



**SNOWY VALLEYS COUNCIL MEETING  
BUSINESS PAPER  
19 AUGUST 2021**

THE MEETING WILL BE HELD AT 2.00PM  
IN THE COUNCIL CHAMBER 76 CAPPER STREET TUMUT AND 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 Council's website;

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



**Thursday 19 August 2021**  
**Snowy Valleys Council Chambers**  
**76 Capper Street, Tumut and 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, LEAVE OF ABSENCE AND REMOTE ATTENDANCE**

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

### **8. MAYORAL MINUTE**

CONFIDENTIAL - CHIEF EXECUTIVE OFFICER ANNUAL PERFORMANCE REVIEW – 1 JULY 2020 TO 30 JUNE 2021

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

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

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## **5. CONFIRMATION OF MINUTES**

### **5.1 Ordinary Meeting - 15 July 2021**

**Recommendation:**

That the Minutes of the Ordinary Council Meeting held on 15 July 2021 be received and confirmed as an accurate record

**THE MINUTES OF THE COUNCIL MEETING HELD IN THE COUNCIL CHAMBER 76  
CAPPER STREET TUMUT AND VIA VIDEO LINK, ON THURSDAY 15 JULY 2021  
COMMENCING AT 2.02PM**

**PRESENT:** Mayor James Hayes (Chair), Councillor Andrianna Benjamin, Councillor Cate Cross, Councillor Julia Ham, Councillor Margaret Isselmann, Councillor John Larter, Councillor Cor Smit, Cr 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 AND REMOTE ATTENDANCE**

The Leave of Absence for the meeting that was previously granted to Cr Wright has been withdrawn.

Remote attendance requests have been made from Cr Wright and Cr Isselmann.

**M142/21 RESOLVED:**

That Cr Isselmann and Cr Wright attend the meeting by audio visual link on the grounds of illness, disability or caring responsibilities as per the Office of Local Government Circular 21-02/1 April 2021/A765862.

Cr Julia Ham/Cr Cate Cross

**CARRIED UNANIMOUSLY**

**3. DECLARATIONS OF PECUNIARY INTEREST**

Cr Benjamin declared a pecuniary interest in relation to report # 7.1 Notice of Motion due to having two investment properties in the Valley View Estate and will leave the room during the meeting and will not participate in the voting.

Cr Ham declared a non-pecuniary interest in relation to report # 13.1 Expression of Interest for Hangar Lot 8 at Tumut aerodrome due to being a member of RFS and will remain in the room during the meeting and will participate in voting.

Cr Hayes declared a non-significant non-pecuniary interest in relation to report # 13.1 Expression of Interest for Hangar Lot 8 at Tumut aerodrome due to ongoing membership of RFS and will remain in the room during the meeting and will participate in voting.

Cr Larter declared a pecuniary interest in relation to report # 13.1 Expression of Interest for Hangar Lot 8 at Tumut aerodrome due to aircraft ownership and paying rent for hangarage to Tumut Aero Club and will remain in the room during the meeting and will participate in the voting.

#### **4. PUBLIC FORUM**

Nil.

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

##### **M143/21 RESOLVED:**

That the Minutes of the Ordinary Council Meeting held on 17 June 2021 be received.

Cr Julia Ham/Cr Cor Smit

##### **Division**

##### **For**

Cr Benjamin  
Cr Cross  
Cr Ham  
Cr Hayes  
Cr Isselmann  
Cr Larter  
Cr Smit

##### **Abstained**

Cr Wright

**7/1**

**CARRIED**

#### **5.1 BUSINESS ARISING**

Reiterated that Council will provide support as required for Rosewood Community Shed dissolution.

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

Nil.



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

Cr Andrianna Benjamin left the meeting, the time being 02:08 pm.

### **7.1 NOTICE OF MOTION - FOOTPATH EXTENSION - FOREST STREET TUMUT - CR ANDRIANNA BENJAMIN**

#### **M144/21 RESOLVED: THAT COUNCIL:**

1. Receive the report on Notice of Motion – Footpath Extension - Forest Street Tumut – Cr Andrianna Benjamin
2. Undertake a strategic assessment and feasibility study in accordance with our Project Management Framework for extending the footpath at the Franklin Public School in Forest Street Tumut and linking the footpath to the residential housing estates on the east side of the Snowy Mountains Highway inclusive of:
  - Needs analysis
  - Concept designs
  - Cost plan
3. Prepare a report for the consideration of Council at its October 2021 meeting on the outcomes of the above.

Cr John Larter/Cr Julia Ham

**CARRIED UNANIMOUSLY**

Cr Andrianna Benjamin returned to the meeting, at 02:11 pm.

## **8. MAYORAL MINUTE**

Nil.

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

Nil.

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

### **10.1 DRAFT COUNCIL SEAL POLICY - FOR ADOPTION**

#### **M145/21 RESOLVED: THAT COUNCIL:**

1. Receive the report on Draft Council Seal Policy – for adoption.

2. Approve the DRAFT Council Seal Policy – SVC-EXE-PO-004-02 and rescind the following document as superseded;
  - Use and Custody of Common Seal Policy – SVC-EXE-PO-004-01

Cr John Larter/Cr Cate Cross

## **10.2 FINANCIAL PERFORMANCE AS AT 31 MAY 2021**

**M146/21 RESOLVED:**  
THAT COUNCIL:

1. Receive the report on Financial Performance as at 31 May 2021.

Cr Julia Ham/Cr Andrianna Benjamin

**CARRIED UNANIMOUSLY**

## **10.3 STATEMENT OF INVESTMENTS - JUNE 2021**

**M147/21 RESOLVED:**  
THAT COUNCIL:

1. Receive the report on Statement of Investments – June 2021.

Cr John Larter/Cr Julia Ham

**CARRIED UNANIMOUSLY**

## **11. MANAGEMENT REPORTS**

### **11.1 DRINKING WATER MANAGEMENT SYSTEM ANNUAL REPORT FOR 2020**

**M148/21 RESOLVED:**  
THAT COUNCIL:

1. Receive the report on Drinking Water Management System Annual Report for 2020.
2. Endorse the Drinking Water Management System Annual Reports for submission to the local Public Health Unit (PHU), NSW Health.

Cr Cate Cross/Cr John Larter

**CARRIED UNANIMOUSLY**

### **11.2 COMMUNITY CONSULTATION FINDINGS REPORT AND SPATIAL ASSESSMENT PLANS - FORMER BATLOW CANNERY SITE.**

**M149/21 RESOLVED:**

**THAT COUNCIL:**

1. Receive the report on Community Consultation Findings Report and Spatial Assessment Plans – Former Batlow Cannery Site.
2. Note the report on Community Consultation Findings Report and Spatial Assessment Plans – Former Batlow Cannery Site.
3. Release the Community Consultation Findings Report and Spatial Assessment Plans – Former Batlow Cannery Site for public exhibition for a period of 28 days.

Cr Cor Smit/Cr Julia Ham

**CARRIED UNANIMOUSLY****11.3 DECLARATION OF NEW DOG OFF LEASH AREAS****M150/21 RESOLVED:  
THAT COUNCIL:**

1. Receive the report on the declaration of new Dog Off Leash Areas.
2. Note the public submissions received in response to the Notice of Intention to Declare new Dog Off Leash Areas.
3. Declare Bicentennial Park Tumbarumba a Dog Off Leash Area.
4. Note that further consultation will be undertaken with the Adelong Progress Association and the Batlow Community and Cultural Association to identify suitable locations for Dog Off Leash Areas before further notification occurs.

Cr Julia Ham/Cr Cate Cross

**CARRIED UNANIMOUSLY****11.4 SVC RECOVERY AND RESILIENCE GRANTS****M151/21 RESOLVED:  
THAT COUNCIL:**

1. Receive the report on SVC Recovery and Resilience Grants
2. Note the following funding has been approved by the Community Strengthening Grant Assessment Panel, being –
  - a. Adelong Tennis Club - \$3,540
  - b. Weleregang Country Golf Club - \$2,495
  - c. Tumbarumba Men's Shed - \$5,000
  - d. Tooma Recreation Reserve - \$5,000

- e. Tumbarumba Historical Society - \$4,4470
  - f. Tooma Cricket Club - \$5,000
  - g. Tumbarumba Golf Club - \$5,000
  - h. Do It For Batlow Inc - \$5,000
  - i. Tumbarumba Rotary Club - \$5,000
  - j. Talbingo Men's Shed - \$635
  - k. AJ Events - \$3093
  - l. Weleregang Country Golf Club - \$3,140
  - m. Batlow Senior Citizens Village Association - \$2,327
  - n. Upper Murray Community Radio - \$3000
  - o. Tumbarumba and District Garden Club - \$4,800
  - p. Montreal Community Theatre - \$5,000
3. Acknowledge the ongoing work of community groups and organisations during the recovery process

Cr Julia Ham/Cr John Larter

**CARRIED UNANIMOUSLY**

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

### **12.1 MINUTES - DISABILITY INCLUSION ACCESS REFERENCE GROUP MEETING - 27 MAY 2021 & 24 JUNE 2021**

#### **M152/21 RESOLVED: THAT COUNCIL:**

1. Receive the report on the Minutes - Disability Inclusion Access Reference Group (DIARG) Meeting – 27 May 2021 & 24 June 2021.
2. Note the Notes of the DIARG inquorate meeting held on 27 May 2021.
3. Note the Minutes of the DIARG meeting held on 24 June 2021.
4. Note the recommendations for the minutes of the meeting held 24 June 2021.
5. Adopt the changes to the DIARG Terms of Reference with the change to point number 5 first dot point 'provide feedback to Council's plans, actions and projects in order to allow appropriate access to services, facilities and activities for people with disabilities and their carers'

Cr Cate Cross/Cr Julia Ham

**CARRIED UNANIMOUSLY**



**12.2 MINUTES - TUMUT AERODROME COMMITTEE - 22 JUNE 2021****M153/21 RESOLVED:  
THAT COUNCIL:**

1. Receive the report on the Minutes - Tumut Aerodrome Committee – 22 June 2021.
2. Note the Minutes of the Tumut Aerodrome Committee meeting held on 22 June 2021 attached to this report.
3. Adopt the Aerodrome Committee Terms of Reference SVC-TofR-007-02 as endorsed by the Aerodrome Committee.
4. Develop a proposal for additional hangar space and seek Expressions of Interest from the community

Cr John Larter/Cr Julia Ham

**CARRIED UNANIMOUSLY**

**13. CONFIDENTIAL****M154/21 RESOLVED:**

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

**13.1 EXPRESSION OF INTEREST FOR HANGAR LOT 8 AT TUMUT AERODROME**

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

**13.2 SALE OF LAND FOR UNPAID RATES AND CHARGES**

*Item 13.2 is confidential under the Local Government Act 1993 Section 10A 2 (b) and (e) as it relates to discussion in relation to the personal hardship of a resident or ratepayer and information that would, if disclosed, prejudice the maintenance of law and Council considers that discussion of the matter in an open meeting would be, on balance, contrary to the public interest.*

**13.3 RFT 2021/05 - DESIGN AND CONSTRUCTION OF BOMBOWLEE CREEK ROAD BRIDGE**

*Item 13.3 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.*

13.4 RFT 2021/07 - DESIGN, CONSTRUCTION AND INSTALLATION OF MULTIPLE PREFABRICATED BUILDINGS AT BATLOW CARAVAN PARK

*Item 13.4 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 Cor Smit/Cr Andrianna Benjamin

**CARRIED UNANIMOUSLY**

At this stage, the time being 2.35pm Council went into Confidential.

