivery Program.

The half yearly report on the Operational Plan for 2020-21 tracks Council's progress against actions from 1 July to 31 December 2020.

**REPORT:**

The Operational Plan is an integral part of Councils Integrated Planning and Reporting framework. The Operational Plan spells out the detail of the Delivery Program, identifying the individual projects and activities that will be undertaken in a specific year to achieve the commitments made in the Delivery Program.

The half yearly report on the Operational Plan for 2020-21 tracks Council's progress against actions from 1 July to 31 December 2020.

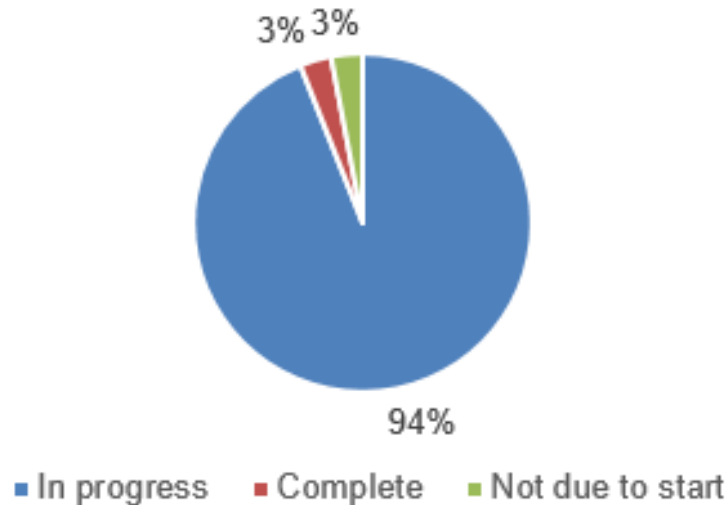
In summary, the Operational Plan for 2020-21 contains:

- 121 Action items detailing the delivery of Council's services to the community.
- 36 Capital Works Projects worth \$18,571,950
- 30 Major Projects worth \$5,020,098.

Overall, at the halfway mark of the reporting period, Council is tracking well against our targets in all categories.

**Operational Plan Actions**

117 out of the 121 Operational Plan Actions are in progress or completed. The remaining four actions are programmed to start in Q3 or Q4.



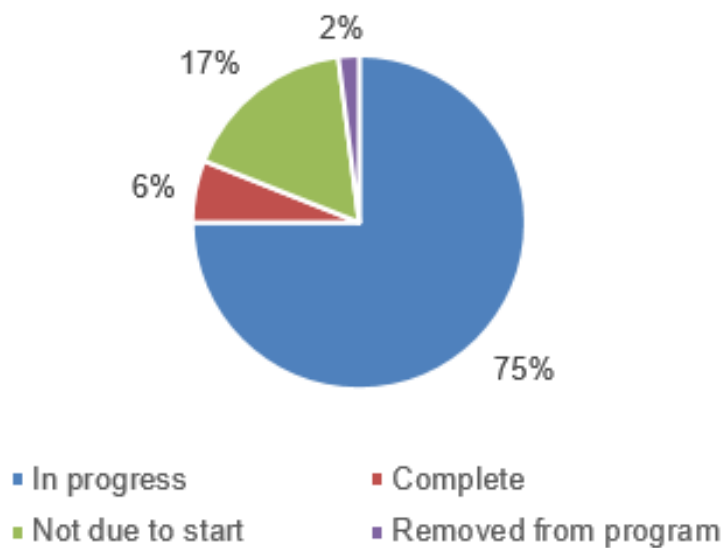
**Capital Works**

29 of the 36 of Capital Works projects are in progress or completed.

Q3 is traditionally the peak construction timeframe for the year due to favourable weather conditions. Six projects are scheduled to commence in Q3, including the majority of the road renewal projects.

Major disruptions to the Capital Works program schedule were experienced due to COVID-19 travel restrictions impacting contractor availability and an increase in internal resource allocation towards bushfire recovery projects. These included roadside vegetation cleanup, emergency road maintenance, culvert clearing and waste management.

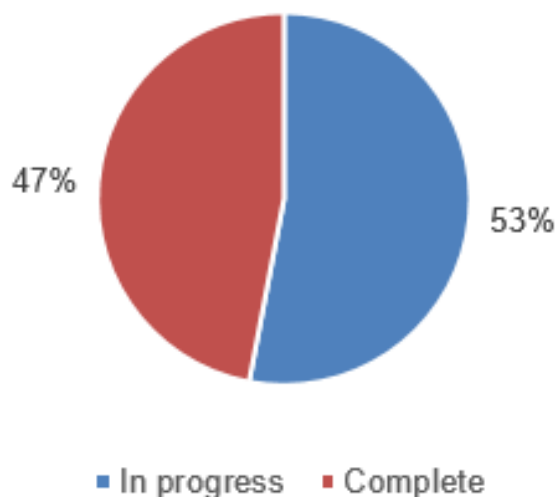
One project – the installation of a generator at the Snowy Valleys Council Tumbarumba office – has been removed from the 20-21 program to allow additional funding required for the project to be secured.



## Major Projects

Progress continued to be made towards the completion of the major projects schedule, with some disruption due to delay in contractor availability due to COVID travel restrictions and increased resource allocation requirement towards grant funded bushfire recovery projects.

47% of the major projects schedule is now complete, with the remaining due to be complete prior to June 2021.



## Advocacy Projects

In the wake of the 2019-2020 bushfires, Council committed to reviewing the priority list of Advocacy Projects that would support our communities to recover, enhance and improve social capital, natural and built environments, and to reactivate our economy.

The priorities within the Advocacy Plan were unfunded projects from the Delivery Program, Asset Renewal list and previous Advocacy Plans, as well as projects highlighted as part of Council's bushfire recovery outreach program.

In addition, it reflects a focus on the delivery of projects and infrastructure that will provide regional benefits and complement the recent successful completion of infrastructure projects.

As a result, Council was successful in securing \$19,337,726 for six of the 14 priority Advocacy projects, moving planning and implementation for these projects into the current program.

An additional \$42 million was applied for in Q1 and Q2 2020-2021 across the remaining Advocacy projects requiring funding.

PROJECT	Q1-Q2 ACTIVITY
Brindabella Road Safety Upgrade – reconstruction and realignment between Piccadilly Circus and the Brindabella Valley	Applied for Grant Funding: Brindabella Road Safety Upgrade, Survey and Design - Bushfire Local Economic Recovery Fund - Stream 1 \$17,707,358 Safer Roads Program Blackspot Funding - \$15,953,638
Critical safety upgrades to intersections on Snowy Mountains Highway, including the Gocup Road intersection and the Batlow Road intersection	Regional Transport and Roads Minister Paul Toole announced funding for a 50m roundabout at the Gocup Road and Snowy Mountains Highway intersection. Transport for NSW conducted a community survey and consultation on the Snowy mountain Highway and Batlow Road intersection, with the Consultation Report published in October 2020.
Tumut Aerodrome Improvements	Successful Grant applications: Tumut Aerodrome Safety Upgrades - Community Building Partnership Funding \$12,500,000 Tumut Aerodrome Upgrades - Department of Industry, Science, Energy & Resources 305,984 Tumut Aerodrome RFS Shed - NSW RFS \$170,000
Wondalga Road/Greenhills Road intersection upgrade	Successful Grant Applications: Intersection Upgrade - Local Roads & Community Infrastructure Program \$255,000 NSW Bushfire Recovery Industry Sector Grant \$480,000



PROJECT	Q1-Q2 ACTIVITY
Support for the training and remobilisation of skilled and unskilled workers post bushfire and COVID	SVC continue to work closely with local businesses and industry to monitor current and future employment demands. We advocate at all levels of government for increasing training opportunities that meet the needs of residents and match the future needs of industry. SVC have also been working closely with Business Chambers to build capacity in local businesses to assist them in building resilience to changing conditions created by events such as bushfires and COVID.
Roadside Vegetation Cleanup post bushfire	Applied for funding in addition to Disaster Funding Arrangement to extend clean-up work of fire impacted vegetation to include road corridor and public land: Bushfire Local Economic Recovery Fund - Stream 1 - \$3,346,233
Recovery of costs for installation of displaced family (bushfire impacted) accommodation at Batlow Caravan Park Stage 1 - six 2-bedroom cabins	\$539,471 funding secured
Recovery of additional site clean-up costs for the former Batlow Cannery site as a direct result of bushfire in response to impacts on public safety (friable asbestos)	\$859,000 funding secured
Caravan Park Improvements – Accommodation and associated infrastructure at Batlow Caravan Park for workers and tourists	Successful Grant Application: Seasonal Worker and tourist accommodation - NSW Bushfire Recovery Industry Sector Grants \$3,952,571 Stronger Communities Fund Round 1 - \$176,000 

PROJECT	Q1-Q2 ACTIVITY
Regional Trail Masterplan - establish a Walking and Cycling Masterplan for the SVC Region for the development of existing and proposed trails in SVC	Applied for funding: BLERF Stream 1 \$250,000 Successful grant application: Talbingo Trail Masterplan Business Case - Department of Premier and Cabinet \$99,700
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	Applied for funding: Bushfire Local Economic Recovery Fund - Stream 1 \$8,800,000
Emergency Evacuation Centre and Tumut Basketball Centre – business case revision, Design & Construct	Applied for funding: Bushfire Local Economic Recovery Fund - Stream 1 \$10,685,333
Upgrade Riverglade Oval	Applied for Funding: Riverglade Oval Amenities upgrade - CRIF - Crown Reserve Improvement Fund \$517,716 Riverglade Oval Upgrade (Amenity, Surface, Fencing, Landscaping) - Public Spaces Legacy Fund \$1,200,000

## 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

4.2.1 Deliver proactive, deliberate and sustained communication to the community about Council's services, projects and events across digital communication channels

## SUSTAINABILITY ASSESSMENT:

	Positive	Negative
Social	Ensuring adequate services are provided to the community and transparent reporting provides confidence in Council's ability to deliver on the community's priorities.	Some projects and initiatives have not been able to be delivered as originally intended due to the impact of Bushfire and COVID19 and therefore may provide a source of disappointment for the community
Environmental	Reporting on the provision of services that improve environmental outcomes	Nil

	<b>Positive</b>	<b>Negative</b>
	within Council's area of influence	
Economic	The annual Operational Plan report assists in improving community and investor confidence in the region through demonstration of gradual improvement in delivery and of key economic initiatives	Nil
Governance	This report is required to demonstrate to the community and government the appropriateness and transparency of Council's decision-making processes	Transparency and accuracy of reporting may be a source of community criticism

### **Financial and Resources Implications**

The activities and initiatives contained in the Operational Plan are funded in the corresponding Operational Annual Budget

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

Local Government Act 1993 Act s404 (5).

### **OPTIONS:**

No options are considered necessary as 6 monthly operational plan/delivery program update reporting is a requirement under the Local Government Act 1993.

### **COUNCIL SEAL REQUIRED:**

No

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

#### **Internal Consultation**

Relevant information regarding the progress of Operational Plan actions has been collated from the SVC Management Group and key responsible officers.

#### **External Consultation**

The half yearly Operational Plan update, once endorsed by council, will be made available to the community through the website and to the Office of Local Government.

### Attachments

- 1 Snowy Valleys Council - 2020/2021 Operational Plan - Half Yearly Action & Project Update (under separate cover)

**10. GOVERNANCE AND FINANCIAL REPORTS****10.5 NEW COUNCIL IMPLEMENTATION FUND (NCIF) AND STRONGER COMMUNITIES FUND (SCF) QUARTERLY COUNCIL REPORT - JANUARY 2021**

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

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**EXECUTIVE SUMMARY:**

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

This report covers the expenditure on grant funding up to 31st January 2021 to coincide with the statutory reporting commitments outlined by the Office of Local Government.

It is important to recognise the significant progress on the delivery of the program of projects funded by the NCIF and SCF monies that has been achieved during the reporting period, with 56% of projects complete and fully acquitted, 19% of projects complete and 25% in progress.

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

- 1. Receive the report on the New Council Implementation Fund (NCIF) and Stronger Communities Fund (SCF) for period ending 31st January 2021.**

**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 amount of works that can be undertaken and to maintain consistency for recognising the correct value of Council owned assets when capitalisation occurs.

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

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

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

**REPORT:****New Council Implementation Fund – Round 1**

This funding has been fully committed, with all projects now to be completed by 30<sup>th</sup> March 2021, due to a 12 month extension granted to all NCIF and SCF Round 1 projects.

Acquittal Certificates must be returned by 30<sup>th</sup> March 2021, marking the completion of the funding period:

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 – being prepared
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 allocated where 'unders and overs' occur within the funding stream.

The current status of the projects for NCIF1 as at 31st January 2021 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 2017-27.	Completed 2017	\$159	\$159
ICT Amalgamation Projects – ICT Amalgamation Strategy developed and endorsed in May 2018. The Strategy detailed the projects associated with consolidating the existing network infrastructure, implementing new server infrastructure, email exchange, domain, voice systems, and disaster recovery plans. The new SVC ICT Strategy has been endorsed by ELT and ARIC (NCIF2) which will pave the way for this project to be finalised.	<b>In Progress</b>	\$1,283	\$1,276
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	\$1,167	\$1,167

Project – Detail	Status	Budget \$'000	Actual \$'000
	Additional works in progress		
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 to be undertaken and signage ordered pending available budget. Town Entry Signage funded under NCIF 2 -Unification & Placemaking	<b>In Progress</b>	\$368	\$353
Service Reviews – service reviews undertaken and introduction of dashboards around key performance measures. Adoption of figures for 19/20 dashboards is reliant on QBR outcomes.	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>\$5,211</b>

## New Council Implementation Fund – Round 2

This funding is fully committed, with all projects originally to be completed by 30 June 2020.

Council has applied for and received verbal confirmation of an extension for Round 2 in line with the extensions for Round 1. Formal confirmation is pending.

The status of the projects for this fund as at 31st January 2021 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.	<b>In Progress – Fully Committed</b>	\$79	\$79

<b>Project – Detail</b>	<b>Status</b>	<b>Budget \$'000</b>	<b>Actual +Committals \$'000</b>
Seasonal Worker Accommodation and Caravan Park strategies are no longer being undertaken.			
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 – Fully Committed</b>	\$330	\$330
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; 2 PMO2 setup; 3 Governance – Development and implementation of Records Management Framework, Development of Volunteer Management Framework, Section 355 Management Framework and consolidation of volunteer documentation; 4 Enterprise Budgeting Training & Support; 5 Corporate Communication Strategy; 6 Corporate Evaluation; 7 Business Systems Improvement 8 PULSE – Planning Module Update and in-house training 9 PULSE – onboarding project 10 HRP Uplift 11 Staff Training in Tech1- Approved Dec 2020	<b>In Progress – Fully Committed</b>	\$966	\$966
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	\$93	\$93
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 – Fully Committed</b>	\$174	\$174
Unification and Placemaking – Town Entry Signs	Completed Oct 2020	\$91	\$91
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 – Fully Committed</b>	\$238	\$238
Client Business Environment Standardisation - Business Plan approved; Phase 3 Desktop Refresh	<b>In Progress –</b>	\$644	\$644



Project – Detail	Status	Budget \$'000	Actual +Committals \$'000
equipment in deployment; Remaining funds to be used for the purchase of mobile devices.	<b>Fully Committed</b>		
Rate Harmonisation (including Public Participation) - Council been approved to extend rate harmonisation until 21/22. Consultation has commenced.	<b>In Progress – Fully Committed</b>	\$187	\$187
<b>Committed surplus &amp; interest to finalise internal projects (contingency)</b>	Committed funds	\$31	\$0
<b>Total New Council Implementation Fund – Round 2</b>		<b>\$2,833</b>	<b>\$2,802</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.

The NSW Office of Local Government approved the application of 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 – Revised design and REF have been completed. Budget increased from original of 515K to 558K – Contractor scheduled to start 26/10/2020 weather permitting.	Construction	\$549	\$409
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.	Completed Dec 2020	\$232	\$232
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. Original budget 723K; Surplus 43K utilised on other SCF1 projects where required. Includes Councils contribution to Bush Fire Emergency Accommodation relating to the 'Itinerant Worker Accommodation' project under PMG.	Completed Feb 2020	\$680	\$680



Project – Detail	Status	Budget \$'000	Actual +Committals \$'000
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, stencil work between RSL & Pioneer St, Street Furniture.	Construction	\$540	\$414
Brindabella Rd Future Plan - Surplus funds will be utilised on other SCF1 projects - Original budget 308K; Surplus 23K utilised on other SCF1 projects where required.	Completed Feb 2019	\$285	\$285
Jingellic Multi-use track – The track formation is complete with the surface seal will be undertaken in Summer. Original budget 35K; Surplus 5K utilised on other SCF1 projects where required.	Completed Dec 2020	\$30	\$30
Khancoban Store – Sale of Contract withdrawn and replaced with a Letter of Intent to purchase after a two-year lease. Renovations have commenced.	Construction	\$199	\$168
Khancoban Streetscape - Surplus funds will be utilised on other SCF1 projects - Original budget 395K; Surplus 8K utilised on other SCF1 projects where required.	Completed Dec 2019	\$387	\$387
Rosewood Beautification and Playground - Surplus funds will be utilised on other SCF1 projects - Original budget 110K; Surplus 2K utilised on other SCF1 projects where required.	Completed Dec 2019	\$108	\$108
Rosewood Golf Club – Project original scope completed. Additional works awaiting installation by contractor. Remainder to be completed by end of December.	Construction (pending confirmation of completion)	\$236	\$236
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 - Original budget 80K; Surplus 8K utilised on other SCF1 projects where required.	Completed May 2019	\$72	\$72
Tumbarumba Showground – Original scope of works completed; Kitchen Upgrade awaiting range hoods/painting. Original budget 1M; additional funds 133K from surplus on other SCF1 projects.	Construction	\$1,133	\$1,124
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. Original budget 425K; Surplus 146K utilised on Showground Kitchen and other SCF1 projects where required.	Completed Jan 2021	\$279	\$279

Project – Detail	Status	Budget \$'000	Actual +Committals \$'000
Tumbarumba Playground - Original budget 80K; Surplus 9K utilised on other SCF1 projects where required.	Completed Oct 2019	\$71	\$71
Tumbarumba Mountain Bike Track	Completed Oct 2019	\$40	\$40
Tumut Pool – Interest earned on investment of SCF1 funding has be approved to be applied to the completion of the project to cover additional works; e.g. Ramp, handrailing, balustrades and Fence. Original budget 1.008M; additional funds 282K obtained from contingency and surplus of other SCF1 projects.	Completed Dec 2020	\$1,300	\$1,300
Tumut Montreal Theatre – Amenities completed. Awaiting approval of \$57 from OEH for internal work to be undertaken. Sprinkler installed above exit door and approved.	Construction	\$381	\$380
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	\$1,548
Bull Paddock Carpark upgrade	Completed Dec 2019	\$130	\$130
<b>IMPORTANT:</b> the above project budgets include Administration, communication and project management – dedicated resources allocated to carry out and finalise projects. These costs are funded from investment interest on the grant funding estimated to be \$359K. Item reflects the difference between original estimate of interest and the revised estimate, less disbursements of: <ul style="list-style-type: none"> <li>• 9K – SCF1 Community Projects</li> <li>• 1K – Brungle Picnic Tables</li> <li>• 181K – Tumut Pool</li> </ul>	Contingency	\$0	
<b>Total Stronger Communities Fund – Round 1</b>			
- Initial Funding 10M + est. interest earned 359K	\$10,359		
- Additional interest earned (> estimate of 359K)	\$ 191	<b>\$10,550</b>	<b>\$10,031</b>

### Stronger Communities Fund - Round 2

This funding was to be fully committed by 31 December 2019, with all projects to be completed by 30 June 2020.

Council is awaiting confirmation of an extension that may be offered by the OLG for Round 2 of funding due to the ongoing resources required for the fire recovery programme.

The status of the projects for this fund is as follows:

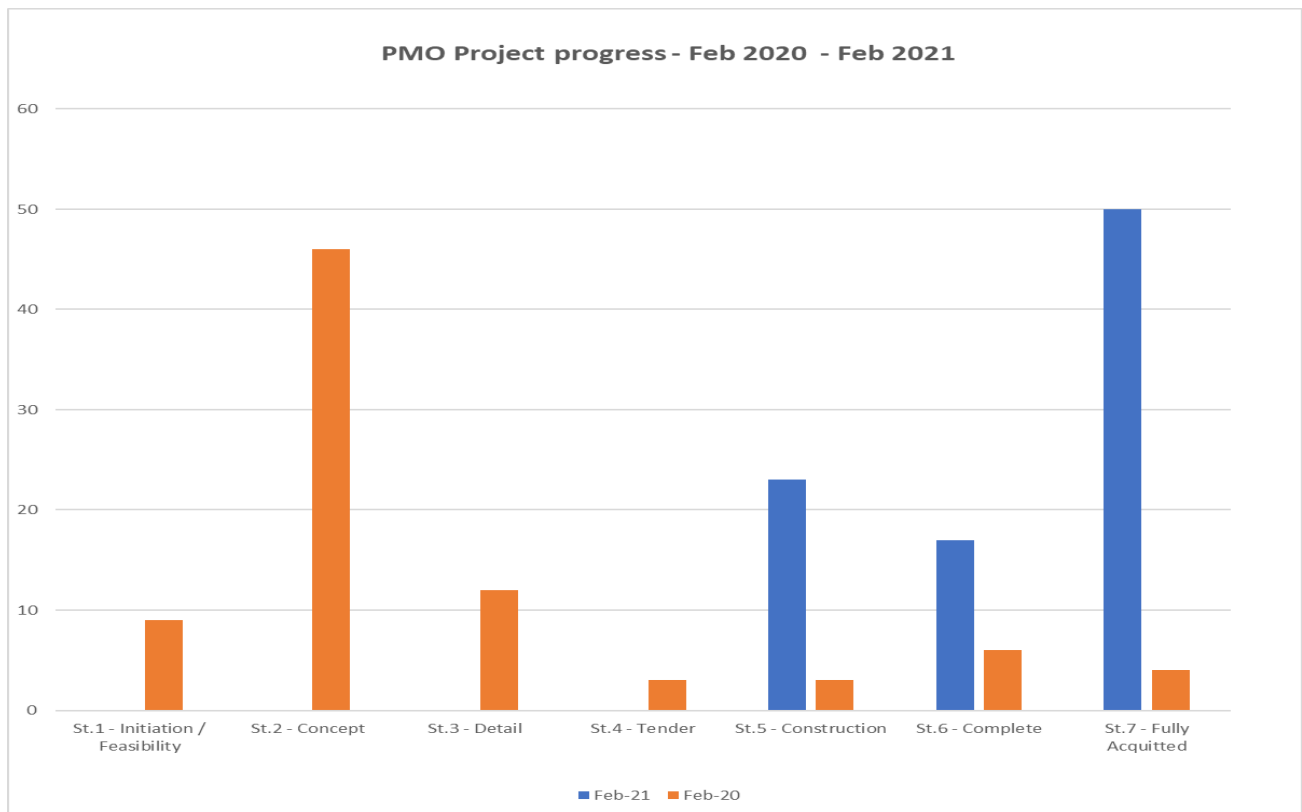
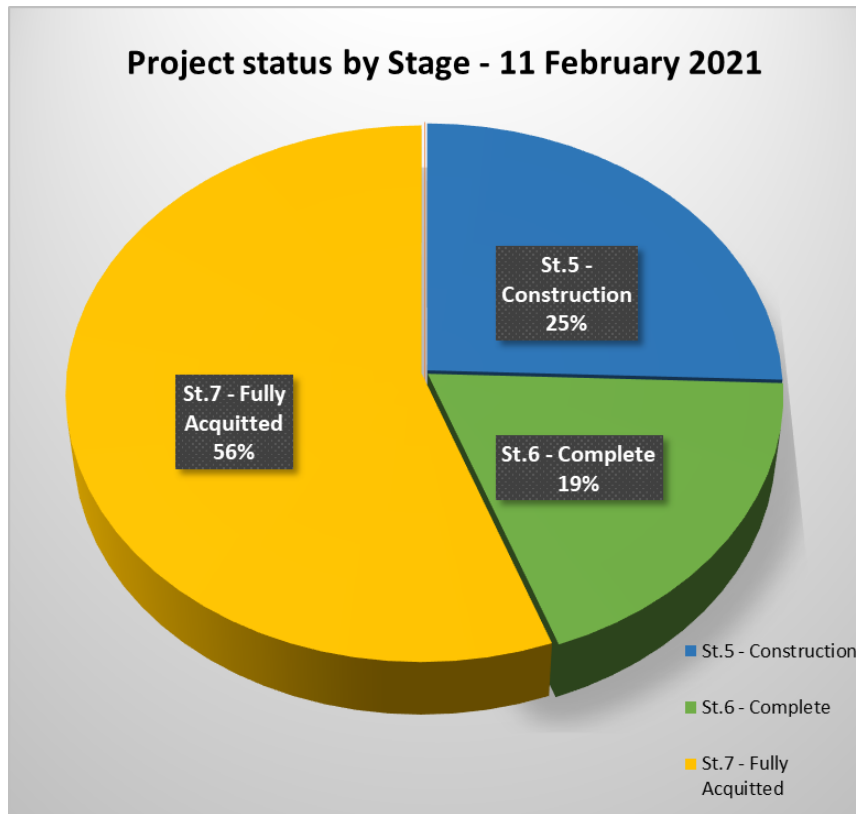
Project – Detail	Status	Budget \$'000	Actual + Committals \$'000
<p>Adelong Main Street Façade Improvements - Funding deeds have been signed and 50% payment made to accepting businesses. Extension has been given through until December 2020 for projects due to bushfires and COVID19.</p> <p>Two businesses have completed. Three business have declined. All funds declined have been offered to Adelong Progress Association however they were unable to identify a project.</p> <p>11 businesses to still complete upgrades. 100K original budget; 7K trf to Adelong WiFi project.</p>	50% paid to approved applications	\$93	\$64
<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	\$19
<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. Original budget 200K; Surplus to date 20K utilised on other SCF1 projects where required.</p>	<p>Demolition Component Completed Apr 2020</p> <p>Business Case in Progress</p>	\$180	\$111

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.			
Batlow Tourism Project Planning – 20K Original budget; 13.3K trf 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). Funding from surplus of completed SCF2 projects required. All equipment for other towns has been received. Project unable to proceed until unmetered power supply contracts have been established with Essential Energy.	Construction	\$60	\$66
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.	Completed Dec 2020	\$108	\$108
Khancoban Pool Shade Sails - Installation and additional beatification works complete.	Completed May 2020	\$40	\$40
Town Wi Fi Upgrades: Khancoban & 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.	Completed Dec 2020	\$30	\$29

Project – Detail	Status	Budget \$'000	Actual + Committals \$'000
Works being undertaken by community group.			
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.	Completed Nov 2020	\$80	\$80
Tumbarumba Historical Walking Tracks - Community group project. Funding deed between Council and Community Group has been issued. Works 90% complete.	Completed Dec 2020	\$38	\$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. Original budget 350K; Surplus 58K combined with Jingellic Br over Horse Creek.	Completed Dec 2020	\$292	\$292
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  Awaiting confirmation of completion of additional Works	\$800	\$800
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	Original Scope of Works Completed Jan 2019	\$500	\$500

Project – Detail	Status	Budget \$'000	Actual + Committals \$'000
linking bike track to Elm Drive and landscaping of embankment adjacent to pump track to minimise ongoing maintenance; proposal in place to use funds to install lighting to adjoining Bull Paddock sporting precinct.	Remaining works (lighting) funded from SVC Capital		
Ratepayer projects and initiatives (Yaven Creek Rd) – Original work was carried out as per design and specification and completed within Budget in early June 2019. There was a saving of around \$100k. During 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 Budget reported right represents the SCF2 portion only.	Completed Jun 2020	\$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
Implementation of new SVC destination brand & marketing strategy – complete. 100K Original Budget; 3.5K trf to SVC tourism App & .5K trf to Adelong Town WiFi Project.	Completed Feb 2020	\$96	\$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>\$3,083</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 and the funding is appropriately acquitted in accordance with the funding deed and program guidelines.

**Costs and Benefits:**

Benefits to the community include the provision of better infrastructure and services with the additional funding enabling the renewal of existing community assets or the construction of new 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 projects and is awaiting confirmation on the request for extension for Round 2 project through to 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



## 10. GOVERNANCE AND FINANCIAL REPORTS

### 10.6 STATEMENT OF INVESTMENTS - JANUARY 2021

**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 January 2021.

#### RECOMMENDATION:

##### THAT COUNCIL:

1. Receive the report on Statement of Investments January 2021.
2. Note the above-policy-limit investment allocation with Council's primary bankers.