**13.1 EXPRESSION OF INTEREST FOR HANGAR LOT 8 AT TUMUT AERODROME**

**M155/21 RESOLVED:  
THAT COUNCIL:**

1. Receive this report on the Expressions of Interest for Hangar Lot 8 at Tumut Aerodrome.
2. Award the licence deed of Hangar Lot 8 at Tumut Aerodrome to the Rural Fire Service subject to the RFS agreeing to pay the site fees according to Councils adopted fees and charges, noting:
  - a. that Council agrees to donate an amount equivalent to the site fees to the RFS for the 2021/22 year and that Council consider in future budget deliberations further donations.
3. Delegate to the Mayor and the Chief Executive Officer to affix the Council seal and execute any documents relevant for the licence deed for Hangar Lot 8 at Tumut Aerodrome.
4. Approve in principle, the development of additional hangar space at Tumut Aerodrome to accommodate future growth.

5. Receive a further report for the consideration of Council as part of the 2021/22 first quarter budget review process for the provision of additional hangar space at Tumut Aerodrome.

Cr Cor Smit/Cr Cate Cross

**CARRIED UNANIMOUSLY**

## **13.2 SALE OF LAND FOR UNPAID RATES AND CHARGES**

### **M156/21 RESOLVED: THAT COUNCIL:**

1. That Council, pursuant to Section 713 and other relevant sections of the Local Government Act 1993, implements sale proceedings to sell the properties listed in this report at a public auction at a time and place to be determined.
2. That Custom Collection Services (CCS) and MCW Lawyers be appointed to administer the sale on Council's behalf.
3. That Council authorises Council staff and CCS to proceed with the necessary arrangements pertaining to the sale of the properties listed in this report, as set out in the Local Government Act 1993 and Local Government (General) Regulation 2005.
4. That Council delegates authority to the Chief Executive Officer to take the following actions pertaining to the properties specified in the report:
  - a. To withdraw from sale any property that, prior to the commencement of the auction, has had all rates and charges payable (including overdue rates, charges, interest and expenses of Council incurred in connection with debt collection and the sale) paid in full.
  - b. To withdraw any property from sale for technical or legal reasons.
  - c. To set reserve prices for sale of the properties at auction.
  - d. To negotiate by private treaty and accept offers for sale of any property that fails to sell at auction.
  - e. To execute sale and purchase contracts, and property transfer documents, under Council's Common Seal.

Cr Julia Ham/Cr Andrianna Benjamin

**CARRIED UNANIMOUSLY**



**13.3 RFT 2021/05 - DESIGN AND CONSTRUCTION OF BOMBOWLEE CREEK ROAD BRIDGE****M157/21 RESOLVED:  
THAT COUNCIL:**

1. Receive this report on the Request for Tender - RFT 2021/05 for the design and construction of Bombowlee Creek Road Bridge
2. Note this project is funded through Restart NSW (Growing Local Economies Program) and forms part of a larger project funded for the amount of \$9,649,920 for the upgrading of timber haulage roads including Bombowlee Creek Road, Taradale Road Complex and Broadleaf Park Road
3. Resolve in accordance with Section 55 of the NSW Local Government Act 1993 to accept the tender of Bridge & Marine Engineering Pty Ltd for the design and construction of Bombowlee Creek Road Bridge, being for the lump sum amount of \$1,880,450.00 including GST
4. Authorise the Chief Executive Officer to enter into a contract with Bridge & Marine Engineering Pty Ltd for the design and construction of Bombowlee Creek Road Bridge
5. Write to the unsuccessful tenderers advising of the outcomes of the tender process.

Cr John Larter/Cr Cate Cross

**CARRIED UNANIMOUSLY****13.4 RFT 2021/07 - DESIGN, CONSTRUCTION AND INSTALLATION OF MULTIPLE PREFABRICATED BUILDINGS AT BATLOW CARAVAN PARK****M158/21 RESOLVED:  
THAT COUNCIL:**

1. Receive this report on the Request for Tender - RFT 2021/07 for the Design, Construction, and Installation of multiple prefabricated buildings at Batlow Caravan Park Project
2. Resolve in accordance with Clause 178(1)(b) of the NSW Local Government (General) Regulation 2005 to not accept any of the tenders for the Design, Construction, and Installation of multiple prefabricated buildings at Batlow Caravan Park Project
3. Resolve in accordance with Clause 178(3)(e) of the NSW Local Government (General) Regulation 2005 to enter into negotiations with any person (whether or not the person was a tenderer) with a view to entering into a contract in relation to the subject matter of the tender

4. Resolve in accordance with 178(4)(b) of the NSW Local Government (General) Regulation 2005 not to invite fresh tenders, noting that it is considered that inviting fresh tenders would not enable the Council to achieve its objectives for the Project
5. Advise the tenderers in writing that their tenders were not accepted
6. Authorise the Chief Executive Officer to enter into a contract with a contractor for the Design, Construction, and Installation of multiple prefabricated buildings at the Batlow Caravan Park Project subject to the successful outcome of negotiations, noting that this may require the rationalisation of the scope of works for the project

Cr Margaret Isselmann/Cr Cor Smit

**CARRIED UNANIMOUSLY**

**M159/21 RESOLVED:**

That at this stage, the time being 2.45pm Council returned to Open Council.

Cr John Larter/Cr Cate Cross

**CARRIED UNANIMOUSLY**

There being no further business to discuss, the meeting closed at 2.51pm.

**10. GOVERNANCE AND FINANCIAL REPORTS****10.1 AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION'S REGIONAL FORUM AND 27TH NATIONAL GENERAL ASSEMBLY, CANBERRA, 20-23 JUNE 2021 - DELEGATES REPORT**

**REPORT AUTHOR:** COUNCILLOR SUPPORT OFFICER  
**RESPONSIBLE DIRECTOR:** ENTERPRISE SYSTEMS MANAGER

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**EXECUTIVE SUMMARY:**

The Australian Local Government Association's (ALGA) Regional Forum and 27<sup>th</sup> National General Assembly (NGA) were held in Canberra from Sunday 20 June to Wednesday 23 June 2021. This report serves to provide Council a conference overview from the attending councillor delegates.

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

- 1. Receive the report on Australian Local Government Association's Regional Forum & 27<sup>th</sup> National General Assembly, Canberra, 20-23 June 2021 – Delegates Report.**
- 2. Approve relevant brochure and flyer information collected from the Exhibitors Hall be provided to relevant Directorates for their review and consideration.**

**BACKGROUND:**

The Regional Forum and National General Assembly were attended by Mayor Cr James Hayes and Councillors Cor Smit and Cate Cross. The Mayor also attended the National Press Club Address by ALGA President Linda Scott on Tuesday 22 June 2021. Council's delegates attended the events in person at the National Convention Centre, Canberra, whilst remote attendance was also an option.

The theme for the NGA was 'Working Together for our Communities' with a focus on locally-led initiatives for economic recovery and community resilience.

**REPORT:****Regional Forum Sunday 20 June 2021**

The ALGA one-day Regional Forum was held on Sunday 20 June 2021. The opening address by ALGA President Linda Scott highlighted the vital importance of local government in creating jobs and leading recovery efforts, in partnership with business and government.

The keynote address 'Politics and the Bush' by writer and journalist Gabrielle Chan examined emerging agricultural and political trends. The keynote address 'Regional Awareness' by Chief Economist, Regional Australia Institute, Dr Kim Houghton, highlighted that one in five metropolitan residents are considering a move to a regional area based on family and liveability factors.

The first of the Regional Programs sessions allowed participants to provide direct feedback to the Department of Infrastructure, Transport, Regional Development and Communications, on grant applications and delivery processes. The second of the Regional Programs sessions featured Professor David Perkins, Director Centre for Rural and Remote Mental Health, and Gabrielle O'Kane, CEO National Rural Health Alliance.

The afternoon session comprised a 'Panel of Mayors' discussion relating to rural health concerns, followed by a keynote address 'Regional Trends' by Economic Consultant Keenan Jackson.

**27<sup>th</sup> National General Assembly Monday 21 to Wednesday 23 June 2021**

Day One: Opening and addresses by key political figures including the Deputy Prime Minister, The Hon. Michael McCormack MP, ALGA President Cr Linda Scott, and the Shadow Minister for Regional Services, Territories and Local Government, The Hon. Jason Clare MP. Also included a session on the COVID-19 pandemic with talks by Professor Mary-Louise McLaws, Epidemiologist UNSW and Professor Sanjaya Senanayake, Infectious Diseases Specialist ANU.

Day Two: Focus on economic development and recovery (morning), and indigenous issues (afternoon). Session topics included 'Planning a Prosperous Future', 'Local Employment and Economic Stimulus', 'Strengthening Social Capital' in the morning and 'Indigenous Voice' and 'Closing the Gap' in the afternoon.