#### BACKGROUND:

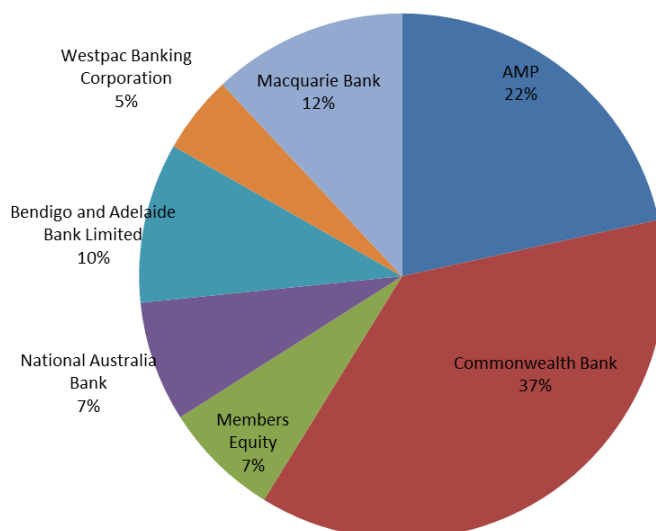
Nil

#### REPORT:

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

Combined Cash & Investments Table		31/01/2021				
Cash & 11am at call Accounts	Current Month	Last Month	Movement	Type	Interest Rate%	
Commonwealth Bank	\$ 15,345	\$ 41,783	-\$ 26,438	IWD Gen	0.10%	
National Australia Bank	\$ 39,077	\$ 131,691	-\$ 92,613	W/Acct	0.10%	
Commonwealth Bank	\$ 1,355,299	\$ 4,857,449	-\$ 3,502,150	W/Acct	0.10%	
Commonwealth Bank	\$ 11,028,952	\$ 10,125,416	\$ 903,535	At Call (BOS)	0.35%	
Commonwealth Bank	\$ 3,496	\$ 355	\$ 3,141	Gen-Roth	0.10%	
<b>Total Cash &amp; At Call Investments</b>	<b>\$ 12,442,169</b>	<b>\$ 15,156,694</b>	<b>-\$ 2,714,525</b>		<b>0.32%</b>	
Term Deposits	Current Month	Last Month	Movement	Lodgement Date	Interest Rate%	Maturity Date
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
Bendigo and Adelaide Bank Limited	\$ 500,000	\$ 500,000	\$ -	25/11/2020	0.50%	25/11/2021
Bendigo and Adelaide Bank Limited	\$ 500,000	\$ 500,000	\$ -	25/11/2020	0.50%	25/11/2021
AMP	\$ 2,000,000	\$ 2,000,000	\$ -	7/12/2020	0.75%	7/12/2021
Bendigo and Adelaide Bank Limited	\$ 1,057,811	\$ 1,057,811	\$ -	6/01/2021	0.45%	6/01/2022
Bendigo and Adelaide Bank Limited	\$ 1,057,811	\$ 1,057,811	\$ -	6/01/2021	0.45%	6/01/2022
AMP	\$ 1,000,000	\$ 1,000,000	\$ -	15/01/2021	0.75%	15/01/2022
<b>Total Term Deposits</b>	<b>\$ 24,115,623</b>	<b>\$ 24,115,623</b>	<b>\$ -</b>		<b>1.06%</b>	
<b>Total Cash &amp; Investments</b>	<b>\$ 36,557,791</b>	<b>\$ 39,272,317</b>	<b>-\$ 2,714,525</b>		<b>0.74%</b>	

### Snowy Valleys Council January 2021 Investments



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 - CBA) are currently over the policy limit of 30%. This is due to unavailability of alternative investment options. The investments with CBA are considered very low risk as they are in cash and at call. The downside to this is the low investment return.

Cash and investments have decreased by \$2.7M during January 2021.

Major cash receipts received during January included:

- Regional road block grants \$582K
- Cth Home Support Programme/Community Transport funding \$119K

Main cash disbursements (excluding employee costs) during the month included:

- Tree removal (claimable) \$843K
- New Case Loader (less trade in) \$189K
- Waste disposal to Bald Hill \$139K
- Workers Compensation insurance (3rd instalment) \$110K
- Khancoban scoping studies \$107K
- IT management and support software \$94K
- Replacement of water meters \$91K

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

- Renewal of term deposits 2 x \$1M with Bendigo Bank for 12 months at 0.45%
- Renewal of term deposit \$1M with AMP for 12 months at 0.75%

Cash investment rates continue to fall due to the uncertain economic environment and long-term outlook. Council's investment policy requires Council officers to minimise investment risk by spreading investments across several 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

### 10.7 STATEMENT OF INVESTMENTS - DECEMBER 2020

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

#### EXECUTIVE SUMMARY:

This report provides an overview of Council's cash and investment portfolio performance as at 31 December 2020.

#### RECOMMENDATION:

##### THAT COUNCIL:

1. Receive the report on Statement of Investments December 2020.
2. Note the above-policy-limit investment allocation with Council's primary bankers.

#### BACKGROUND:

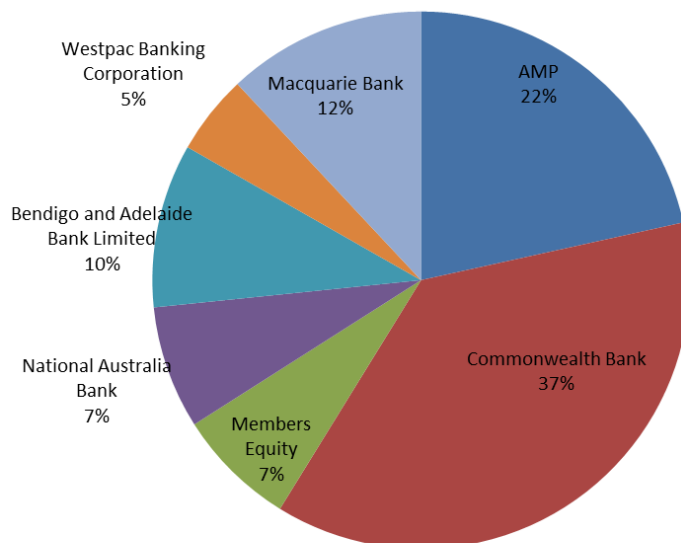
Nil

#### 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.

<u>Combined Cash &amp; Investments Table</u>		31/12/2020				
Cash & 11am at call Accounts	Current Month	Last Month	Movement	Type	Interest Rate%	
Commonwealth Bank	\$ 41,783	\$ 11,964	\$ 29,819	IWD Gen	0.10%	
National Australia Bank	\$ 131,691	\$ 91,158	\$ 40,532	W/Acct	0.10%	
Commonwealth Bank	\$ 4,857,449	\$ 1,597,831	\$ 3,259,618	W/Acct	0.10%	
Commonwealth Bank	\$ 10,125,416	\$ 13,921,552	-\$ 3,796,136	At Call (BOS)	0.35%	
Commonwealth Bank	\$ 355	\$ 21,904	-\$ 21,549	Gen-Roth	0.10%	
<b>Total Cash &amp; At Call Investments</b>	<b>\$ 15,156,694</b>	<b>\$ 15,644,410</b>	<b>-\$ 487,716</b>		<b>0.27%</b>	
Term Deposits	Current Month	Last Month	Movement	Lodgement Date	Interest Rate%	Maturity Date
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
Bendigo and Adelaide Bank Limited	\$ 500,000	\$ 500,000	\$ -	25/11/2020	0.50%	25/11/2021
Bendigo and Adelaide Bank Limited	\$ 500,000	\$ 500,000	\$ -	25/11/2020	0.50%	25/11/2021
AMP	\$ 2,000,000	\$ 2,000,000	\$ -	7/12/2020	0.75%	7/12/2021
<b>Total Term Deposits</b>	<b>\$ 24,115,623</b>	<b>\$ 24,115,623</b>	<b>\$ -</b>		<b>1.13%</b>	
<b>Total Cash &amp; Investments</b>	<b>\$ 39,272,317</b>	<b>\$ 39,760,032</b>	<b>-\$ 487,716</b>		<b>0.80%</b>	

## Snowy Valleys Council December 2020 Investments



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 – CBA) are currently above the policy limit of 30%. This is due to unavailability of alternative investment options. The investments with CBA are considered very low risk as they are in cash and at call. The downside to this is the low investment return.

Cash and investments decreased by \$487K during December 2020.

Major cash receipts received during December included:

- |   |        |
|---|--------|
| • Pensioners Concession rebate 2020-2021              | \$296K |
| • Bushfire Community Recovery & Resilience Fund Grant | \$275K |
| • RFS repairs & maintenance funding                   | \$230K |
| • Library subsidy 2020-2021                           | \$97K  |

Main cash disbursements (excluding employee costs) during the month included:

- |                                      |        |
|--------------------------------------|--------|
| • Tree removal (claimable)           | \$687K |
| • Software and Managed Services (IT) | \$271K |
| • Energy costs (Electricity)         | \$165K |
| • Adelong Creekscape works           | \$162K |
| • Road sealing                       | \$124K |

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

- Renewal of investment for \$2M with AMP for 12 months at 0.75%

Cash investment rates continue to fall due to the uncertain economic environment and long-term outlook. Council's investment policy requires Council officers to minimise investment risk by spreading investments across several 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****10.8 FINANCIAL REPORT - DECEMBER 2020**

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

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**EXECUTIVE SUMMARY:**

The report provides a review of Council's income and expenditure against budget for the period from 1 July 2020 to 31 December 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.

Council's income is considered in line with budget with a 2% variance year-to-date to budget, while actual expenditure is 27% over budget year-to-date due to disaster recovery works which will be recovered from various government agencies.

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

- 1. Receive the Financial Report – December 2020.**

**REPORT:**

Council's income at end of December was within a 2% variance year-to-date to budget, while expenditure showed a 27% variance above budget. The expenditure variance is largely due to materials and contracts for natural disaster recovery and clean up. This expenditure will be recovered from external sources on an ongoing basis when progress claims are being able to be submitted.

A summarised financial report for Council is provided below for December 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. This report should be read in conjunction with the 2<sup>nd</sup> quarterly budget review.



### Monthly Operating Result for December 2020

#### Overall Council Summary

Account Description	Actual YTD	Budget YTD	% Variance YTD	\$ Variance YTD	Original Budget 21PJBUD
<b>Income</b>					
Rates, Levies & Annual Charges	17,387,321	17,318,981	0.39%	68,340	17,360,883
User Charges & Fees	6,439,429	4,815,530	25.22%	1,623,899	9,958,359
Interest & Investment Revenue	161,171	224,248	-39.14%	(63,077)	470,496
Other Income	2,134,637	1,586,823	25.66%	547,814	962,671
Operating Grants & Contributions	6,721,582	6,786,427	-0.96%	(64,845)	10,705,299
Capital Grants & Contributions	2,044,322	3,625,058	-77.32%	(1,580,736)	7,309,116
Profit on Sale/Disposal	215,264	3,150	98.54%	212,114	0
<b>Total Income</b>	<b>35,103,727</b>	<b>34,360,218</b>	<b>-2%</b>	<b>743,509</b>	<b>46,766,824</b>
<b>Expenses</b>					
Employee Costs	7,973,499	8,245,409	-3.41%	(271,910)	16,496,813
Materials & Contracts	13,302,323	5,213,439	60.81%	8,088,885	9,258,398
Depreciation & Impairment	5,365,444	5,381,700	-0.30%	(16,256)	11,092,399
Other Expenses	3,175,194	2,849,005	10.27%	326,189	5,382,256
Interest & Investment Losses	209,307	238,504	-13.95%	(29,196)	477,008
Cost of Assets Sold	185,934	0	no budget	185,934	
<b>Total Expenses</b>	<b>30,211,702</b>	<b>21,928,056</b>	<b>-27%</b>	<b>8,283,646</b>	<b>42,706,874</b>
<b>Operating Result</b>	<b>(4,892,025)</b>	<b>(12,432,162)</b>	<b>154%</b>	<b>7,540,137</b>	<b>(4,059,950)</b>

#### Income:

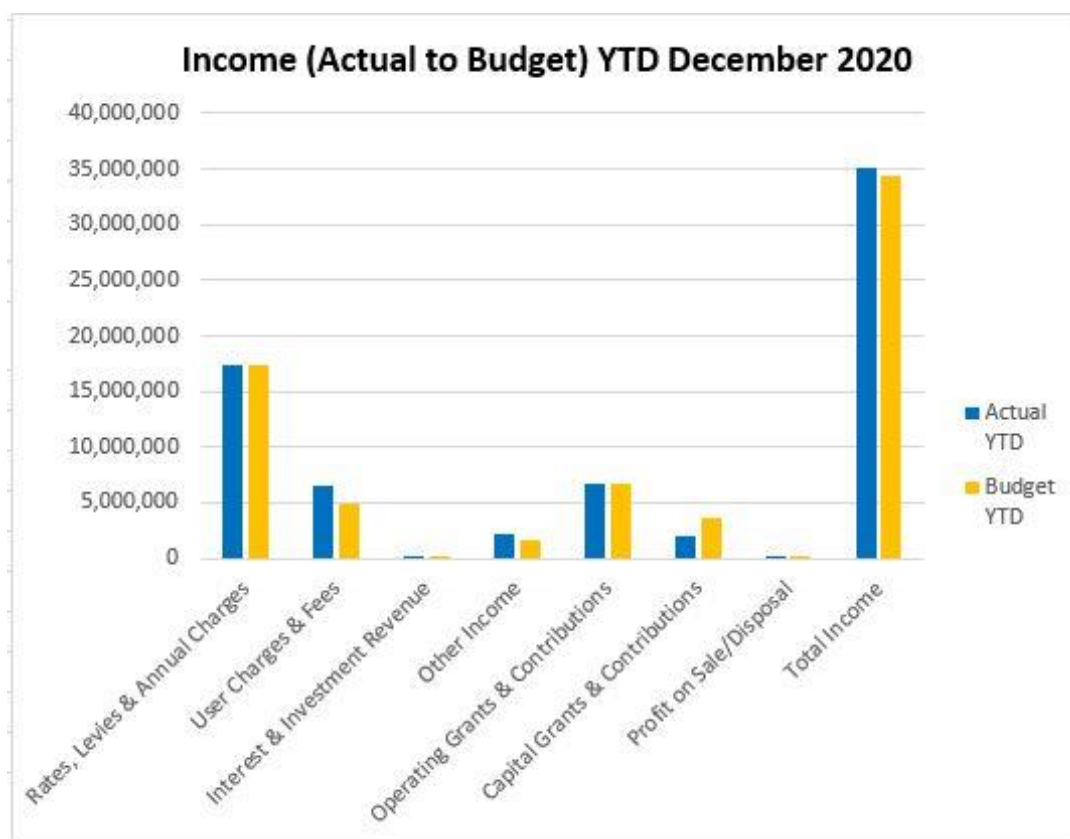
*User fees and charges* income is above budget by \$1.6M YTD. Income above budget includes Tumbarumba Caravan Park \$138K, Roth Medical Centre \$35K, Commercial Works \$560K. Note that the budget was prepared by apportioning the income evenly over twelve months, which does not take into effect influences such as seasonal fluctuation and is anticipated to even out over time.

*Investment revenue* is below budget due to the current low-interest environment.

*Other Income* is above budget by \$500K year-to-date, down from a much higher above-budget variance in the last quarter. This movement is the catchup effect of spreading the budget over 12 months and the spasmodic receipt of funds. One extraordinary item of \$859K was received for the Batlow Cannery demolition, a cost that was incurred in the previous financial year.

*Capital Grants* income is below budget by \$1.5M. Some grants are paid on milestones and it is anticipated income from grants will increase over time and meet or exceed budget by the end of the financial year.





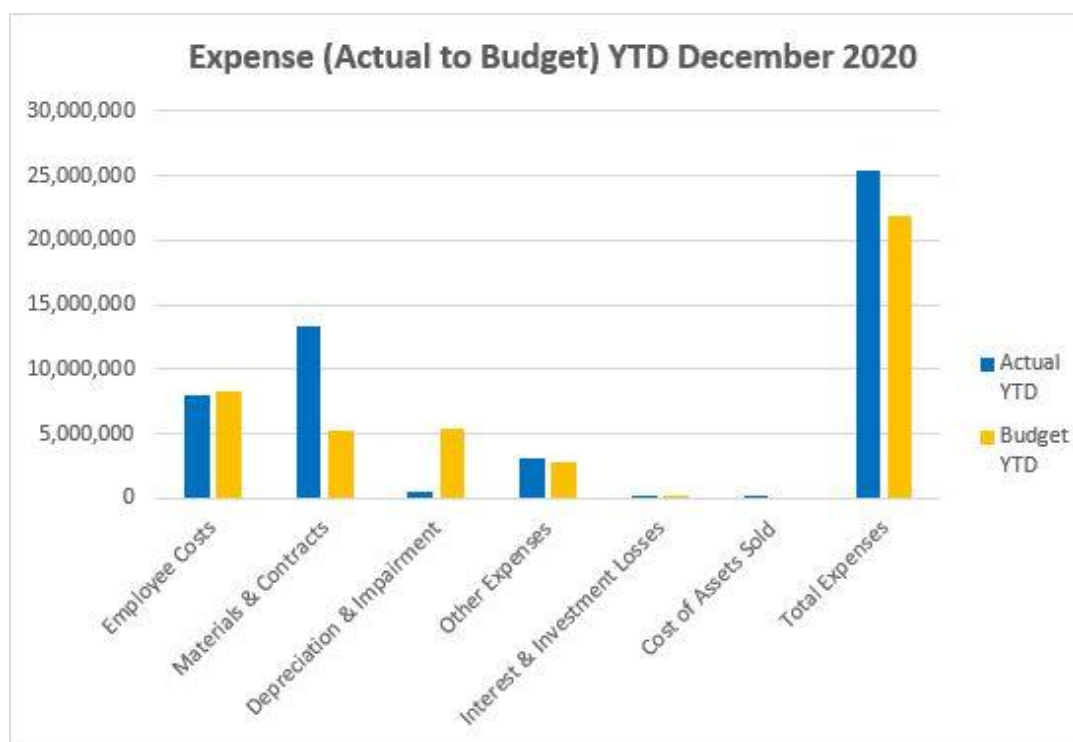
**Expenditure:**

*Employee costs* are understated by \$1.6M due to a technical issue with the posting of the leave liabilities to the wrong period. However, no capitalisation of employee costs has been undertaken to date, which will be reducing the employee costs shown in the operational result. Further, some employee costs are recoverable under disaster management funding.

*Materials and Contracts* expenditure is above budget by 60%. The majority of this spend (\$4.586M), is fire recovery works that are recoverable, but have not yet been claimed, and \$112K for software maintenance for the Software as a Service project which has a budget offset in wages and contracts over the financial year. Budgeted procurement reductions and capitalisation of materials and contracts not yet effected.

*Other Expenses* are above budget by 10%; fire recovery costs account for the majority of this overspend and are yet to be recovered from outside funding sources.

*Interest & Investment Expense* is below budget by 14%. This is due to the timing of interest payments.



## Procurement

The following tenders have been advertised in the Six months YTD:

### 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

### October

2020/04 - Replacement of Tintaldra Road Bridge Welaregang NSW 2642 and Replacement of Withers Lane Bridge Bombowlee NSW 2720

### November

2020/12 – Construction of Goobarragandra Road Slopes Stabilisation at Goobarragandra NSW

### December

No Tenders advertised in December.

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

### Integrated Planning and Reporting Framework:

#### CSP Outcome 2028

Theme 4: Communication & Engagement

#### Delivery Outcomes

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

#### Operational Actions

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

**SUSTAINABILITY ASSESSMENT:**

N/A

**Financial and Resources Implications**

N/A

**Costs and Benefits:**

N/A

**Policy, Legal and Statutory Implications:**

N/A

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

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

**OPTIONS:**

N/A

**COUNCIL SEAL REQUIRED:**

No

**COMMUNITY ENGAGEMENT AND COMMUNICATION:**

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

**ATTACHMENTS**

Nil

**10. GOVERNANCE AND FINANCIAL REPORTS****10.9 QUARTERLY BUDGET REVIEW AS AT 31 DECEMBER 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 31 December 2020. Council's projected result shows an increase in income of \$6M and an increase of expenditure of \$4.7M. Overall, it is proposed to increase the operating result by \$1.3M through additional funding received. The net result before capital items is proposed to reduce by \$209K. The projected estimate at year end is satisfactory.

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

- 1. Receive and adopt the Quarterly Budget Review as at 31 December 2020.**
- 2. Adopt the Revenue, Expenditure and Capital Budget adjustments as noted in the attached 2<sup>nd</sup> Quarterly 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:**

Council's projected result has improved due to funding received relating to a variety of capital works. However, other capital works had to be postponed to enable delivery of additional works within the funding timeframes.

The quarterly budget review statement outlines the projected satisfactory result at year end with unrestricted cash to be well within Council's Reserve Policy requirements.

The commentary and recommendations in this report should be read in conjunction with the 2<sup>nd</sup> Quarterly Budget Review attached.

Snowy Valleys Council

**Quarterly Budget Review Statement**  
for the period 01/10/20 to 31/12/20

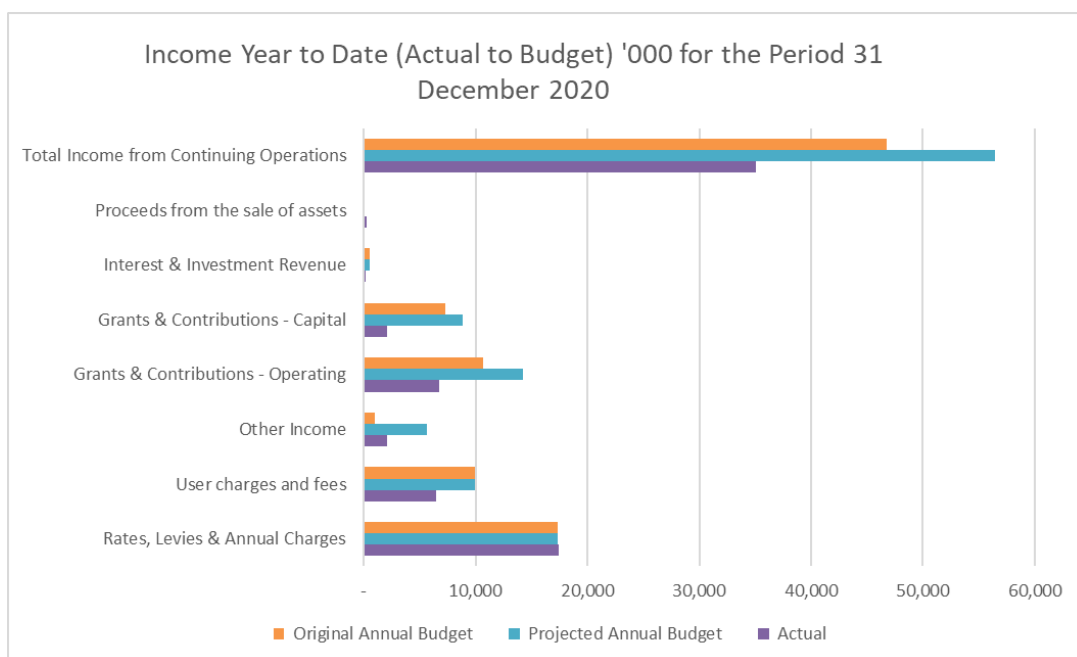
**Income & Expenses Budget Review Statement**

Budget review for the quarter ended 31 December 2020

**Income & Expenses - Council Consolidated**

(\$'000's)	Original Budget 2020/21	Approved Changes Sep QBRs	Revised Budget 2020/21	Variations for this Dec Qtr	Notes	Projected Year End Result	Actual YTD figures	Variance Surplus (Deficit)	Notes
<b>Income</b>									
Rates, Levies & Annual Charges	17,361		17,361			17,361	17,387	26	100%
User charges and fees	9,958		9,958			9,958	6,439	(3,519)	65%
Other Income	962	112	1,074	4,541	7	5,615	2,115	1,041	38%
Grants & Contributions - Operating	10,705	3,503	14,208			14,208	6,742	(7,466)	47%
Grants & Contributions - Capital	7,310		7,310	1,518	8-12	8,828	2,044	(5,266)	23%
Interest & Investment Revenue	471		471			471	161	(310)	34%
Proceeds from the sale of assets			-			-	215	215	0%
<b>Total Income from Continuing Operations</b>	<b>46,767</b>	<b>3,615</b>	<b>50,382</b>	<b>6,059</b>		<b>56,441</b>	<b>35,103</b>	<b>(15,279)</b>	
<b>Expenses</b>									
Employee Costs	16,497		16,497			16,497	7,973	8,524	48%
Materials & Contracts	9,259	1,056	10,315	4,750	1 to 7	15,065	13,302	2,987	88%
Depreciation & Amortization	11,093		11,093			11,093	5,365	5,728	48%
Other Expenses	5,382	(53)	5,329			5,329	3,175	2,154	60%
Interest & Investment Losses	477		477			477	209	268	44%
Cost of Assets Sold			-			-	186	(186)	0%
<b>Total Expenses from Continuing Operations</b>	<b>42,708</b>	<b>1,003</b>	<b>43,711</b>	<b>4,750</b>		<b>48,461</b>	<b>30,210</b>	<b>19,475</b>	
<b>Net Operating Result from All Operations</b>	<b>4,059</b>	<b>2,612</b>	<b>6,671</b>	<b>1,309</b>		<b>7,980</b>	<b>4,893</b>	<b>4,196</b>	
<b>Net Operating Result before Capital Items</b>	<b>(3,251)</b>	<b>2,612</b>	<b>(639)</b>	<b>(209)</b>		<b>(848)</b>	<b>2,820</b>	<b>9,061</b>	

**Income:**



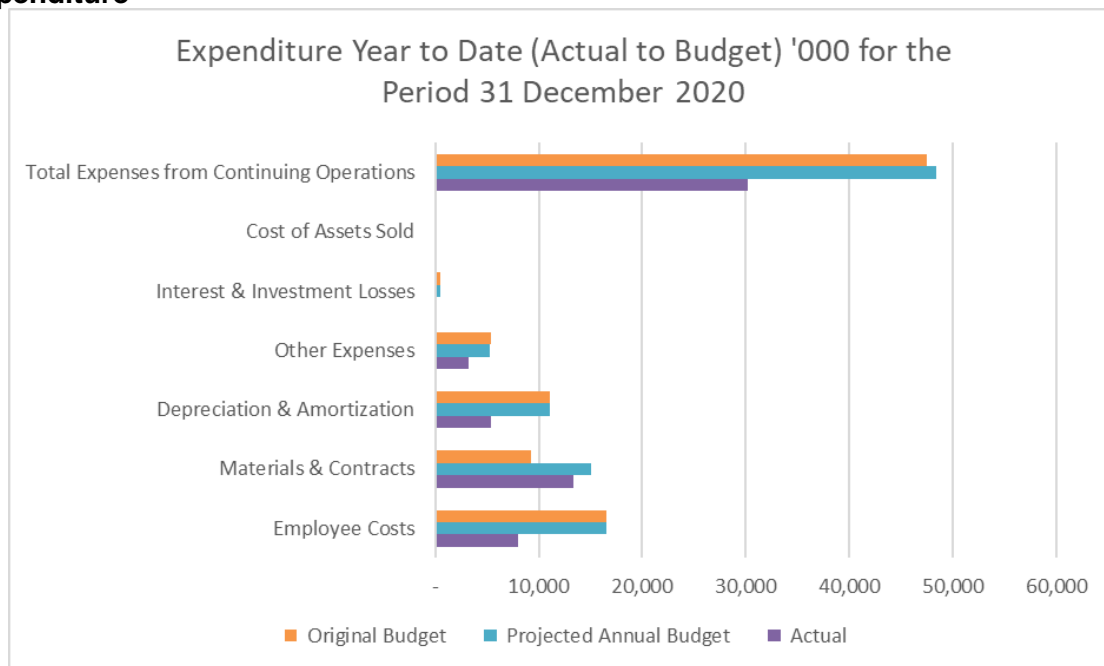
50% of the year has elapsed and 70% of the total income has been received. This is to be expected with the rates and annual charges raised and recognised as income in July annually.

Several grants are recognised only upon achieving certain milestones which explains why actuals are well below the projected Annual Budget.

Other income is forecast to be above budget due to Disaster Recovery Funding of \$4.5M expected receipts which are offset by equivalent operating expenditure.

User Charges and fees are at 65% for the year to date are due to continued commercial works.

## Expenditure



Operating expenditure at 31<sup>st</sup> December 2020 is 69% of total forecast well above the 50% for the YTD. This high percentage of expenditure is due to Disaster Recovery Funding works. The clean-up of the bushfire damage across the Shire continues to make up the majority of the additional costs for material and contract expenses. This expenditure will be recovered through Disaster Recovery Funding Arrangements.