Day Three: Comprised a morning session only, focussing on recovery and resilience, with keynote addresses by Commissioner Shane Fitzsimmons and The Hon. Shane L Stone AC QC, Coordinator-General, National Recovery and Resilience Agency.

Further detailed notes taken by Cr Cross and Cr Smit are attached.

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

Theme 2: Growth through Innovation

**Delivery Outcomes**

2.1 Develop strong relationships with local industry, organisations and government to ensure a sustainable local economy

**Operational Actions**

2.1.1 Maintain regular contact with major industry and agencies to identify, advocate and promote economic and local employment opportunities

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

Attendance at the conference was within the budget allowances for each councillor.

Benefits to Council are provided through a gaining of knowledge via the presentations attended, through the ability to network with other councils, state government departments and industry providers, and through the ability to liaise directly with exhibitors and attain hardcopy information for review by relevant council officers not able to be present at the conference.

This increased knowledge may provide ideas and solutions to local issues.

**Policy, Legal and Statutory Implications:**

The attendance at the conference, and this delegates report, is in line with the *Payment of Expenses and Provision of Facilities to the Mayor and Councillors Policy*.

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

Confirmation was received from ALGA prior to the event that it would be conducted in a Covid-safe manner. Covid plans and instructions were individually provided by ALGA to all delegates prior to the conference.

The risk of not attending the conference is that Council will not be kept up to date on important regional issues.

**OPTIONS:**

- That Council not receive the report
- That Council not approve for brochure and flyers be provided to relevant Directorates for consideration
- That Council make additional recommendations to the resolutions

**COUNCIL SEAL REQUIRED:**

No

**COMMUNITY ENGAGEMENT AND COMMUNICATION:**

Nil

**ATTACHMENTS**

- 1 Conference Notes - Cr Cate Cross (under separate cover) ⇨
- 2 Conference Notes - Cr Cor Smit (under separate cover) ⇨

**10. GOVERNANCE AND FINANCIAL REPORTS****10.2 SECTION 218CC LOCAL GOVERNMENT ACT PROPOSALS FOR DE-AMALGAMATIONS****REPORT AUTHOR:** CHIEF EXECUTIVE OFFICER**RESPONSIBLE DIRECTOR:** CHIEF EXECUTIVE OFFICER**EXECUTIVE SUMMARY:**

Following the workshop held on Thursday 5 August 2021 Councillors requested a report to the next ordinary meeting of Council to evaluate the way forward given the changes to the Local Government Act and the recent decision of the Minister for Local Government to continue the Snowy Valleys Council.

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

1. **Receive the report on Section 218CC Local Government Act Proposals for de-amalgamations;**
2. **Continues to provide services and facilities for the whole of the Snowy Valleys community and endorses the great work that staff and volunteers continue to do for our community;**
3. **Write to the NSW Minister for Local Government and request:**
  - a. **The Boundaries Commission Terms of Reference (ToR)**
  - b. **that the ToR be expanded to include provisions relevant to fully evaluate the opportunity for a council to apply for a de-amalgamation and that this evaluation be at no cost to ratepayers of the Snowy Valleys Council;**
  - c. **that on finalisation of the ToR the Minister immediately appoint Commissioners that have expertise to fulfill the role expected under the ToR;**
4. **Request the Office of Local Government finalise the guideline on how a Local Government can apply for a de-amalgamation under Section 218CC of the Local Government Act;**
5. **Receive a report once the finalised ToR and Guideline have been published to consider the process to lodge a request under Section 218CC of the Local Government Act with the purpose of having factual information to inform a decision as to whether to lodge a request under that Section;**
6. **Authorise the development of this resolution (broadened to provide relevance to all amalgamated Local Governments in NSW), into a motion to be considered at the LGNSW Annual Conference 2021.**

**BACKGROUND:**

On Tuesday 20 July 2021 the Minister made a press release noting:

- An Independent Statutory Review of the Boundaries Commission looking into the effectiveness of the membership composition, functions, and processes.
- The Minister has now released the reports for both Snowy Valleys and Cootamundra Gundagai and has confirmed that both these Councils will remain in place and that NSW government will not proceed with the demerger proposals.
- The reports do not provide clear consensus on the issue of demerging and do not provide the Minister with the necessary confidence to make these important decisions
- This provides both councils with certainty and a plan for the future.

An amendment to the Local Government Act was passed on 13 May 2021 as follows:

**[1] Section 218CC**

*Insert after section 218CB—*

**218CC Proposals for de-amalgamations**

*(1) The new council may, within 10 years of the constitution of the new area, submit a written business case to the Minister setting out—*

- (a) a proposal for the de-amalgamation of the new area, whether by reconstituting the former areas or constituting different areas, and*
- (b) the reasons in support of the proposal.*

*(2) The Minister must, within 28 days after the business case is submitted, refer the de-amalgamation proposal to the Boundaries Commission with a direction that it conduct an inquiry and report on the proposal.*

*(3) Without limiting subsection (2) or section 263, the Boundaries Commission may in its report recommend that—*

- (a) the de-amalgamation proposal be supported, or*
- (b) the de-amalgamation proposal be rejected, or*
- (c) a different de-amalgamation proposal be supported.*

*(4) The Minister must ensure that the report of the Boundaries Commission is publicly released within 48 hours after it is provided to the Minister.*

*(5) The Minister must, within 28 days after the report is provided to the Minister, provide a written response to the new council setting out—*

- (a) whether or not the Minister supports the de-amalgamation proposal or a different de-amalgamation proposal recommended by the Boundaries Commission, and*
- (b) the reasons for the Minister's decision, and*
- (c) if the Minister supports the de-amalgamation proposal or the different de-amalgamation proposal—the anticipated time frame for giving effect to the proposal.*

*(6) The Minister is, by making grants under section 620 or using money otherwise appropriated by Parliament for the purpose, to ensure that the cost of any de-amalgamation of the new area resulting from a business case submitted under this section is fully funded.*

*(7) This section extends to new areas constituted before the commencement of this section.*

*(8) In this section—*

*new area means the area constituted by the amalgamation of areas (former areas) by the relevant proclamation.*

*new council means the council of a new area constituted by section 219.*

*relevant proclamation means the proclamation made pursuant to Chapter 9, Part 1 that amalgamates former areas into the new area and constitutes the new council.*

The amendment provides a process for councils constituted within the last 10 years to submit a business case with supporting reasons to the Minister for a de-amalgamation of the area. Snowy Valleys Council may resolve on this matter until the anniversary date in 2026.

The Office of Local Government has advised that they are drafting a guideline for the new provisions and will advise as soon as these are finalised.

## **REPORT:**

The Minister's decision and the associated press release endorses the ongoing operation of the Snowy Valleys Council with the existing boundaries.

The review of the ToR for the Boundaries Commission appears to be a request associated with the Minister's belief there are other matters that should be considered in a de-amalgamation request and the Boundaries Commission was never established with the thought that they would have this role. The Minister is yet to announce how and when the Terms of Reference for the Boundaries Commission will be reviewed. If Council is provided the opportunity to provide feedback, Council should consider this at the time and make an informed decision about whether a submission should be lodged.

The amendment to the Local Government Act provides a process for councils constituted within the last 10 years to submit a business case with supporting reasons to the Minister for a de-amalgamation of the area.

The Office of Local Government has advised that they are drafting a guideline for the new provisions and will advise Council as soon as this is finalised. We know from the provisions under the Section 218CC of the Act that Council has to lodge a business case. Council would draw information from the Boundaries Commission Reports to assist in forming the business case if Council chooses to develop a business case. We won't know until the guideline is completed or the Terms of Reference for the Boundaries Commission are finalized as to what information should be contained in the business case. The development of a business case is currently not included in the 2021/22 Operational Plan nor the 2021/22 Budget and Council has not accounted for having different boundaries in the Long Term Financial Plan.

In the writer's opinion, for the Council to fully consider the options available to them under Section 218CC of the Local Government Act the finalized Terms of Reference for the Boundaries Commission and the Office of Local Government Guideline for the process would have to be known. Any submission in the interim would only be a guess given the Minister in her press release appears to state that the Boundaries Commission completed their assessment as they were expected to do, but the Boundaries Commission was never intended to consider a de-amalgamation and hence the ToR did not include sufficient provisions the Minister would expect to be considered in such a process.

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

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

Development of a Business Case for de-amalgamation is not consistent with any of the Integrated Planning and Development processes.

### **CSP Outcome 2028**

There is no reference to a de-amalgamation in the adopted documentation.

### **Delivery Outcomes**

There is no reference to a de-amalgamation in the adopted documentation.

### **Operational Actions**

There is no reference to a de-amalgamation in the adopted documentation.



**SUSTAINABILITY ASSESSMENT:**

In this report this section references the lodgement of a business case and in no way includes a sustainability assessment of a de-amalgamation in itself. The Boundaries Commission has already completed an assessment of the Social, Environmental, Economic and Governance Sustainability of reinstating the former Tumbarumba boundaries as part of a de-amalgamation process.

	<b>Positive</b>	<b>Negative</b>
Social	The vocal minority in the Snowy Valleys Council are likely to be pleased with a Business Case being developed and considered.	The majority of Snowy Valleys residents are likely to prefer Council to govern for the whole area and use Council's limited resources for the betterment of the whole community.
Environmental	N/A to this report	N/A to this report
Economic	The writer cannot determine any positive economic aspects of developing a business case at this point.	Currently the process of developing a business case does not have staff and financial resources allocated to it and consideration of such would be required at a Quarterly Budget review including the sacrifice of other service levels provided to the community. Developing a business case without finalised criteria appears to be a waste of resources.
Governance	The writer cannot determine any positive governance aspects of developing a business case at this point.	Resourcing a process when the criteria is unknown is misapplication of finite resources for the minority of the community.

**Financial and Resources Implications**

Council has not allocated any funds to develop a business case for a de-amalgamation in the 2021/22 budget and there are no internal resources available given current priorities in the 2021/22 operation plan.

Council could consider allocation of funds in the Quarterly Budget Review however this would have to be considered along with a relevant service level reduction in another area. Council has significant internal savings to achieve as part of the Financial Sustainability Plan and it is not expected that additional savings could be achieved to fund a business case.

**Costs and Benefits:**

**Costs** – Council would require the assistance of a third party to ensure impartiality in compiling a business case. As stated in other sections there are no internal or financial resources allocated for this purpose. Council also has a significant program of activities and works listed in the operational plan and to allocate time at this point to a business case would not be appropriate use of resources.

**Benefits** – a minority sector of the community may wish funds and other resources to be allocated to this process even though it would comprise good governance and equity in managing resources for the whole of the Snowy Valleys Council area.

**Policy, Legal and Statutory Implications:**

Section 218CC currently allows for a business case to be lodged for a proposal to de-amalgamate.

Cootamundra Gundagai Council has already lodged a prepared business case however it is unsure if this meets the criteria the Minister expects to receive to properly evaluate a proposal.

The changes in the legislation also now allow the Minister to make a decision inconsistent with the proposal. There is always a danger in a decision to get something different to what was asked for especially when providing a business case to unknown criteria. The current Boundaries Commission reports note that Snowy Valleys Council is still a relatively small local government and it is assumed the government may still see economies of scale in larger entities and may make a decision to expand the boundaries.

The Principles in the Local Government Act require Councillors to govern in the interests of the whole Local Government Area.

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

The following analysis is based on Council's adopted Enterprise Risk Management Framework including the likelihood and consequence tables including in the framework.

Corporate Governance and Compliance – Insignificant – the organisation is concentrating on continuing to deliver services for business as usual for Snowy Valleys Council. Significant resources allocated to developing a business case to evaluate a decision about an application for a de-amalgamation could increase the risk to business as usual.

Environmental and Public Health – N/A to this project/matter

Financial – Moderate – currently a consultant to assist with the compilation of a business case is not included in the operational plan and budget. A scope of works would have to be developed and a cost estimate of the works developed. To fund such a program will require a reallocation of budget and consideration of other work committed in the operational plan.

Human Resources – Major to Catastrophic – the ongoing stress on staff about security of employment and capacity to develop and progress through the organisation is threaten by the possibility of returning to a smaller organisation. Staff are reporting they want to just get on with their job. The risk of endorsing a process that might result in a return to the former organisations or an alternative is such that it may cause the loss of expertise including a number of critical management level staff.

Information Technology – N/A - a project to draft a business case is not expected to impact on information technology

Projects – Major to Catastrophic – a rework of the project schedule to add a project to complete a business case could impact on the delivery schedule and critical milestones of existing projects around planning, scheduling, scope, procurement, design, quality, and consultant availability and management.

Reputation – Moderate – the generation of positive or negative publicity or change in goodwill as a result of local community concern of a minority group generating local community concern and short term political interest.

Service Delivery – Moderate – should council chose to proceed with a project to develop a business case it is likely to cost a moderate amount of cost/time to recover and restore business practices. This risk is highly dependent on where Council may choose to reallocate resources from to fund the project.

Stakeholders & Political – Minor – refusal to progress a business case at this point is likely to generate multiple complaints or queries of a similar nature and is not expected to generate significant additional GIPA requests or ICAC matters or cause a loss in funding from other levels of government.

Work Health and Safety – Moderate – risks relating to injury or illness to Council Staff and Councillors is expected if Council was to choose to develop a business case at this early stage without knowing the criteria and it is expected that this will result in additional Employee Assistance Program access and additional lost time injury cost to the organisation. The far majority of staff are making representations to management that they are over the instability and the priority given to the minority of the local government area and they want to just get on with their job and believe they are doing a good job providing facilities and services to the community and this good work is being overshadowed by the minority community advocacy work against the Council for the sole purpose of reinstating the former southern part of the shire.

**OPTIONS:**

Council may choose to allocate funds to prepare a business case and reduce the level of service elsewhere. Should the Council wish to advance this matter the writer could provide options for a commensurate reduction in services levels to the area to those likely to receive the benefit. The risks of this decision have been highlighted in the report.

The Council may choose to alter the recommendations or provide a different resolution on the matter.

**COUNCIL SEAL REQUIRED:**

No.

**COMMUNITY ENGAGEMENT AND COMMUNICATION:**

Significant resources have already been allocated to engagement with the community and communication on the matter from both the Boundaries Commission and Council. The writer can see that any different information would be gained from repeating this process without knowing the criteria for assessment.

**ATTACHMENTS**

Nil

**10. GOVERNANCE AND FINANCIAL REPORTS****10.3 2020/21 OPERATIONAL PLAN FOURTH QUARTER REPORT**

**REPORT AUTHOR:** ACTING CORPORATE PLANNER  
**RESPONSIBLE DIRECTOR:** EXECUTIVE CHIEF OF STAFF

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**EXECUTIVE SUMMARY:**

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

Council is required under the *Local Government Act 1993* (the Act) s404(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 of 1 April to 30 June 2021

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

- 1. Receive the report on 2020/21 Operational Plan Fourth Quarter Report.**
- 2. Note the comments made by responsible council officers in the attachment report for the 2020/21 Operational Plan Fourth Quarter update.**
- 3. Adopt the 2020/21 Operational Plan Fourth Quarter Report.**

**BACKGROUND:**

The fourth quarter Operational Plan update provides Council, to give the opportunity to report to the community and government stakeholders with specific progress and accomplishments on its operational actions over the past 3 months against those objectives contained in the Delivery Program.

**REPORT:**

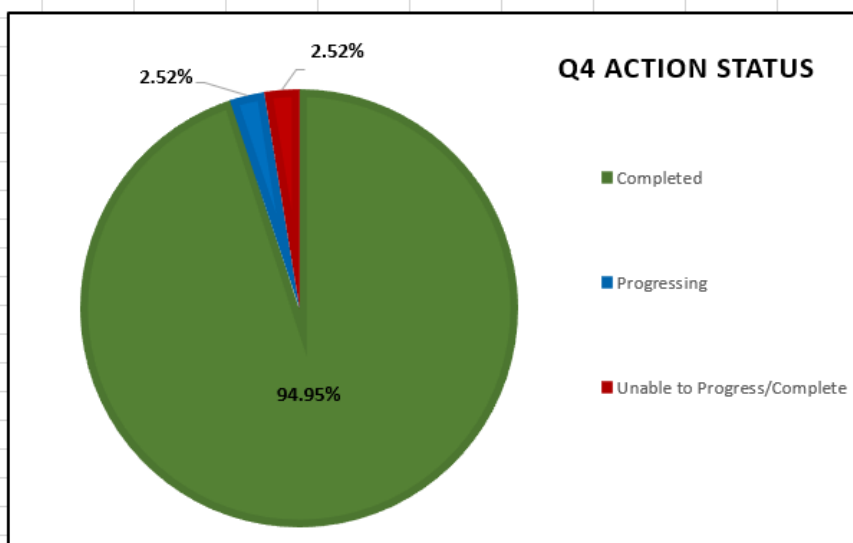
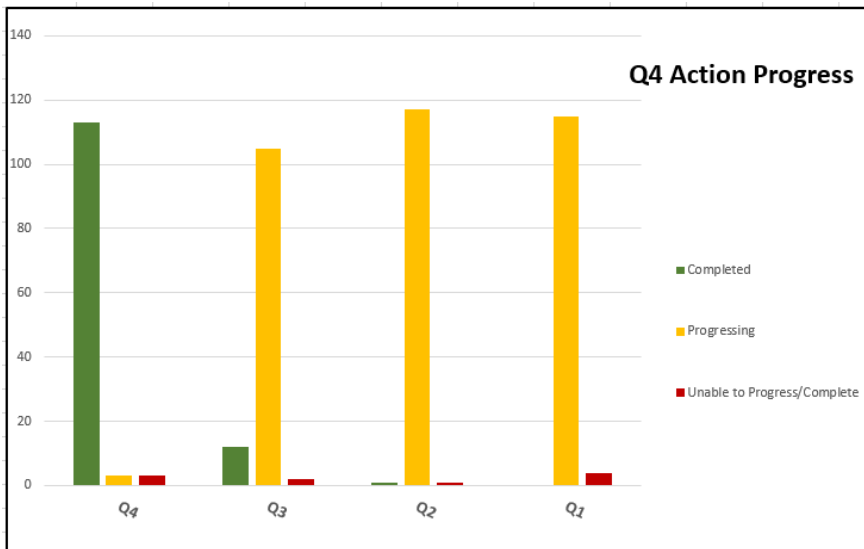
The fourth quarter update for the 2020/21 Operational Plan outlines Council's progress and challenges in its delivery of the Operational Plan actions and initiatives for the period 1 April to 30 June 2021.

During this period staff commenced once again to work under COVID19 restrictions with social distancing and, at times, working from home arrangements (where applicable) to reduce the risk and impact that COVID19 has on our workplace.

Social distancing measures and public health orders have continued to require adjustment, ingenuity, and flexibility from staff in how we deliver works and services, particularly in the areas of economic and community development. As a result, staff mostly were able to overcome any barriers and deliver on most actions.

The 2020/21 Operational Plan contains 119 actions and initiatives that detail the delivery of Council's services to the community.

In summary 114 actions were completed.



5 actions were marked as ‘Progressing’ or ‘Unable to Progress/Complete’, due to the following reasons:

OP Code	Action	Responsible Directorate	% Completed	Reason
1.9.2	Develop new draft Local Environment Plan	Community & Corporate	25%	The Department of Planning and Environment advised not to proceed until Rural Land Use Study is complete. Project postponed until 2021/22. Rural Land Use Study is at Draft stage.
3.4.2	Continue Council’s septic tank inspection program in accordance with agreed service levels	Community & Corporate	70%	Delayed due to a skilled shortage and difficulty of recruiting a Qualified Environment Health Officer. Council was successful in appointing a candidate to commence June 2021. Septic tank inspections will be a priority in 2021/22.

OP Code	Action	Responsible Directorate	% Completed	Reason
3.4.4	Review and develop a Domestic Wastewater Management Plan	Community & Corporate	0%	This project was postponed to 2021/22. The appointment of a Senior EHO commenced in June 2021.
4.32	Continue to streamline council processes to improve integration and build user confidence	Office of CEO	80%	7 of the associated 9 were completed by 30th June. The remaining 2 tasks are in progress as they were delayed by external stakeholders.
4.5.11	Review and improve Procurement and Contract management processes and systems	Finance	50%	Procurement framework review is now underway, though not completed.