Employee Cost are at 48% of budget, reason for the variance:

- Savings from the time lag in replacing a number of vacancies in the organisation;
- Effort to have staff take leave to reduce their accrued leave balances to within Council policy requirements;
- Understated actual costs due to a technical issue with the posting of the leave liabilities;
- Capitalisation of employee costs not yet effected.

## Capital

19% of the projected capital budget has been expensed by the end of December 2020. This is low due to disaster recovery work performed and the capital expenditure is expected to increase considerably over the coming months.

## Water Fund

The water fund Income is at 63% of budgeted income. 55% of water expenditure has been incurred in the first half of this financial year.

## Wastewater Fund

The Wastewater 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 wastewater fund is currently at 31%. Utilisation of internal plant along with internal overheads and oncosts are lower than budget. Due to the overlap in staffing arrangements between the water and wastewater business, there is likely to be an adjustment between the funds at the end of the financial year.

## 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 and additional grant funding. Conversely, own-source revenue is projected to decline due to the same reason.

**Unrestricted Cash**

The unrestricted cash position at 31 December 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 SVC Quarterly Budget Review Statement QBR2/2021 (under separate cover)

## 10. GOVERNANCE AND FINANCIAL REPORTS

### 10.10 ADDITIONAL ORDINARY MEETING FOR THE REVIEW OF THE DRAFT 2021-2022 OPERATIONAL PLAN AND BUDGET

**REPORT AUTHOR:** EXECUTIVE CHIEF OF STAFF

**RESPONSIBLE DIRECTOR:** CHIEF EXECUTIVE OFFICER

#### EXECUTIVE SUMMARY:

This report recommends that council consider an additional ordinary meeting for the purpose of examining the draft Operational Plan and annual budget for 2021-2022 before the public exhibition period commences.

#### RECOMMENDATION:

##### THAT COUNCIL:

1. **Receive the report on additional ordinary meeting for the review of the draft 2021-2022 Operational Plan and budget.**
2. **Approve an additional ordinary meeting of council on 23 March 2021 at 6pm for the purpose of examining the draft Operational Plan and annual budget for 2021-2022 before the public exhibition period commences.**

#### BACKGROUND:

Council has determined its schedule of ordinary council meetings for the 2021 calendar year under resolution M205/20 at its ordinary meeting on 17 September 2020.

#### REPORT:

This report recommends the scheduling of an additional ordinary meeting of council to review and discuss the draft Operational Plan and annual budget ahead of the mandatory public exhibition period.

It is proposed that an additional meeting be scheduled for the 23 March 2021 at 6pm and be held in accordance with the Code of Meeting Practice.

#### 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

4.3.9 Implement actions from Council's Sustainability Road Map

#### SUSTAINABILITY ASSESSMENT:

	<b>Positive</b>	<b>Negative</b>
Social	Council is able to optimise meetings to ensure issues are addressed for the community. Council meetings provide transparency over decision	Nil



	<b>Positive</b>	<b>Negative</b>
	making and can now be delivered virtually to improve accessibility.	
Environmental	Nil	Nil
Economic	Council meets to ensure economic and strategic management is sound and transparent	Nil
Governance	It is essential that Council is able to meet with all Councillors to ensure good governance of Council business. Council is required to meet at least 10 times during the course of a year under Section 365 of the Local Government Act 1993.	Nil

### **Financial and Resources Implications**

The coordination of council meetings including the preparation of the agenda and business paper involves staff time.

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

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

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

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

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

To address Council business in an optimal manner, it is important to have as many Councillor representatives as possible at each meeting. This proposal aims to maximise attendance by ensuring Councillors and community have sufficient advance notice.

### **OPTIONS:**

Council may opt to amend the meeting day and time with regards to the mandatory public exhibition period for community feedback of 28 days.

Council may opt to reject the recommendation in its entirety.

### **COUNCIL SEAL REQUIRED:**

No

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

Council will make available on its website the additional meeting and through the appropriate internal communication channels give notice to staff.

It is proposed that council will consider the draft Operational Plan and annual budget for 2021-2022 for public exhibition for community feedback at this meeting.

### **ATTACHMENTS**

Nil

**11. MANAGEMENT REPORTS****11.1 ROAD NAMING - GOLF LINKS ESTATE SUBDIVISION**

**REPORT AUTHOR:** COORDINATOR GIS & ASSET SYSTEMS  
**RESPONSIBLE DIRECTOR:** EXECUTIVE DIRECTOR INFRASTRUCTURE

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**EXECUTIVE SUMMARY:**

This report seeks the approval of Council for the naming of the new roadway within the Golf Links Estate Subdivision.

Noting that the proposed name for the road is not included in the pre-approved names that form part of Councils Road Naming Policy, the specific approval of Council is required to name the road.

Council Officers have followed due process in line with the Geographic Names Board requirements and recommend that Council endorse placing the proposal for the road name for the Golf Links Subdivision of "Prospero Drive," on public exhibition for a minimum of 28 days including publishing the proposal in the local newspapers allowing for public comment.

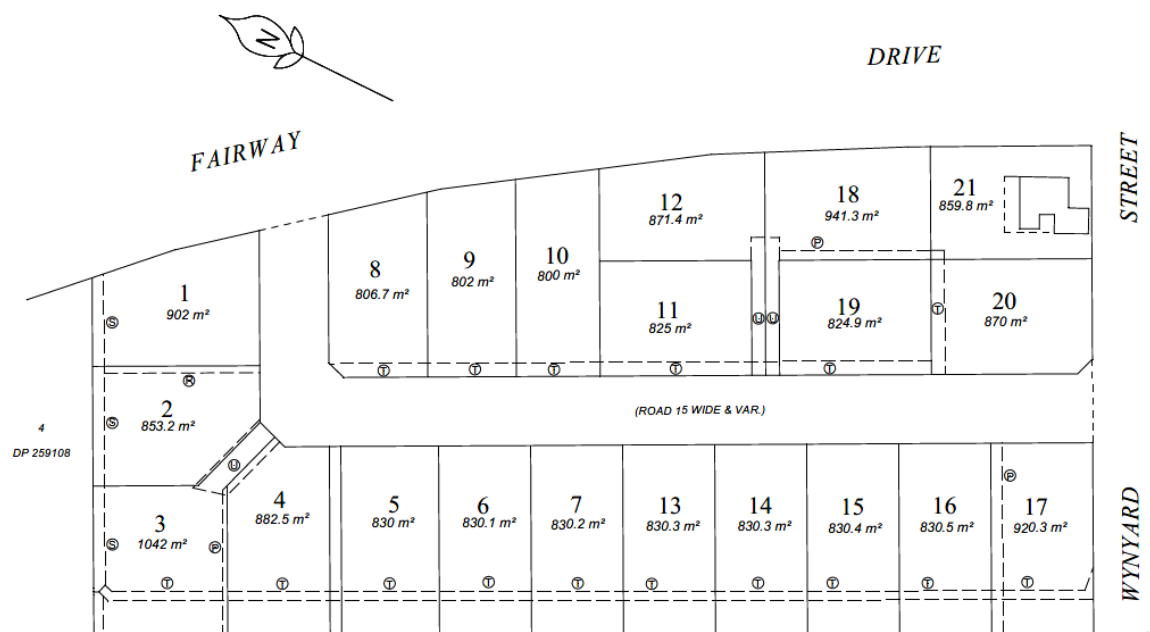
**RECOMMENDATION:****THAT COUNCIL:**

- 1. Receive this report on the proposed road name for the Golf Links Estate Subdivision**
- 2. Endorse placing the proposal for the road name for the Golf Links Subdivision of "*Prospero Drive*," on public exhibition for a minimum of 28 days including publishing the proposal in the local newspapers allowing for public comment**
- 3. Approve the proposal for the road name for the Golf Links Subdivision of "Prospero Drive," if no public submissions are received and:**
  - a. service notices of the road name proposal to Australia Post, Registrar General, Surveyor General**
  - b. formally have the name gazetted in the Government Gazette and place a notice in the local newspaper giving a description of the road and its location**
- 4. Receive a further report on the proposed road name for the Golf Links Subdivision of "Prospero Drive," if public submissions are received during the exhibition period**

**BACKGROUND:**

Snowy Valleys Council were approached by Gray Surveyors and Tumut Real Estate regarding the naming of a new road that forms part of the Golf Links Estate Subdivision.

Noting that the proposed name for the road is not included in the pre-approved names that form part of Councils Road Naming Policy, the specific approval of Council is required to name the road.



## REPORT:

Council has received a request for the specific naming of the roadway within the Golf Links Estate subdivision.

The proposed road name is not included in the list of preapproved names that forms part of Councils Road Naming Policy, however an exemption has been requested based on;

- location of the subdivision to the Golf Club
- relationship and linkage of 'Drive' to golfing, and the potential expansion of the road to meet the naming requirements in the future
- first name of the course designer and keen golfer with a local history 'Prospero'

Ellis was first considered for the application, however due to 5 conflicting names within the Local Government Area, it was not approved by the Geographic Names Board.

The proposed road name of 'Prospero Drive' has been approved by the Geographic Naming Board.

## 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

1.3 Protect and preserve local history and heritage

## SUSTAINABILITY ASSESSMENT:

Nil

## Financial and Resources Implications

Nil

## Costs and Benefits:

Nil

**Policy, Legal and Statutory Implications:**

Road Naming Policy SVC-ENG-PO-088-01

Roads Act 1993 (NSW)

NSW Address Policy and User Manual

Guidelines for the Naming of Roads (Geographic Names Board)

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

Nil business risk.

Some members of the community/public may not like the name.

**OPTIONS:**

Council has the following options regarding this resolution:

- approve the recommendations
- amend the recommendations and utilise a pre-approved name as per the SVC Road Naming Policy
- defer the report and seek further information

**COUNCIL SEAL REQUIRED:**

Not required

**COMMUNITY ENGAGEMENT AND COMMUNICATION:**

Extensive consultation was undertaken on road names as part of the process in developing Councils Road Naming Policy.

Subject to the approval of Council, the proposal for the road name for the Golf Links Subdivision of "Prospero Drive," will be placed on public exhibition for a minimum of 28 days including publishing the proposal in the local newspapers allowing for public comment.

**Attachments**

Nil

**11. MANAGEMENT REPORTS****11.2 DRINKING WATER MANAGEMENT SYSTEM ANNUAL REPORTS FOR 2018 AND 2019**

**REPORT AUTHOR:** WATER & WASTEWATER ENGINEER  
**RESPONSIBLE DIRECTOR:** EXECUTIVE DIRECTOR INFRASTRUCTURE

**EXECUTIVE SUMMARY:**

Council, as a water supplier, is required to establish and adhere to a quality assurance program, known as a Drinking Water Management System (DWMS). A DWMS is a risk-based approach to managing drinking water quality.

Council is required to submit annual reports to NSW Health to demonstrate that the DWMS is being implemented effectively.

This report presents the Council DWMS annual reports for 2018 and 2019, summarising Council's drinking water quality performance and the annual review outcomes.

These reports help to demonstrate Councils commitment to providing the communities across the LGA with safe, secure and healthy drinking water supplies.

NSW Health funded the preparation of these reports; Council is required to endorse the reports for submission to NSW Health.

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

- 1. Receive this report on the Drinking Water Management System Annual Reports for 2018 and 2019;**
- 2. Endorse the Drinking Water Management System Annual Reports for submission to the local Public Health Unit (PHU), NSW Health;**
- 3. Write to NSW Health, thanking them for funding and appointing Viridis Consultants, to prepare the Drinking Water Management System Annual Reports for 2018 and 2019;**

**BACKGROUND:**

Water suppliers in NSW are required to establish and adhere to a quality assurance program, known as a Drinking Water Management System (DWMS)

Annual reports are to be submitted to NSW Health to demonstrate that the DWMS is being implemented effectively.

Annual reports address the reporting, evaluation, review and continuous improvement requirements of Snowy Valleys Council's DWMS, in particular;

- The performance of critical control points;
- A water quality review (raw, treated and distribution water quality including verification monitoring in the NSW Health Drinkin Water Database);
- Levels of service ( including consumer complaints);
- Incidents and emergencies;
- Continuous improvement plan implementation;

Council was fortunate to have NSW Health directly fund the preparation of these annual reports, with Biridis Consultants being selected to deliver them.

It should be noted that Viridis Consultants, prepared the merged DWMS documents for Snowy Valleys Council and recently updated the risk register, through workshops with SVC.

NSW Health and DPIE Water were in all workshops concerning the SWMS and risk register update.

## REPORT:

### 1. Introduction

The Public Health Act 2010 requires all drinking water suppliers to implement a quality assurance program for the safe supply of drinking water. Public drinking water supplies are routinely monitored and NSW Health has a comprehensive Drinking Water Monitoring Program for water utilities in regional areas.

An overview of select key report findings is presented in the following sections, Council is referred to the attached reports for further information.

Snowy Valleys Council operates six independent water supply systems, servicing eight areas:

- Batlow
- Brungle
- Khancoban
- Talbingo
- Tumbarumba
- Tumut (which includes Adelong and Cloverdale)

### 2. Critical Control Points (CCP)

Critical Control Points comprise an activity, procedure or process that is critical to control a water quality hazard.

CCPs must be monitored regularly, ideally continuously, to ensure the effectiveness of protection barriers. Properly operated CCPs help ensure safe drinking water.

Typical CCPs as part of process monitoring include: pH, turbidity, fluoride concentration (where dosed), chlorine residual, and reservoir integrity.

A summary of the CCP performance for 2018 and 2019 is provided in Table 1 below:

**Table 1 CCP Performance 2018 and 2019**

Supply System	2018	2019
Batlow	There were no alert limit breaches for filter turbidity indicating filters are performing well. There was one critical limit breach for free chlorine with control of chlorine otherwise maintained. There were numerous breaches of the low fluoride limit, particularly in May, with performance improving later in the year.	Filter performance was typically good with only one alert. Chlorine was typically maintained within limits with no critical control breaches. Though the mean for fluoride was typically at target, there were numerous critical low breaches, however, there were no critical high breaches.
Brungle	Filtered water turbidity has not exceeded the alert limit. Disinfection turbidity and pH have predominantly remained within limits, with one turbidity critical limit exceedance. Chlorine residual is typically greater than the alert limit indicating investigation into the suitability of limits and corrective actions should be undertaken.	Filtered water turbidity has exceeded the alert/critical limit twice (1/03 and 23/08). Disinfection turbidity and pH have predominantly remained within limits. Chlorine residual is typically greater than the alert limit.

Supply System	2018	2019
Khancoban	Chlorine residual has typically remained within limits, with one critical low limit breach.	Chlorine residual has typically remained within limits with one low critical breach (30/03).
Talbingo	There was one critical limit breach for post filter turbidity. Treated water turbidity was consistently low and treated water pH exceeded its critical limit twice. Free chlorine remained within critical limits.	There was one critical limit breach for post filter turbidity. Treated water turbidity was consistently low and treated water pH exceeded its critical limit once (8/02). Free chlorine typically remained within critical limits with one critical high (8/02).
Tumbarumba	Monitoring of filter turbidity has commenced in 2019, as such this information is not available for 2018. Chlorine residual had one critical low limit exceedance. Fluoride fell below its critical limit for several days in May, likely indicating a critical limit breach.	There were two instances of periods of filter breakthrough in February and August. Chlorine residual had one critical low limit exceedance. Fluoride fell below its critical limit for several days at various points throughout the year, likely indicating critical limit breaches.
Tumut	There was a filter breakthrough in December with three turbidity critical limit exceedances. pH for disinfection has had 7 critical limits breaches and free chlorine has breached its high critical limit 3 times. There were 8 low fluoride limits.	There were no turbidity critical limit exceedances. pH for disinfection low typically low and free chlorine has breached its high critical limit several times. There were low fluoride limits early in the year with improved performance after March.

### 3. Verification Monitoring Performance

Regular testing of drinking water is one of the measures available to help ensure a safe water supply. NSW Health provides drinking water testing. Drinking water quality monitoring samples are taken in the distribution system and are representative of the water supplied to the consumer.

Drinking water monitoring programs comprises:

#### 3.1. Drinking water quality monitoring (compliance monitoring)

Used for assessing compliance with the guidelines and if necessary as a trigger for corrective action to improve water quality.

#### 3.2 Operational monitoring

Used to check equipment and processes are working properly. The data can be used to trigger immediate short-term corrective action to improve water quality, but not for assessing compliance with the guidelines.

Additional monitoring for:

- Emergency response, such as in the event of flooding, mains break etc;
- Investigation and research;
- Monitoring of consumer satisfaction;
- Reporting and accountability;

Monitoring serves as a check that barriers to contamination are working effectively. Such programs should satisfy community concerns about water quality and assist in preventing outbreaks of waterborne disease.

Verification of drinking water quality provides an assessment of the overall performance of the system and the ultimate quality of drinking water being supplied to consumers.

For 2018 and 2019, all water supply schemes were fully compliant with the Australian Drinking Water Guidelines (ADWG) however the below matters required Councils response protocols to be followed.

**2018**

- Tumut had an E. coli and Total Coliforms detection on the 12th December;
- Batlow low fluoride and free chlorine were ongoing issues in the reticulation;
- Tumbarumba had 1 instance of high aluminium, however, this is an aesthetic limit and does not present a health risk.

**2019**

- Talbingo had an E. coli and Total Coliforms detection on the 12th February;
- Khancoban had a total coliforms detected on the 5th February and thermotolerant coliforms on the 12th February;
- Batlow low fluoride and free chlorine were ongoing issues in the reticulation;
- Tumbarumba had a thermotolerant coliforms detection on the 12th February and 1 instance of high aluminium, however, this is an aesthetic limit and does not present a health risk. In February 2019, a precautionary boil water notice was issued in response to an issue with the filters.
- On the 2nd October Tumut had Chromium, Molybdenum and Nickel detections.

**4. Improvement Plan Implementation**

The DWMS improvement plan was reviewed and updated during the preparation of the annual report. DPIE Water and NSW Health were involved in the review. Although the improvement plan is not part of the attached report; it is submitted to NSW Health.

**5. DWMS Review Outcomes**

The NSW Guidelines for DWMS require that all water suppliers review their DWMS and major components on an annual basis. This is to ensure that the DWMS is managed as a quality system and to demonstrate continuous review and improvement of the system.

In June 2020, the SVC risk assessment was fully reviewed for all water supply systems, in consultation with NSW Health and DPIE Water.

The risk assessment process included a comprehensive water quality data analysis, review of process flow diagrams, CCPs and catchment characteristics. Some key outcomes included:

- revising critical limits for filtered water turbidity
- development of procedures for operational correction.

The improvement plan was fully updated with new recommendations added as a result of the risk assessment review.

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

Theme 5: Our Infrastructure

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

**Delivery Outcomes**

3.4 Protect and manage local environment including air quality, waterways, rivers and streams

**Operational Actions**

3.4.1 Maintain Council's Water supply and Sewer collection systems in accordance with industry standards and relevant environmental legislation



**SUSTAINABILITY ASSESSMENT:**

	<b>Positive</b>	<b>Negative</b>
Social	Ensuring adequate water Supply services are provided to the community which meet safe water quality expectations.	Not all areas of the community are able to be serviced by water supply systems.
Environmental	Ensuring appropriate water tariffs are in place to minimise water abstracted from water sources.	Nil
Economic	Providing water supply services to as many areas of our community as possible at an appropriate cost and expected quality.	Potential for regional economic impacts if water quality is not safe and healthy.
Governance	Council provides and regulates appropriate water systems in line with best practice management.	Nil

**Financial and Resources Implications**

NSW Health funded and engaged Viridis Consultants for the purpose of undertaking the completion of the 2018 and 2019 Annual Reports.

Any improvement plant, capital and maintenance actions will be implemented as part of the rolling capital works and renewals program.

**Costs and Benefits:**

Expected benefits include improved delivery of a safe and healthy water supply which also provide social/community benefits, reduced environmental risks and reputational improvement.

Expected costs associated with the improvement plan actions that fall outside of funded items will be reported separately to Council for approval or included into a future Integrated Planning and Reporting (IP&R) cycle and Long Term Financial Plan.

**Policy, Legal and Statutory Implications:**

Council is required to submit annual reports to NSW Health for assurance that the DWMS is being effectively implemented. Where a Council does not submit an annual report, this is reported by NSW Health to DPIE Water.

Although Council received no formal written notice regarding the delayed submission of the 2018 and 2019 annual reports, staff were advised a written notice would be forthcoming unless these reports were completed. In this instance, Council was fortunate to have NSW Health fund and appoint a consultant to assist with the completion of the 2018 and 2019 reports in conjunction with the Water Supply DWMS Risk Assessment Review. This risk review further delayed the completion of the 2018 and 2019 reports.

In future, Council needs to ensure that the reports are completed in a timely manner and reported back to NSW Health. The DWMS annual report for 2020 is being prepared and is expected to be presented to council for endorsement at the April meeting.

*Note: Water and wastewater performance reporting is also completed each financial year. This is reported to DPIE Water and includes all water compliance data.*

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

Risks are assessed in accordance with Council's Enterprise Risk Management Framework\* and the Australian Drinking Water Guidelines (ADWG).

DWMS Annual Reports summarise to NSW Health and the SVC community, how Council is managing its water supplies in accordance with the DWMS.

NSW Health, as part of their own reporting, advise NSW DPIE Water as to whether Council has submitted an annual report each year.

**OPTIONS:**

Option 1: Council is required to endorse the annual reports prior to being formally submitted to NSW Health.

Option 2: Council request wording changes to the report with endorsement subject to the changes, however noting that specific technical, factual statements and data are unable to be changed.

**COUNCIL SEAL REQUIRED:**

No

**COMMUNITY ENGAGEMENT AND COMMUNICATION:**

Consultation for the preparation of the 2018 and 2019 annual reports included: Council's water operations staff as appropriate to each water supply scheme, Council's supervisory and technical staff, along with NSW Health and NSW DPIE representatives.

Council customer service records were utilised to inform the customer complaints portion of the annual reviews.

Following endorsement and formal submission of the reports to NSW Health, the reports will be made available on Council's website.

**Attachments**

- 1 ECM\_3087432\_v1\_20201208 - External - DWMS - Annual Report 2018 (under separate cover)
- 2 ECM\_3087434\_v1\_20201208 - External - DWMS - Annual Report 2019 (under separate cover)

**11. MANAGEMENT REPORTS****11.3 CROWN ROAD RESERVE TUMUT AERODROME**

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

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**EXECUTIVE SUMMARY:**

This report seeks the approval of Council to proceed with the acquisition and closure of a crown road reserve that passes through the Tumut Aerodrome.

This report proposes that Council apply to the Department of Crown Lands to acquire and close the crown road reserve and include the land as aerodrome land under the control of Council.

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

1. **Receive this report on Crown Road Reserve at Tumut Aerodrome.**
2. **Approve the Crown Road Reserve acquisition adjoining Lot 2 DP 1075294 and Lot 3 DP 560744 and delegate authority to the Chief Executive Officer to make an application to the Department of Crown Lands to transfer the Crown Road Reserve to public road reserve under Snowy Valleys Council's Authority.**
3. **Approve the road reserve closure adjoining Lot 2 DP 1075294 and Lot 3 DP 560744 following transfer to Snowy Valleys Council.**
4. **Delegate the Mayor and Chief Executive Officer to affix the Council seal and execute any documents relevant to the road reserve's closure and its transfer to aerodrome land.**

**BACKGROUND:**

Land for the Tumut Aerodrome at Bombowlee was acquired (by resumption) in 1963, with compensation concluded in 1971.

In 1968, Council enquired with Crown Lands regarding transferring the crown road reserve to Council's control, but no further action on this matter has been recorded by either party.

**REPORT:****Current Situation**

The Crown road reserve poses a conflict between land classification and land use at the Tumut Aerodrome, and this must be addressed. Tumut Aerodrome is a key project in Council's Advocacy Plan, and the Crown road reserve restricts flexibility in the planning and development of the site.

Air transport safety requirements necessitate the fencing of airside areas, as does Council's approach to managing risk at Tumut Aerodrome. However, a crown road reserve is part of the state's public road network, and therefore the public has a right to access these land parcels.

In the current state, a member of the public has full legal rights to travel down the crown road reserve and onto the runway. Furthermore, Council does not possess the necessary enclosure permits required for the current fencing around the crown road reserve.

## Proposed Action

It is proposed that Council make an application to the Department of Crown Lands to transfer the road reserve to Council's control. Council has received advice from Crown Lands that this is the best approach.

Council can then follow the process for road closure, create a title for the closed road, and include the land as aerodrome land in Council's asset register.

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

### Integrated Planning and Reporting Framework:

#### CSP Outcome 2028

Theme 5: Our Infrastructure

### Delivery Outcomes

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

### Operational Actions

5.3.3 Upgrade the Tumut aerodrome to improve functionality for emergency operations as funding becomes available

## SUSTAINABILITY ASSESSMENT:

	Positive	Negative
Social	Ensuring safety at the aerodrome	None identified
Environmental	None identified	None identified
Economic	Council gains control of the land and is no longer liable for any breaches.	Council bears the cost of making the application.
Governance	Council must address this issue to ensure it carries out its business in an equitable and honest manner.	None identified

## Financial and Resources Implications

It is estimated that the application will cost three hundred dollars. In this case, it can be funded from the Aerodrome Maintenance Budget.

## Costs and Benefits:

Financial Costs	Financial Benefits	Benefits	Opportunities
Direct costs are estimated at \$300	Savings / efficiencies include the use of land as part of the aerodrome – lease generation	Community benefits include safety & good governance	
Indirect costs include staff hours for administration		Organisational benefits include good governance delivering reduced liability	Reputational improvements / maintenance of good reputation
	An ongoing benefit is land use flexibility in future developments		

**Policy, Legal and Statutory Implications:**

Need to acquire the land to ensure good governance and honest dealings regarding Crown Land.

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

The significant risk posed is to future projects at the site through restricted land use. Council's current use of Crown land is a governance/compliance risk, but the risk is extremely low.

The Crown road reserve as a public right of way poses a definite conflict but is unlikely to pose a public risk (people are unlikely to cross fences and enter an active runway based on the right of way which exists on paper only).

**OPTIONS:**

- Council may endorse the recommended actions as outlined in this report.
- Council may resolve to apply for an enclosure permit from Crown lands – this addresses the very minor governance/compliance risk but does not address the risk to future development projects at the site.
- Council may resolve to do nothing – noting that this leaves an unsatisfactory situation that poses a risk to any future development plans at the aerodrome.

**COUNCIL SEAL REQUIRED:**

Yes, the Council Seal is required for the execution of documents for the acquisition of the land.

**COMMUNITY ENGAGEMENT AND COMMUNICATION:**

Public consultation has not occurred at this time but is a requirement before closing the road. This consultation will be undertaken at the appropriate time once Council has acquired the land.

Attachments

- 1 Tumut Aerodrome Land Ownership Map (under separate cover)

**11. MANAGEMENT REPORTS****11.4 NAMING OF INTERNAL WALKWAY - TUMBARUMBA CEMETERY**

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

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**EXECUTIVE SUMMARY:**

The family of the late Ivan Lyons has applied to Snowy Valleys Council to have an internal road/walkway at the Tumbarumba Cemetery named after him.

Council has previously applied to the Geographical Naming Board (GNB) to have a road named in his honour, however due to naming rules this was not supported.

This report seeks the approval of Council for placing the proposal to name the internal road/walkway at the Tumbarumba Cemetery, as shown on the attached map, on public exhibition for a minimum of 28 days for public comment.

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

- 1. Receive this report on naming of the Internal Walkway in the Tumbarumba Cemetery**
- 2. Endorse placing the proposal for naming of the internal walkway at the Tumbarumba Cemetery "Ivan Lyons Walkway" on public exhibition for a minimum of 28 days including publishing the proposal in the local newspapers allowing for public comment**
- 3. Approve the proposal for naming of the internal walkway at Tumbarumba Cemetery "Ivan Lyons Walkway" if no public submissions are received**
- 4. Receive a further report on the proposal for naming of the internal walkway at Tumbarumba Cemetery "Ivan Lyons Walkway," if public submissions are received during the exhibition period**

**BACKGROUND:**

The family of the late Ivan Lyons has requested the naming of an internal walkway within the Tumbarumba Cemetery in recognition of his work in the area.

Council does not have a policy or procedure for the naming of internal walkways and their subsequent dedication.

**REPORT:**

Council Officers have followed the process for the request of a new road name through the Geographic Names Board (GNB).

The GNB has not approved the use of 'Lyon' for a road in Tumbarumba due to the potential of confusion, therefore Council Officers have investigated the naming of internal walkway indicated on the map attached to this report within Tumbarumba Cemetery.

This would provide a suitable and appropriate tribute to Ivan Lyons and the support and his dedication for the area.

A biography by Lyon's family describing his contribution in detail is provided attached (confidential) to this report. The biography has been attached as a confidential document as it contains names of people, which could generate privacy issues.

**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

**SUSTAINABILITY ASSESSMENT:**

Nil

**Financial and Resources Implications**

Signage to be sourced from the allocated Cemetery budget.