The 5 actions that were not completed in 2020/2021 have been rolled over to the 2021/2022 Operational Plan to allow council officers to progress and complete unfinished actions.

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

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

Theme 4: Communication & Engagement

##### **Delivery Outcomes**

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

#### **SUSTAINABILITY ASSESSMENT:**

	<b>Positive</b>	<b>Negative</b>
Social	Ensuring adequate services are provided to the community and transparent reporting provides confidence in Council's ability to deliver on the community's priorities.	Nil
Environmental	Reporting on the provision of services that improve environmental outcomes within Council's area of influence	Nil
Economic	The Operational Plan report assists in improving community and investor confidence in the region through demonstration of gradual improvement in delivery and of key economic initiatives	Nil

	<b>Positive</b>	<b>Negative</b>
Governance	This report is required to demonstrate to the community and government the appropriateness and transparency of Council's decision-making processes	Transparency and accuracy of reporting may be a source of community criticism

### **Financial and Resources Implications**

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

Financial updates are reported through the Quarterly Budget Review Statements and annually through the Financial Statements.

### **Costs and Benefits:**

Nil

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

Local Government Act 1993 Act s404 (5).

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

Nil

### **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 Council's managers, coordinators, and key responsible officers.

#### **External Consultation**

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

### **ATTACHMENTS**

- 1 2020-2021 Operational Plan (Fourth Quarter) Report (under separate cover) [⇒](#)

## 10. GOVERNANCE AND FINANCIAL REPORTS

### 10.4 INTERIM FINANCIAL PERFORMANCE AS AT 30 JUNE 2021

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

#### EXECUTIVE SUMMARY:

The report provides a review of Council's income and expenditure against updated budget for the period from 1 July 2020 to 30 June 2021. Noting that the finalisation of the Annual Financial Statements is still in progress and items such as depreciation and grant income are yet to be finalised, where possible estimates have been used for known variations.

#### RECOMMENDATION:

##### THAT COUNCIL:

1. Receive the report on Interim Financial Performance as at 30 June 2021.

#### REPORT:

This is an interim report with further adjustments for income and expenditure, including some accrued income and accrued expenses, yet to be effected. Depreciation and grant income have not been finalised at the time of the report and an estimate has been used to adjust these reporting lines.

Council's estimated operating result is \$11.1M surplus, or a \$907K loss after capital items.

Council's interim income at the end of June 2021 was 20% above the budget, and interim expenditure was also 20% above budget. These variations resulted from commercial works expenditure offset by corresponding income, disaster recovery works offset by grant funding and the write-off for written down value of replaced assets.

The variance between the QBR3 and original budget consisted of additional funding received after the setting of the original budget, and corresponding works to deliver the identified projects. Listed below are the major funding sources not included in the original budget:

Funding Source	Income	Expenditure
SCCF 1 Projects	\$340,000	\$211,562
SCCF 2 Projects	\$891,241	\$1,257,837
SCCF 3 Projects	\$98,958	\$98,958
SCF1 Projects	\$2,814,946	\$3,629,509
SCF 2 Projects	\$592,663	\$592,663
NCIF 1 Projects	\$243,915	\$93,616
BLER - Aerodrome Upgrade	\$59,898	\$59,898
Disaster Recovery Funding	\$1,464,623	\$1,464,623
Snowy Valleys Itinerant Worker Accommodation	\$511,471	\$449,822

A summarised interim financial report for June 2021 is provided below, comparing the annual operating actuals against the annual operating budget.





## Year to Date Result for June 2021

## Overall Council Summary

Account Description	Actual YTD	Budget YTD QBR3	% Variance YTD	\$ Variance YTD	Original Budget 21PJBD
<b>Income</b>					
Rates, Levies & Annual Charges	17,496,502	17,530,000	-0.19%	(33,498)	17,360,883
User Charges & Fees	17,846,729	13,598,000	31.25%	4,248,729	9,958,359
Interest & Investment Revenue	434,340	470,496	-7.68%	(36,156)	470,496
Other Income	14,312,041	7,361,000	94.43%	6,951,041	962,671
Operating Grants & Contributions	17,461,733	16,473,000	6.00%	988,733	10,705,299
Capital Grants & Contributions	14,309,627	12,795,000	11.84%	1,514,627	7,309,116
<b>Total Income</b>	<b>81,860,972</b>	<b>68,227,496</b>	<b>20%</b>	<b>13,633,476</b>	<b>46,766,824</b>
<b>Expenses</b>					
Employee Costs	26,049,604	16,930,000	-53.87%	(9,119,604)	16,496,813
Materials & Contracts	25,576,526	24,592,000	-4.00%	(984,526)	9,258,398
Depreciation & Impairment	11,144,200	11,093,000	-0.46%	(51,200)	11,092,399
Other Expenses	5,326,381	5,624,000	5.29%	297,619	5,382,256
Interest & Investment Losses	361,864	477,008	24.14%	115,144	477,008
Loss on Sale/Disposal	2,242,314	0	0.00%	(2,242,314)	0
<b>Total Expenses</b>	<b>70,700,890</b>	<b>58,716,008</b>	<b>-20%</b>	<b>(\$11,984,882)</b>	<b>42,706,874</b>
<b>Operating Result</b>	<b>11,160,082</b>	<b>9,511,488</b>	<b>17%</b>	<b>1,648,594</b>	<b>4,059,950</b>
<b>Result after Capital Items</b>	<b>(907,230)</b>	<b>(3,283,512)</b>	<b>72%</b>	<b>2,376,282</b>	<b>(3,249,166)</b>

**Income:**

*Rates, Levies & Annual Charges* below YTD budget by \$33K (0.19%)

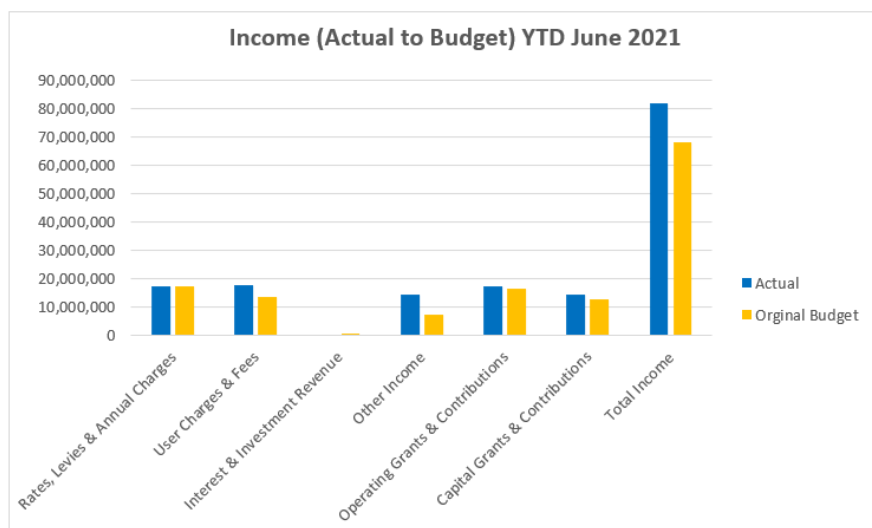
*User fees and charges* income is above YTD budget by \$4.2M (31.25%). Income above budget is RMCC Ordered Works \$4.0M.

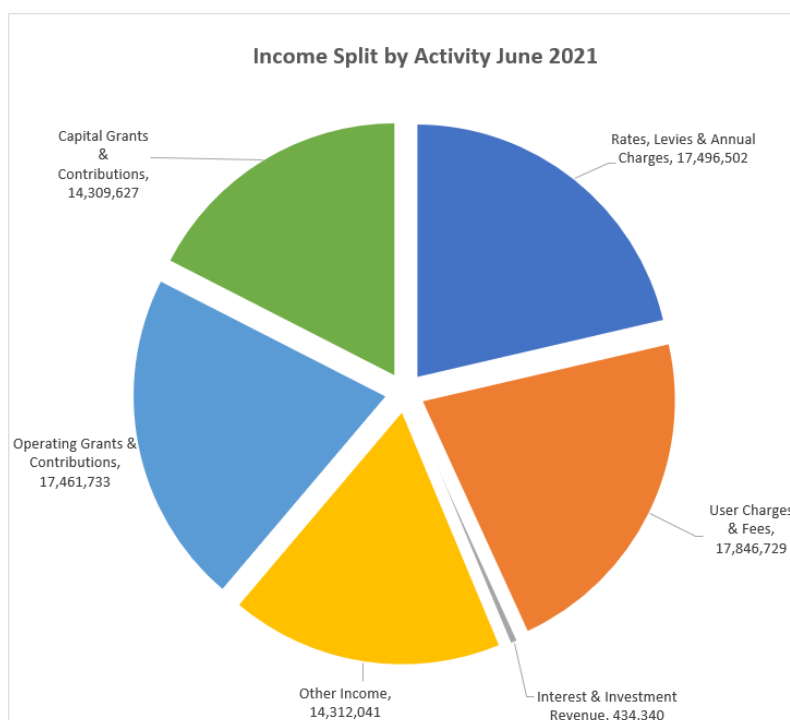
*Investment revenue* is below YTD budget by \$36.1K (7.68%) due to a difficult investment environment.

*Other Income* is above YTD budget by \$6.9M (94.43%), is made up largely by Disaster Recovery Funding of \$6.2M.

*Operating Grants* is above YTD budget by \$988K (6.00%).

*Capital Grants and Contributions* income is above YTD budget by \$1.5M (11.85%). Rail Trail income \$882K, Talbingo Boat Ramp \$255K and Tumbarumba Playground & Skate Park & Rotary Pioneer Park Tumut Milestone 1, \$397K





### Expenditure:

*Employee costs* are over YTD budget by \$9.1M (53.87%). This is due to timing of leave accruals at end of the calendar year, and unbudgeted overtime on commercial works in addition to planned works. A considerable amount of employee costs is recoverable under disaster management funding and/or commercial works income.

*Materials and Contracts* expenditure is above YTD budget by \$984K (4.00%)

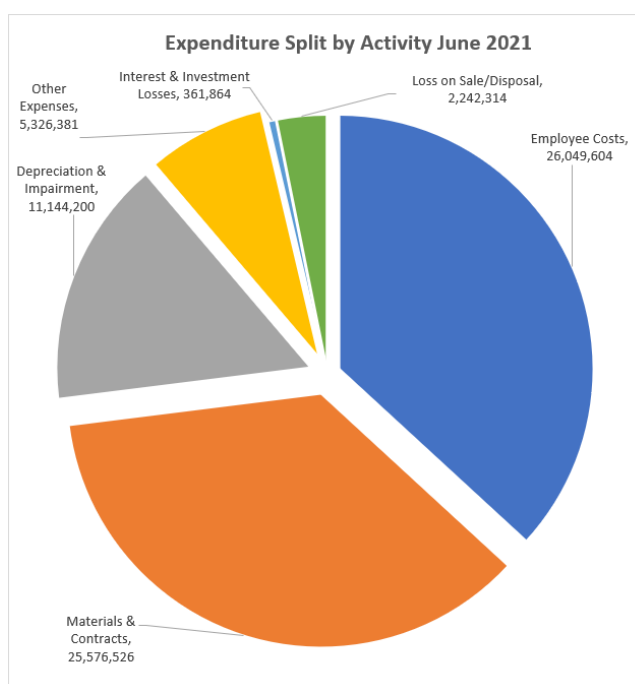
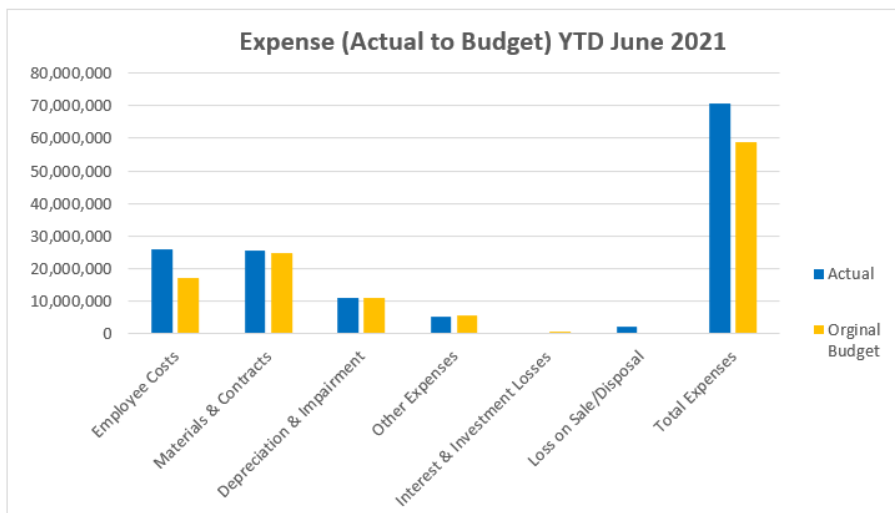
*Depreciation* is an estimate at this time and may change after final posting.

*Other Expenses* is above YTD budget by \$76K (1.45%).

*Interest & Investment Expense* is below YTD budget by \$297K (24.14%). This is due to the timing of interest payments.

*Loss on Sale/Disposal of Assets* \$2.2M. \$366K profit on the plant replacement program, and a Loss recorded on the write-off for residual value of replaced assets \$2.6M:

- Office Equipment                      \$32K
- Furniture & Fittings                      \$50K
- Other Structures                      \$60K
- Roads                                      \$1,348K
- Footpaths                                \$352K
- Buildings                                 \$268K
- Buildings Special                      \$357K
- Open Space                              \$121K
- Sewer Network                         \$21K



**Procurement**

The following tenders have been advertised in the eleven 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 # Line marking # Traffic Control

*September*

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

*October*

- 2020/04 - Replacement of Tintalra 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

*December*

No Tenders advertised in December.

*January*

No tenders advertised in January.

*February*

No tenders advertised in February.

*March*

2021/01 – Alpine Way Slopes 11984 & 11985 Rehabilitation Works, Khancoban.

*April*

2021/04 – Forsters Road Landslide Stabilisation, Batlow.

*May*

EOI - Purchase of Freehold Land – Lot 9 Section 16 DP 759003 & Lot 82 DP 630704, Gilbert Street, Tumbarumba

*June*

2021/15 – *Design and Construction of Bombowlee Creek Road Bridge*

**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:**

N/A

**COMMUNITY ENGAGEMENT AND COMMUNICATION:**

N/A

**ATTACHMENTS**

Nil

## 10. GOVERNANCE AND FINANCIAL REPORTS

### 10.5 STATEMENT OF INVESTMENTS - JULY 2021

**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 July 2021.

#### RECOMMENDATION:

#### THAT COUNCIL:

1. Receive the report on Statement of Investments – July 2021.

#### BACKGROUND:

Nil

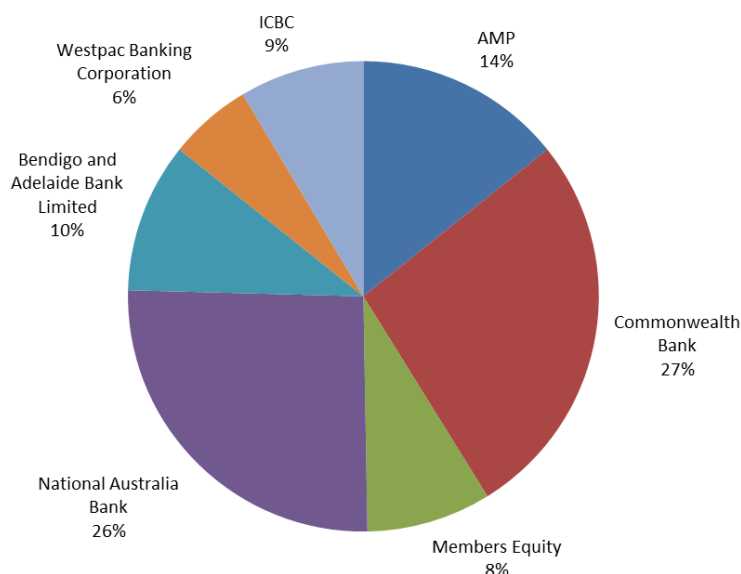
#### REPORT:

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

Combined Cash & Investments Table		31/07/2021					
Cash & 11am at call Accounts	Current Month	Last Month	Movement	Type	Interest Rate%		
Commonwealth Bank	\$ 581,965	\$ 3,064,685	-\$ 2,482,720	W/Acct	0.10%		
Commonwealth Bank	\$ 8,839,713	\$ 10,838,939	-\$ 1,999,226	At Call (BOS)	0.20%		
Commonwealth Bank	\$ 3,613	\$ 3,499	\$ 114	Gen-Roth	0.10%		
<b>Total Cash &amp; At Call Investments</b>	<b>\$ 9,425,291</b>	<b>\$ 13,907,123</b>	<b>-\$ 4,481,832</b>		<b>0.19%</b>		
Term Deposits	Current Month	Last Month	Movement	Lodgement Date	Interest Rate%	Maturity Date	
Bendigo and Adelaide Bank Limited	\$ -	\$ 250,000	-\$ 250,000				
Bendigo and Adelaide Bank Limited	\$ -	\$ 250,000	-\$ 250,000	14/07/2020	0.95%	14/07/2021	
AMP	\$ -	\$ 2,000,000	-\$ 2,000,000	17/07/2020	1.00%	17/07/2021	
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	
Members Equity	\$ 2,000,000	\$ 2,000,000	\$ -	19/02/2021	0.50%	19/02/2022	
AMP	\$ 2,000,000	\$ 2,000,000	\$ -	18/03/2021	0.75%	18/03/2022	
ICBC	\$ 1,500,000	\$ 1,500,000	\$ -	8/04/2021	0.65%	11/04/2023	
ICBC	\$ 1,500,000	\$ 1,500,000	\$ -	8/04/2021	0.85%	18/04/2024	
National Australia Bank	\$ 2,000,000	\$ 2,000,000	\$ -	27/04/2021	0.35%	27/04/2022	
National Australia Bank	\$ 2,000,000	\$ 2,000,000	\$ -	28/06/2021	0.60%	28/06/2023	
Westpac Banking Corporation	\$ 2,000,000	\$ -	\$ 2,000,000	30/07/2021	0.32%	29/07/2022	
National Australia Bank	\$ 2,000,000	\$ -	\$ 2,000,000	30/07/2021	0.65%	31/07/2023	
National Australia Bank	\$ 1,000,000	\$ -	\$ 1,000,000	30/07/2021	0.31%	29/04/2022	
National Australia Bank	\$ 1,000,000	\$ -	\$ 1,000,000	15/07/2021	0.65%	17/07/2023	
<b>Total Term Deposits</b>	<b>\$ 25,615,623</b>	<b>\$ 24,115,623</b>	<b>\$ 1,500,000</b>		<b>0.59%</b>		
<b>Total Cash &amp; Investments</b>	<b>\$ 35,040,914</b>	<b>\$ 38,022,746</b>	<b>-\$ 2,981,832</b>		<b>0.48%</b>		

% of Portfolio

### Snowy Valleys Council July 2021 Total Cash and 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.

Cash and Investments decreased \$2.9M during July 2021.