**Costs and Benefits:**

Nil

**Policy, Legal and Statutory Implications:**

This request sits outside of Council's Road Naming Policy and the Geographic Names Board

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

Nil

**OPTIONS:**

Council

1. Approve the resolutions as described in this report.
2. Council may choose to not approve the naming of the walkway.

**COUNCIL SEAL REQUIRED:**

Not required

**COMMUNITY ENGAGEMENT AND COMMUNICATION:**

If approved by Council the proposal for naming of the internal walkway at the Tumbarumba Cemetery "Ivan Lyons Walkway" will be placed on public exhibition for a minimum of 28 days including publishing the proposal in the local newspapers allowing for public comment

Subject to the approval for naming the walkway further promotion of the walkway will be undertaken including the installation of signage on the walkway.

Attachments

- 1 Location Map [↓](#)
- 2 Ivan Lyons History (under separate cover) - Confidential













Internal road at Tumarumba name proposal



**Legend**

-  Proposed road name "Ivan Lyons Walkway"
-  Lot Owner
-  Road Centreline
-  Hwy
-  Main
-  Road
-  Street
-  c : : Private



Map Printed 2020-09-21

**DISCLAIMER:** No responsibility is taken for any errors or omissions that may be contained within any map and associated data in any form. No guarantee is given as to the accuracy of the information contained within any map or data. Onsite asset locations should be arranged before proceeding with any excavations. You should NOT rely solely on this information especially if you are buying a property. Building on a property and/or making a final decision. It is recommended that you seek legal advice before proceeding. Any data from the LPI is used under license from the Land & Property Information, Digital Cadastral Database (DCDB), 21-09-2020, CC-BY 3.0 Australia, Land and Property Information, Department of Finance, Services and Innovation Copyright © State of New South Wales Department of Trade & Investment 2014



**11. MANAGEMENT REPORTS****11.5 RESCINDMENT OF POLICIES - INFRASTRUCTURE**

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

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**EXECUTIVE SUMMARY:**

This report seeks the approval of Council to rescind the policies listed in table 1 contained within this report.

These policies have been identified as being superceded, no longer relevant or required.

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

1. **Receive this report on rescindment of Polices – Infrastructure**
2. **Rescind the following policies:**
  - a. **Collection of Firewood - Council Controlled Road Reserves Policy – Roads.10 (Former Tumut Shire)**
  - b. **Environmental Policy for Works Activities - ENV.11 (Former Tumut Shire)**
  - c. **Environmental Sustainability Policy (Depot Only)**
  - d. **Facilities on Construction Sites Policy - TSC-WHS-PO-025-01 (Former Tumbarumba Shire)**
  - e. **Fleet Safety Policy – TSC-WHS-PO-032-02 (Former Tumbarumba Shire)**
  - f. **Grazing Stock of Council Roads Policy – TSC-RM-PO-054-02 (Former Tumbarumba Shire)**
  - g. **Provision of Contract Services by Council Policy – GOV.01 (Former Tumut Shire)**
  - h. **Recycled Water Policy – Wtr.01 (Former Tumut Shire)**

**BACKGROUND:**

The review and updating of Council policies was undertaken to achieve the harmonisation of policies across Snowy Valleys Council.

Council policies are intended to:

- establish sound practices that lead to clear, consistent and concise decision making when implementing community services across the Snowy Valleys Local Government Area.
- enable the implementation of inclusive, resilient and equitable provision of services across the Snowy Valleys Local Government Area

**REPORT:**

Through the review and updating of Council policies to achieve policy harmonisation, a number of existing policies have been identified as being either superseded, no longer relevant or required.

This report seeks to have these policies formally rescinded as listed in table 1 below.

**Table 1 – Policies to be rescinded**

<b>Policy Number</b>	<b>Policy Name</b>	<b>Comment</b>
Tumut - Roads-10	Collection of Firewood - Council Controlled Road Reserves Policy	Superseded – collection of firewood is not allowable under the Local Government Act and as described in the new Roadside Vegetation Management Policy SVC–RDS–PO-066-01 is not recommended in respect to management of roadside vegetation.
Tumut - ENV 11	Environmental Policy for Works Activities Policy	No longer required – covered under Councils Integrated Management System Environmental Sustainability Policy and Safety Works Method Statements.
ECM ID 1972478	Environmental Sustainability Policy (DEPOT Only)	No longer required – covered under Councils Integrated Management System Environmental Sustainability Policy and Safety Works Method Statements
Tumba - TSC-WHS-PO-025-01	Facilities on Construction Sites Policy	No longer required – covered under Councils Integrated Management System and Safety Works Method Statements
Tumba - TSC-WHS-PO-032-02	Fleet Safety Policy	Superseded - included in Use of Council vehicle Policy – SVC-IWD-PO-041-01.
TSC-RM-PO-054-02	Grazing Stock of Council Roads Policy	No longer required – roadside grazing is managed through procedures managed by Local Land Services.
Tumut - GOV 01	Provision of Contract Services by Council Policy	Superseded – covered under a separate procedure and governance plan for undertaking commercial works.
Tumut - Wtr 01	Recycled Water Policy	Not required - Council no longer provides recycled water for reuse.

## **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**

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

### **SUSTAINABILITY ASSESSMENT:**

Nil

**Financial and Resources Implications**

Nil

**Costs and Benefits:**

Nil

**Policy, Legal and Statutory Implications:**

Nil

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

Nil

**OPTIONS:**

Council may not endorse the recommendations as described in this report and choose to amend the recommendations or defer the report and seek further information on the policies that are proposed for rescinding.

**COUNCIL SEAL REQUIRED:**

No

**COMMUNITY ENGAGEMENT AND COMMUNICATION:**

No

Attachments

Nil

**11. MANAGEMENT REPORTS****11.6 COMPANION ANIMALS MANAGEMENT POLICY - FOR ADOPTION**

**REPORT AUTHOR:** MANAGER GROWTH & ACTIVATION  
**RESPONSIBLE DIRECTOR:** EXECUTIVE DIRECTOR COMMUNITY AND CORPORATE

**EXECUTIVE SUMMARY:**

The report seeks adoption of the Draft Companion Animals Management Policy (SVC-ENV-PO-107) from Council.

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

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

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

- 1. Receive the report on Companion Animals Management Policy – for adoption.**
- 2. Adopt the Companion Animals Management Policy (SVC-ENV-PO-104-01).**
- 3. Note the three (3) submissions received for the Draft Companion Animals Management Policy**

**BACKGROUND:**

The Snowy Valleys Council Companion Animals Management Policy has been developed following a review of the former Tumut and Tumbarumba policies to ensure that a consistent approach is applied to Companion Animals Management Policy across the Local Government Area.

**REPORT:**

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

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

The Draft Companion Animals Management Policy has been on public exhibition from 29 September to 28 October 2020 for a minimum of 28 days, consistent with the requirements of the Local Government Act 1993.

Three anonymous submissions have been received with the following comments:

Responded 1:

- Unrealistic to only have one declared off-leash area in the whole LGA.
- Reinstate Bi-Centennial Park (Tumbarumba) as dog off-leash area.

Responded 2:

- Question why Bila Park (Tumut) is the only declared off-leash area in the whole LGA.
- Include Bi-Centennial Park (Tumbarumba) as designated dog off-leash area.

Responded 3:

- Unacceptable to have only one declared dog off-leash area within Snowy Valleys Council LGA.
- Reinstate Bi-Centennial Park (Tumbarumba) as dog off-leash area.

A proposal for the declaration of new off leash areas was presented to the Ordinary Meeting of Council on 19 November 2020. Council is seeking submissions from the public in response to this proposal.

Section 4.7 (Off leash Areas) of the Companion Animals Management Policy (SVC-ENV-PO-107) will be reviewed and updated once the outcome of this process is known.

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

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

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

Theme 3: Our Environment

#### **Delivery Outcomes**

1.6 Support and partner with other agencies to ensure community safety

#### **Operational Actions**

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

### **SUSTAINABILITY ASSESSMENT:**

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

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

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

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

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

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

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

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

**OPTIONS:**

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

**COUNCIL SEAL REQUIRED:**

No

**COMMUNITY ENGAGEMENT AND COMMUNICATION:**

The Draft Companion Animals Management Policy has been on public exhibition from 29 September to 28 October 2020 for a minimum of 28 days, consistent with the requirements of the Local Government Act 1993. Three anonymous submissions have been received – please see attached.

Attachments

- 1 Companion Animals Management Policy (under separate cover)
- 2 Submissions-Companion Animals Management Policy (under separate cover)

**12. MINUTES OF COMMITTEE MEETINGS****12.1 MINUTES - LOCAL TRAFFIC COMMITTEE - 25 NOVEMBER 2020**

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

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**EXECUTIVE SUMMARY:**

This report presents to the Council the minutes of the meeting held on Wednesday, 25 November 2020.

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

1. **Receive this report on the Local Traffic Committee meeting held on the 25 November 2020**
2. **Note the Minutes of the Local Traffic Committee meeting held on the 25 November 2020 attached to this report**
3. **Endorse the following recommendations from the minutes:**
  - a. **Item 4.1 - Lowthers Lane: investigate a range of designs that incorporate the installation of:**
    - i. **give way signs or**
    - ii. **making Lower's Lane a one-way road or**
    - iii. **widening the road formation to a width to fit two (2) traffic on it or**
    - iv. **adding an additional separate line; and**
    - v. **Officers investigate the traffic flow along Lowther's Lane, Mundongo using traffic counters and cameras**
  - b. **Item 4.2 - Travers Street, Adelong: investigate and present a range of designs that close the western end of Travers Street at the intersection of Quartz Street and Travers Street at a future Local Traffic Committee Meeting and Officers investigate traffic flow along Travers Street using traffic counters, pedestrian counters, and cameras**
  - c. **Item 4.3 - Elm Drive Lane Realignment and Parking: investigate designs and strategies for remediating the traffic congestion outside the basketball court on Elm Drive and present these at the next Local Traffic Committee meeting**
  - d. **Item 4.4 - Speed Zone requests: support the community in making adjustment applications ([southwest.customerservices@rms.nsw.gov.au](mailto:southwest.customerservices@rms.nsw.gov.au)) and that Council uses a variety of strategies to encourage safe speeds on roads**
  - e. **Item 4.5 - Special Event Application – Batlow Ciderfest 2021: support the Special Event Application for the 2021 Batlow Ciderfest to enable this event to go ahead, subject to Council's standard conditions**

- f. **Item 4.6 - Special Event Application – Tumut Festival of the Falling Leaf 2021: support the Special Event Application for the 2021 Tumut Festival of the Falling Leaf to go ahead, subject to Council’s standard conditions**
- g. **Item 5.1 - Engine Braking within Town Limits: write a letter to the timber mills to remind timber truck operators not to use engine braking within town limits through the use of signs or direct messaging**
- h. **Item 5.2 - Small Timber Debris falling off timber trucks: write a letter to the timber mills to remind wood product truck operators to remove all small debris from truck covering to minimize the number of debris falling onto the roads**
- i. **Item 5.3 - Batlow Road/Snowy Mountains Highway Intersection: request an update and report on planned improvements to the Batlow Road/Snowy Valleys Mountain Highway intersection**
- j. **Item 5.4 - Speed zone adjustments: note concerns were raised, and frustrations experienced by road users regarding the rolling out of lower adjusted speed zones; Transport for NSW position is to promote and support the safety of all road users. The extra time taken to travel distance at lower speeds is compensated by the safer road environment**
- k. **Item 5.5 - Greenhills Road and Wondalga Road speed zones: note that these speed zones are temporary speed zones and will revert to original speed zones once the timber harvest for bush fire damaged forests is completed**
- l. **Item 5.6 - Extension of School Zone in Rosewood: prepare a report that requests TfNSW to extend the school zone to include a segment of the Wagga Road in Rosewood between the CBD and Humula Street**

#### **BACKGROUND:**

The Local Traffic Committee is primarily a technical review committee with representatives from Transport for NSW, NSW Police, representatives of elected Members of Parliament and council representatives related to traffic control devices, facilities and events related to roads and transport within the Local Government Area that are not State nor Federal Roads.

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

#### **REPORT:**

The reports presented to the Local Traffic Committee held on the 25 November 2020 along with the agenda and minutes are attached to this managerial report.

The next meeting of the Local Traffic Committee is scheduled for the 24 February 2021. This meeting will be held in Tumut with Zoom Access.

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

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

Theme 5: Our Infrastructure

##### **Delivery Outcomes**

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



**Operational Actions**

5.3.1 Deliver a Road Safety Program in partnership with neighbouring Council and Transport for NSW

**SUSTAINABILITY ASSESSMENT:**

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

**Financial and Resources Implications**

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

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

**Policy, Legal and Statutory Implications:**

The requirements for Council to maintain a Local Traffic Committee are pertained within the Roads Act 1993, with Terms of Reference being provided by Transport for NSW (A Guide to the Delegation to Councils for the Regulation of Traffic (including the operation of Traffic Committees) RTA 2009).

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

Risk Management Assessments are provided with Special Event Applications.

Risk Management is considered as part of the initiatives by the Local Traffic Committee and referred to in the reports.

**OPTIONS:**

Council may choose to:

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

**Attachments**

- 1 Minutes - Local Traffic Committee - 25 November 2020 (under separate cover)

**12. MINUTES OF COMMITTEE MEETINGS****12.2 MINTUES - BATLOW DEVELOPMENT LEAGUE - 4 NOVEMBER 2020**

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

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

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

**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 4 November 2020.

The following items were discussed:

- a) All correspondence was accepted as read.
- b) Soundshell – All quotes and paperwork have been prepared and sent to Council for approval.
- c) Council Matters:
  - a. Refurbishment of toilets at Literacy Institute will be undertaken, using funds allocated for Batlow Road Crossing.
  - b. Council will continue to seek grant to fully refurbish toilets at Literacy Institute.
  - c. RMS will not approve crossing on Batlow Road
  - d. Robson Environment are carrying out an Environmental Assessment of the Cannery Site.
  - e. Bank Opposite IGA will be planted with plants and maintained by Council.
  - f. Council has obtained a Grant for cabins at Batlow Caravan Park for Seasonal Workers
  - g. Batlow & Tumbarumba Caravan Park are Managed by the same people. Onsite Cabins are occupied by Bush Fire effected families.
  - h. The Boundaries commission has finished
  - i. Artist in residence program will be in Batlow next June for 10 Weeks.
- d) General Business
  - a) Stencilled pavement is slippery in places

- b) Resilience NSW design team held a forum in
  - c) Cannery Office building would be a good location for a recovery hub.
  - d) All committee members to check their volunteer induction status
  - e) 40 kph zone to come into effect in Batlow CBD.
  - f) BDL, Ciderfest and Apple Blossom committee members voted in favour of incorporation.
- e) Motion
- a) BDL advise council that they are exploring the option to become an incorporated entity to cover BDL and its sub committees.