Major **cash receipts** received during July included:

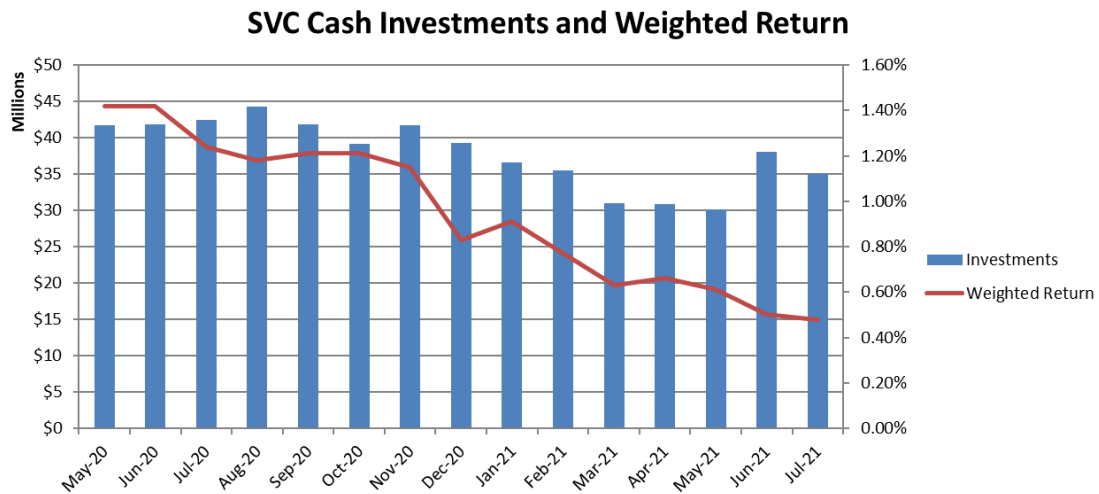
- NSW Department of Industry – Hume & Hovell Construction Phase 2      \$274K
- NSW Department of Industry – Hume & Hovell Contract      \$249K
- Department of Education – Community Childcare Fund Program      \$143K
- Transport for NSW – CHSP & CTP Funding      \$125K
- NSW Department of Industry – Hume & Hovell Private Works      \$72K

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

- Road Maintenance Council Contract – Rockfall      \$1.2M
- Forsters Road DRFA      \$427K
- Goobarragandra Road      \$383K
- FOGO      \$240K

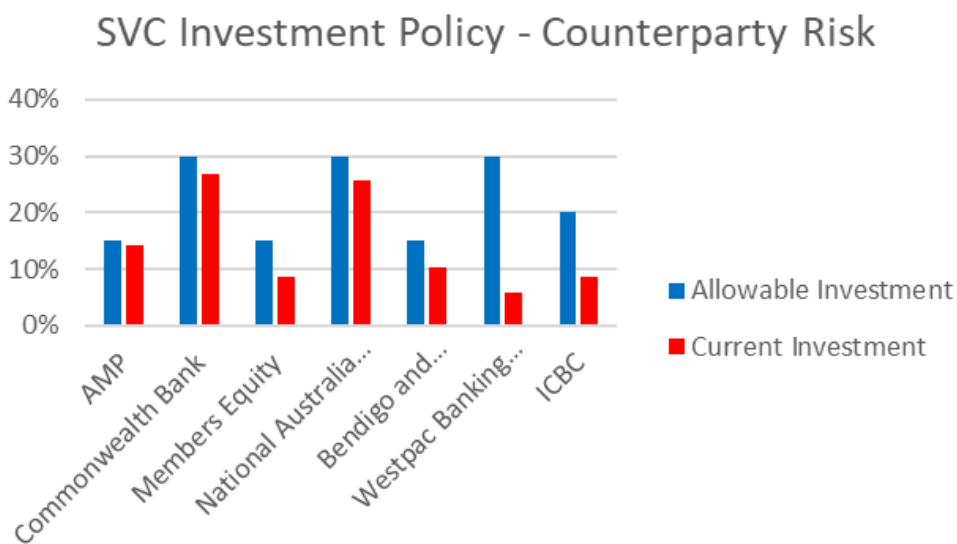
Cash investment rates continue to fall due to the uncertain economic environment and long-term outlook. Council's investment policy has been reviewed and changes have been made to allow increased flexibility in the investment portfolio allocation to respond to the difficulties faced in the current investment market. As current investments fall due and when cash becomes available, the

change to the policy allows for achieving possibly more competitive interest rates through wider diversification and a longer investment horizon. The following graph depicts the movement in monthly interest rates achieved over the last year.



This month the report includes a focus on counterparty risk, one of the 3 risks addressed in Council’s Investment Policy. Counterparty risk refers to the likelihood or probability that an institution might default on its contractual obligation. Council limits its exposure to individual institutions based on their credit ratings.

At the end of July, applying long-term ratings only, Council did not have an overweight position to any single authorised deposit-taking institution (ADI). Overall, the portfolio was lightly diversified across the investment grade spectrum, with no exposure to unrated ADIs. The following graph depicts Council’s counterparty exposure at 31 July 2021:



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

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

Theme 4: Communication & Engagement

**Delivery Outcomes**

4.3 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 Sections 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 investments.

**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

### 10.6 REVIEW AND APPROVAL OF 2020/2021 REVOTES

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

#### EXECUTIVE SUMMARY:

This report outlines the project carry-overs into the 2021/22 financial year and seeks Council approval to increase the 2021/22 by \$641,904 for projects that have not yet commenced, and that Council still intends to deliver. The report also presents the commenced projects that will be carried forward under *S211 of the Local Government Regulation 2005*.

#### RECOMMENDATION:

##### THAT COUNCIL:

1. Receive the report on the Review and Approval of 2020/2021 Revotes;
2. Approve the 2020/21 revotes and increase the capital budget 2021/22 by \$641,904;
3. Note the carry forward projects of \$1,285,038 for expenditure in 2021/22.

#### REPORT:

This report outlines the project carry-overs into the 2021/22 financial year for capital projects adopted as part of the 2020/21 budget, but not commenced or not completed. It is recommended that the projects in *Table 1* are re-approved for inclusion in the 2021/22 capital budget.

Any projects already commenced or contractually committed do not require Council approval in accordance with *S211 of the Local Government (General) Regulation 2005 (LGR)*. These projects (in *Table 2*) are included in this report for Council information for noting as carry-overs. These budget amounts will automatically be transferred to the 2021/22 year.

Project values presented in the report are subject to change depending on adjustments yet to be effected in finalising the 2020/21 financial statements and the associated external audit.

Unfinished projects externally funded via grants are not presented in this report. Grant-funded projects are reported and audited separately. They are presented in the financial statements within the reserve balances.

1. Any projects that were budgeted for in 2020/21 that have not commenced but Council wishes yet to deliver need to be re-adopted by Council to transfer to the 2021/22 financial year budget as a re-vote. Proposed revotes for uncompleted works for 2020/21 are presented for Council approval below:

Fund	Project Description	2020/2021 approved budget [\$]	Amount [\$]	Commentary
General	Hammond Ln Reseal (Albury - Selwyn)	96,000	96,000	Commencement scheduled for 21/22
General	Back Nacki Creek re-sheet (1-2Km)	25,000	25,000	Commencement scheduled for 21/22
General	Mate Street (Ch 1.08-1.74) Heavy Patch	27,000	27,000	Commencement scheduled for 21/22
General	Ready Ck Park Footbridge	41,080	41,080	Weather prevented works commencement
General	Darlow Bridge Guardrail	5,649	5,649	Weather prevented works commencement
General	Martin Pl Drainage Works	10,000	10,000	Commencement scheduled for 21/22

Fund	Project Description	2020/2021 approved budget [\$]	Amount [\$]	Commentary
General	Tumut-Richmond St Reseal	10,000	10,000	Commencement scheduled for 21/22
General	Tumbarumba Showground Bollard Replacement	10,000	10,000	Commencement scheduled for 21/22
General	Tumut Depot Office Extension	231,000	231,000	QBR3 introduced - intended to be multiple year project – COVID-affected ability to obtain quotations
Insurance	Lochinvar Park Clean-up & Shelter	4,174	4,174	Insurance Funded
DWM	Tumbarumba WTS Shed	91,163	91,163	Progressed with suppliers, however delayed due to requirements of FOGO delivery
DWM	Tumbarumba WTS Gate	45,419	45,419	Progressed with suppliers, however delayed due to requirements of FOGO delivery
DWM	Tumbarumba WTS Line Marking	45,419	45,419	Progressed with suppliers, however delayed due to requirements of FOGO delivery
<b>TOTAL</b>			<b>641,904</b>	

Table 1 – Revotes (re-approval of capital projects yet to be commenced)

2. The table below outlines the works in progress at 30 June 2021 that have not yet been completed, noting that the unexpended funds will automatically carry forward to 2021/22 without the need for a Council resolution under *S211 LGR*. These projects have started or are contractually committed and the carry forward will result in a capital budget adjustment of \$1,285,038.

Fund	Project Description	Approved Budget [\$]	Expensed [\$]	Carry Forward amount [\$]	Commentary
General	Mayday Road Footpath (Bonza-Ash)	75,000	68,193	6,807	Unable to complete due to wet weather
General	King Street (Bridge & Selwyn)	53,248	21,412	31,836	Finalisation works still to be done
General	Bartoman Street Heavy Patch	51,680	21,537	30,143	Portion of Heavy Patching held off to be completed in conjunction with TfNSW Reseals
General	Booth St Aggregate Bins	82,000	37,039	44,961	Works underway
General	Elm Drive Traffic Calming	116,902	64,305	52,597	Works Underway
General	20/21 Reseal Program	545,000	411,912	133,088	Little River Road Section yet to be completed
General	Roths Medical Centre - Purchase of medical centre assets	58,788	46,165	12,623	Further Expenses expected due to lease requirements
General	Richmond Park Playground Equipment	96,762	71,233	25,529	Multi-Year project carry to cover outstanding commitments
General	Fitzroy Park Bollards	68,564	62,540	6,024	Works underway
Insurance	Tumbarumba Basketball Stadium Roof Repairs	22,002	19,997	2,005	Insurance Funded works nearing completion
Insurance	Batlow TV Tower (Snubba)	53,576	51,946	1,630	Insurance Funded works nearing completion
Insurance	Paddys Falls Path & Platform	37,136	25,633	11,503	Insurance Funded multiple year project - Fabrication Completed, Install Required
Insurance	Paddys Falls Toilets, Fence, Furniture	127,755	109,278	18,477	Insurance Funded - works underway
General	Cemeteries Masterplan	132,000	4,690	127,310	Works underway
General	Tumbarumba Council Offices Roof Cladding	22,400	0	22,400	Purchase Order raised - works underway
General	Tumbarumba Childcare/RTC/Visitor Info Security	51,109	50,036	1,073	Project yet to be fully completed
General	Carcoola Playground Equipment Replacement	24,500	0	24,500	Purchase Order raised - works underway
General	Tumbarumba Office Generator	20,000	0	20,000	Works underway

Fund	Project Description	Approved Budget [\$]	Expensed [\$]	Carry Forward amount [\$]	Commentary
General	Glenroy Post Office Renewal	28,000	8,969	19,031	Works underway
General	Tumut Museum Repairs	33,600	0	33,600	Purchase Order raised - works underway
General	Batlow Memorial Park Toilets	5,500	0	5,500	Purchase Order raised - works underway
General	Tumbarumba Netball Court Lighting	16,537	13,898	2,639	Works underway
General	Bringenbrong Park Furniture	10,000	4,801	5,199	Works underway
General/ Grant	Jingellic Toilets Replacement	65,000	0	65,000	Project has commenced - Grant funds expended first Gen Fund portion yet to be expended.
General/ Grant/RFS	RFS Taxiway, Drainage, Fencing	153,016	0	153,016	Project has commenced - Grant funds expended first but \$153,016 GF portion yet to be expended.
DWM	Bin Harmonisation	350,000	85,802	264,198	Project commenced - Multi Year project
Water	Tumbarumba Dam Wall	100,000	0	100,000	Project commenced - consultants engaged in 2021 no actual costs to project yet - multiyear project
General	Community Grants Programs	94,267	29,918	64,349	Community grants - delayed
<b>TOTAL</b>				<b>1,285,038</b>	

Table 2 – Carry-forwards under S211 LGR

## 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:

Each project was considered and adopted during the 2020/21 budget process or quarterly budget review. The circumstances outlined in the tables prevented the completion of these projects during the 2020/21 financial year.