Next Meeting: 2nd December, 2020, at the RSL Club commencing 6.30 pm

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

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

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

Theme 4: Communication & Engagement

##### **Delivery Outcomes**

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

##### **Operational Actions**

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

#### **SUSTAINABILITY ASSESSMENT:**

Nil

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

Nil

#### **Costs and Benefits:**

Nil

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

Local Government Act 1993

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

Nil

#### **OPTIONS:**

Nil

#### **COUNCIL SEAL REQUIRED:**

No

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

Nil

#### Attachments

- 1 Minutes - Batlow Development League - 4 November 2020 (under separate cover)

**12. MINUTES OF COMMITTEE MEETINGS****12.3 MINUTES - BATLOW DEVELOPMENT LEAGUE - 2 DECEMBER 2020**

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

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

1. **Receive the report on the Batlow Development League from Executive Director Community & Corporate.**
2. **Note the Minutes of the Batlow Development League meeting held on 2 December 2020.**

**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 2 December 2020.

The following items were discussed:

**A. Council**

- a) Discussed 355 Committees becoming independent from Council.
- b) Council will still support organisations.
- c) The Cannery Office building has been leased by Rotary Club of Batlow. A community based advisory group will be involved in the use of the building as well as the Men's shed
- d) Environmental Assessment is underway at the Cannery Site.
- e) Discussion papers for use of the site has begun and should be completed by March 2021
- f) 40 kmh zone is in place
- g) Council looking at seeking funding for pedestrian crossing on Batlow Road.
- h) Toilet block at Literary Institute is being upgraded.

**B. Do it for Batlow**

- a) Working on re-establishing Weemala Hill Batlow Lookout area.
- b) Batlow History walking track.
- c) Highlands Cider, Wine and Food trail to increase tourism.
- d) Community calendar has been released.
- e) Community cocktail party was successful.

**C. General Business**

- a) 40 kph zone should begin at Doctors Surgery.
- b) Double door at Literary Institute has neem reinstated.
- c) Storage rooms will not go ahead as it required a DA which is not in the scope of the grant.

**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**

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

**SUSTAINABILITY ASSESSMENT:**

Nil

**Financial and Resources Implications**

Nil

**Costs and Benefits:**

Nil

**Policy, Legal and Statutory Implications:**

Local Government Act 1993

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

Nil

**OPTIONS:**

Nil

**COUNCIL SEAL REQUIRED:**

No

**COMMUNITY ENGAGEMENT AND COMMUNICATION:**

Nil

**Attachments**

- 1 Minutes - Batlow Development League - 2 December 2020 (under separate cover)

**12. MINUTES OF COMMITTEE MEETINGS****12.4 MINUTES - GLENROY HERITAGE RESERVE COMMITTEE - AGM - 1 NOVEMBER 2020**

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

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

1. **Receive the report on the Glenroy Heritage Reserve Committee Minutes.**
2. **Note the Minutes of the Glenroy Heritage Reserve Committee meeting AGM held on 1 November 2020**
3. **Adopt the following recommendation/s from the minutes:**

**Endorse the nominations of the following committee members: Neil Christie, Stephen Weeks, Annelies Leaver, Kathy Lyons, Anne Thoroughgood, Brenda Wiggett and Colleen McAuliffe.**

**Recognise the motion to remove Merelle Bell, Robin Cutliffe and Sue Livermore from Bank signatories and to add Stephen Weeks and Annelies Leaver.**

**BACKGROUND:**

The Glenroy Heritage Reserve Management Committee is a Section 355 Committee formed for the purpose of caring for, controlling and managing the Glenroy Heritage Reserve.

This committee also controls the letting of the facility, the cleaning of the facility, the daily operations of the museum and craft centre and purchasing of furniture and fittings for the museum.

The Glenroy Heritage Reserve Management committee also manages the Pioneer Women's Hut museum functions through a subcommittee called the Pioneer Women's Hut committee. This subcommittee report directly to the Glenroy Heritage Reserve Management committee.

Current Councillor Delegate is Cr Julia Ham

**REPORT:**

Annual General Meeting held at Glenroy Heritage Reserve dining room on Sunday 01/11/2020, commencing at 1.45pm.

Meeting opened by Chairperson Neil Christie and welcomed visitors.

**Attendance:**

Present at meeting: Annelies Leaver, Kathy Lyons, Neil Christie, Brenda Wiggett, Anne Thoroughgood, Stephen Weeks, Sue Livermore, Colleen McAuliffe, Sophie Gairn, (SVC Delegate) and Cr Cor Smit. (Councillor Delegate)

Apologies: Lottie Tuilau, Cr Julia Ham.

Reading of minutes of previous meeting held 02/11/2019

Moved: Annelies Leaver, Second: Kathy Lyons.

**Chairperson Report** presented by Neil Christie. Chairperson Neil gave thanks to volunteers and staff for all of their efforts over a disruptive year. He is appreciative of the work on the button hut

and looking forward to tour groups returning next year. (Report attached)

**Treasure's Report** for Glenroy Heritage Reserve presented by Sue Livermore.

Opening Balance 1/7/2019 \$46,263.57.

Closing Balance 30/06/2020 \$27,554.79.

Income and Expenditure from July 2019 to June 2020 reports attached.

Largest expense is for the button hut with payment of \$19,772.73 paid to Snowy Valleys Council (November 2019).

Bank statements attached.

Moved: Sue Livermore, Second: Brenda Wigget.

**Pioneer Women's Hut Report** presented by Anne Thoroughgood.

Highlights from the year included the completion of the Button Hut shelving, a quilt changeover was performed, a new exhibition is displayed and some donations have been received. See Attached.

**Pioneer Women's Hut Treasurers Report** presented by Anne Thoroughgood.

Moved: Annelies Leaver, Second: Neil Christie.

**Button Hut Report** read by Kathy Lyons. Still to complete – lighting, signage, display screens and some buttons still to be housed.

Moved: Brenda Wigget, Second: Annelies Leaver.

**Bus Co-Ordinators Report** presented by Anne Thoroughgood.

As Attached. Currently no buses running. 6 members attended a Food Safety Supervisor course to prepare the Glenroy kitchen to reopen for catering. Lydia Borg completed a kitchen inspection and actions were passed on to delegate Sophie. Busses expected from February 2021.

### **Committee Nominations**

Committee Nominations were received from the following:

1. Neil Christie  
Qualifications – None listed  
Reason for membership –Community interest
2. Stephen Weeks  
Qualifications – Accountant  
Reason for membership – Interested party
3. Annelies Leauer  
Qualifications – None listed  
Reason for membership – Community interest
4. Kathy Lyons  
Qualifications – None listed  
Reason for Membership – Community interest
5. Anne Thoroughgood  
Qualifications – None listed  
Reason for Membership – Community interest

6. Brenda Wiggett  
Qualifications – None listed  
Reason for Membership – Community interest
7. Colleen McAuliffe  
Qualifications – None listed  
Reason for Membership – Long term resident of the area and has great interest in it.

#### **NOMINATION/ELECTION of Committee 01/11/2020**

Control was passed over to Cr Cor Smit who expressed his thanks to the committee for their hard work. All positions were then declared vacant.

**President nomination:** Neil Christie, nominated himself. No other nominations.

Neil Christie Elected.

**Treasurer nomination:** Stephen Weeks nominated by Anne Thoroughgood.

No other nominations. Stephen Weeks Elected.

**Secretary nomination:** Annelies Leaver nominated by Anne Thoroughgood.

No other nominations. Annelies Leaver Elected.

**Committee members** are Brenda Wiggett, Kathy Lyons, Colleen McAuliffe, Anne Thoroughgood, Neil Christie, Stephen Weeks and Annelies Leaver.

**MOTION** to remove Merelle Bell, Robin Cutliffe and Sue Livermore from Bank signatories and to add Stephen Weeks and Annelies Leaver.

Moved: Colleen McAuliffe, Second: Kathy Lyons.

The next AGM meeting of the Glenroy Heritage Reserve will be held on Sunday 5<sup>th</sup> September 2020, commencing at 1.30pm

Meeting closed 2.20pm

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

The committees have raised funds for the erection of the Button Hut at no cost to Council. The committee through the craft shop and tour bus visits raise funds that allow the committee to cater for bus visits and contribute to small maintenance jobs at the Museum and the Reserve.

**Costs and Benefits:**

Benefits of the Glenroy Heritage Reserve committee and sub committees includes but are not limited to the opportunity for socialisation of the volunteer group while providing an educational Historical facility to bring visitors to the area.

**Policy, Legal and Statutory Implications:**

Nil

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

Risk Management is the responsibility of Council and the committee.

**OPTIONS:**

Nil

**COUNCIL SEAL REQUIRED:**

No

**COMMUNITY ENGAGEMENT AND COMMUNICATION:**

Nil

Attachments

- 1 Minutes - AGM Glenroy Heritage Reserve Committee - 1 November 2020.  
Treasurers Report, Pioneer Womens Hut & Bus Coordinators Report (under separate cover)

**12. MINUTES OF COMMITTEE MEETINGS****12.5 MINUTES - GLENROY HERITAGE RESERVE COMMITTEE - GENERAL MEETING - 1 NOVEMBER 2020**

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

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

1. **Receive the report on the Glenroy Heritage Reserve Committee Minutes**
2. **Note the Minutes of the Glenroy Heritage Reserve Committee Ordinary meeting held on 1 November 2020**
3. **Note the following recommendation from the Glenroy Heritage Reserve Committee:**
  - a) **Request for the gutters on the Pioneer Women's Hut to be cleaned, and water to be diverted away from building.**

**BACKGROUND:**

The Glenroy Heritage Reserve Management Committee is a Section 355 Committee formed for the purpose of caring for, controlling and managing the Glenroy Heritage Reserve.

This committee also controls the letting of the facility, the cleaning of the facility, the daily operations of the museum and craft centre and purchasing of furniture and fittings for the museum.

The Glenroy Heritage Reserve Management committee also manages the Pioneer Women's Hut museum functions through a subcommittee called the Pioneer Women's Hut committee. This subcommittee report directly to the Glenroy Heritage Reserve Management committee.

Current Councillor Delegate is Cr Julia Ham

**REPORT:**

Ordinary Meeting held at Glenroy Heritage Reserve dining room on Sunday 1 November 2020, commencing at 2.20pm.

**Attendance:**

Present at meeting: Annelies Leaver, Kathy Lyons, Neil Christie, Brenda Wigget, Anne Thoroughgood, Stephen Weeks, Sue Livermore, Colleen McAuliffe, Sophie Gairn, (SVC Representative.) Cor Smit. (Councillor Delegate)

Apologies: Lottie Tuilau, Julia Ham.

Chairperson Neil Christie opened meeting welcoming Cor Smit and Sophie Gairn; SVC reps. Neil then read minutes from last meeting 5/7/2020.

Moved; Annelies Leaver, Second; Anne Thoroughgood.

**Pioneer Women's Hut report** read by Kathy Lyons. Final tasks for the Button Hut, signage, lighting and screens. Purchase of a new quilt. See attached.

Treasurers report - Closing Balance 17/10/2020 \$10,402.31

Moved; Annelies Leaver, Second; Brenda Wigget.

## CORRESPONDANCE IN/OUT

**Treasure's Report** for Glenroy Heritage Reserve presented by Sue Livermore

Balance opening on the 30/06/2020 \$27,554.79. Closing balance 30/10/2020 \$7,117.16

Income and Expenditure from July 2019 to October 2020 reports attached.

Largest expense is for the button hut with payments of \$19,772.73 paid to Snowy Valleys Council (July 2020).

Neil Christie thanked Sue Livermore ex-treasurer for her services.

## GENERAL BUSINESS

- Arising from the 'Button Hut', Ladies in Wagga, Jill and Annette are investigating on grid lighting. (Solar Wise, Wagga). Jill had a meeting with Museum people in Wagga on how to set up lighting.
- Signage from Rail Trail to Glenroy Heritage Reserve not approved at this stage due to danger with road traffic.

## AGENDA ITEMS

- Tanks have been cleaned.
- Gutters still need cleaning. Sophie Gairn to request work done
- Sophie Gairn has arranged water testing for tanks.
- Sophie Gairn to check requirements for electric test & tag.
- UPDATE ON ROAD SIGNS New big blue sign made up ready to be installed.
- KITCHEN INSPECTION and FOOD SAFTEY WORKSHOP Kitchen to get water filter and single mixer tap installed.
- Glenroy Heritage Reserve Committee is a '355' Committee. We are then covered by SVC insurance. More investigating is needed in either amalgamate/split Pioneer Women's Hut and Glenroy Heritage Reserve. Liaise with Lisa McAuliffe
- Julia Ham keeping an eye for grant application for roof and window of the Post Office. Sophie Gairn keeping an eye out too.
- AGISTMENT FOR OUTER GROUNDS. Tree guards were removed, and site cleaned up by Bede McAuliffe. Old guards given to Bede for his work.
- BUS REPORT Bookings coming in from February 2021.
- Request to Council Delegate:
  - a. Request for gutters to be cleaned, and water to be diverted away from buildings.
  - b. Post Office Roof and window.
  - c. Volunteer induction

The next ordinary meeting of the Glenroy Heritage Reserve will be held on Sunday the 7 February 2020, commencing at 1.30pm

Meeting closed 3.10pm

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

Theme 4: Communication &amp; Engagement

**Delivery Outcomes**

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

**Operational Actions**

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

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

The committees have raised funds for the erection of the Button Hut at no cost to Council.

The committee through the craft shop and tour bus visits raise funds that allow the committee to cater for bus visits and contribute to small maintenance jobs at the Museum and the Reserve.

**Costs and Benefits:**

Benefits of the Glenroy Heritage Reserve committee and sub committees includes but are not limited to the opportunity for socialisation of the volunteer group while providing an educational Historical facility to bring visitors to the area.

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

Nil

**OPTIONS:**

Nil

**COUNCIL SEAL REQUIRED:**

No

**COMMUNITY ENGAGEMENT AND COMMUNICATION:**

Nil

**Attachments**

- 1 Minutes - General - Glenroy Heritage Reserve Committee - 1 November 2020, Treasures Report, Pioneer Women's Hut Report (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 RFT 2020/12 - GOOBARRAGANDRA ROAD SLOPES STABILISATION TENDER

*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.*