#### Financial and Resources Implications

The projects had an approved budget in the 2020/21 financial year.

#### Costs and Benefits:

N/A

#### Policy, Legal and Statutory Implications:

Local Government (General) Regulation 2005

211 Authorisation of expenditure:

(1) A council, or a person purporting to act on behalf of a council, must not incur a liability for the expenditure of money unless the council at the annual meeting held in accordance with subclause (2) or at a later ordinary meeting:

(a) Has approved the expenditure, and

(b) Has voted the money necessary to meet the expenditure.

(2) A council must each year hold a meeting for the purpose of approving expenditure and voting money.

(3) All such approvals and votes lapse at the end of a council's financial year.

However, this subclause does not apply to approvals and votes relating to:

(a) Works carried out or started, or contracted to be carried out, for the council, or

(b) Any service provided, or contracted to be provided, for the council, or

(c) Goods and materials provided, or contracted to be provided, for the council, or

(d) Facilities provided or started, or contracted to be provided for the council, before the end of year concerned.

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

Capital works for projects not commenced will not progress if not approved by Council.

Justifications for the carry forward relating to each project are outlined in the report.

#### **OPTIONS:**

Council may

1. Adopt the recommendation as presented, or
2. Consider the uncompleted projects in *Table 1* and resolve not to proceed with certain projects or all project work that has not been commenced prior to the end of the financial year 2020/21.

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

No

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

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

#### **ATTACHMENTS**

Nil

**11. MANAGEMENT REPORTS****11.1 TUMBARUMBA MENS SHED**

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

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**EXECUTIVE SUMMARY:**

In response to a request received from the Tumbarumba Mens Shed Inc., this report seeks the support of Council, for the construction of a new facility.

The Tumbarumba Mens Shed Inc are proposing to build a new facility on former Railway land, noting that they have outgrown their current facility located at the Tumbarumba Showgrounds.

As described in this report, it is also intended that the new club facilities will be owned, operated, and maintained by Tumbarumba Mens Shed at no cost to Council.

This will require for the management of the Crown Land on which the new facility will be located, to be subdivided and transferred from the management of Council to the management of the Tumbarumba Mens Shed Inc.

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

- 1. Receive this report on the request from Tumbarumba Mens Shed for support to construct a new club facility adjacent to the Tumbarumba Rail Trial Carpark**
- 2. Note that the new facility will be owned, operated and maintained by the Tumbarumba Mens Shed Inc.**
- 3. Approve the transfer of the management of the Crown Land on which the new facility will be located from Council managed Crown land to Tumbarumba Mens Shed Inc managed Crown Land, subject to the Mens Shed securing funding for the construction of the new facility**
- 4. Delegate the Chief Executive Officer to negotiate and progress the transfer of the management of the Crown Land on which the new facility will be located from Council managed land to Tumbarumba Mens Shed Inc managed land**
- 5. Write to the Tumbarumba Mens Shed advising them of the decision of Council**
- 6. Approve making the existing Council owned building, currently utilised by the Tumbarumba Mens Shed, available to other community groups through an expression of interest process, subject to the Tumbarumba Mens Shed vacating the existing building**

**BACKGROUND:**

The current Mens Shed Facility at the Tumbarumba Showground is not suitable in size for the current use, projects or membership base.

Extension options have been assessed by Council Officers together with representatives of the Tumbarumba Mens Shed at the current site and have been deemed unsuitable due to vegetation and neighbouring building limitations.

Council Officers have worked with representatives of the Tumbarumba Mens Shed to identify suitable parcels of Crown Land appropriate for the erection of a new, suitably sized facility.

#### **REPORT:**

In response to the written request from the Tumbarumba Mens Shed Inc (attached), this report seeks the support of Council, for the construction of new facilities adjacent to the Figures Street Carpark. This land is part of the land gazetted to Council for the Tumbarumba to Rosewood Rail Trail and since taking over management of the land, Council has had no formal agreements in place for its use.

Tumbarumba Mens Shed Inc are proposing to build new facilities utilising grant funding for Mens Sheds on Crown Land.

This report also notes that the new club facility will be owned, operated and maintained by Tumbarumba Mens Shed at no cost to Council. This will require for the management of the Crown Land on the which the new facility will be located to be transferred from the management of Council to the management of Tumbarumba Mens Shed.

Council has also received interest from the Tumbarumba Garden Club expressing an interest in the current Mens Shed, should it become available. This would mean the shed, that is located on Crown Land, would not become obsolete and would retain a use for a Community Organisation on Community Land.

To facilitate an open and transparent process, it is recommended that advertising through an expression of interest process be undertaken for the use of the existing facility when it becomes vacant.

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

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

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

Theme 5: Our Infrastructure

##### **Delivery Outcomes**

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

#### **SUSTAINABILITY ASSESSMENT:**

	<b>Positive</b>	<b>Negative</b>
Social	The construction of the new club facilities will contribute to the liveability of the community by providing new fit for purpose infrastructure more suited to the activities of a Mens Shed, and the health and wellbeing of its members.	It is intended that the new club facility will be owned and operated by the Tumbarumba Mens Shed Inc which could limit access to the facility and land for other purposes.
Environmental	Nil	Nil
Economic	It is intended that the new facilities will be owned and operated by Tumbarumba Mens Shed at no cost to Council.	Nil, Council will be divesting itself of some land it is currently responsible for the management of on behalf of the Crown.

	<b>Positive</b>	<b>Negative</b>
	Free up the existing facility for other purposes once the new building is completed	
Governance	To enable for the new club facilities to be owned and operated by the incorporated body, the management of the Crown Land on the which the new facility will be located will need to be transferred from the management of Council to the management of Tumbarumba Mens Shed Inc.	Nil

### **Financial and Resources Implications**

Internal Council resources will be engaged in the transfer of land management and administration in handing over the site.

Additionally, Council will need to facilitate the subdivision of the land and access via an easement to accommodate the area for the new facility. The cost for subdividing the land will be borne by the Tumbarumba Mens Shed.

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

The Tumbarumba Mens Shed Inc will manage the construction of the facility when funding is received.

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

Should Council remain land manager and therefore ownership of the proposed new facility Council may incur substantial additional financial costs associated with maintenance/upkeep and depreciation.

Construction of the facility if overseen/project managed by a third party/Tumbarumba Mens Shed Inc poses a significant risk should Council remain as land manager, as Council may not be able to ensure compliance with relevant WHS, Quality and Environmental requirements. Should this occur additional costs may be incurred to ensure compliance and a facility fit for public purpose.

### **OPTIONS:**

Council may resolve as described in the recommendation and detailed in this report, to support the relocation of the mens shed and approve the transfer of the management of the Crown Land from Council managed Crown land to Tumbarumba Mens Shed Inc managed Crown Land. Noting that this would be subject to the Mens Shed securing funding for their new facility.

Alternatively:

- Council may chose to provide its support for the relocation of the mens shed with amendments to the recommendation
- Council may resolve to defer this report and request further information
- Council may resolve not to support the relocation of the mens shed.

**COUNCIL SEAL REQUIRED:**

No

**COMMUNITY ENGAGEMENT AND COMMUNICATION:**

Nil

**ATTACHMENTS**

- 1 Letter from Tumbarumba Mens Shed Inc (under separate cover) [⇒](#)



**11. MANAGEMENT REPORTS****11.2 DRAFT SNOWY VALLEYS COUNCIL CHILD SAFE ORGANISATION POLICY AND CHILD SAFE FRAMEWORK - FOR PUBLIC EXHIBITION**

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

**EXECUTIVE SUMMARY:**

This report seeks the decision by Council to release the draft Snowy Valleys Council (SVC) Child Safe Organisation Policy and SVC Child Safe Organisation Framework for public exhibition for a period of 28 days.

The drafted policy and framework have been developed in response to actions undertaken for SVC to become a child safe organisation.

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

1. **Receive the report on the Draft Snowy Valleys Council Child Safe Organisation Policy SVC-COR-PO-125-01 and Snowy Valleys Council Child Safe Framework SVC-COR-PO-126-01.**
2. **Note the report on the Draft Snowy Valleys Council Child Safe Organisation Policy SVC-COR-PO-125-01 and Snowy Valleys Council Child Safe Framework SVC-COR-PO-126-01.**
3. **Release the Draft Snowy Valleys Council Child Safe Organisation Policy SVC-COR-PO-125-01 and Snowy Valleys Council Child Safe Framework SVC-COR-PO-126-01 for public exhibition for a period of 28 days.**
4. **Adopt the Draft Snowy Valleys Council Child Safe Organisation Policy SVC-COR-PO-125-01 and Snowy Valleys Council Child Safe Framework SVC-COR-PO-126-01 if no submissions are received on the day after the completion of the public exhibition.**

**BACKGROUND:**

In 2019, the Children's Guardian Act was ratified making all Local Government Authorities members of the reportable conduct scheme. The reportable conduct scheme is a new scheme for child protection was applied in NSW from 1 March 2020.

The Reportable Conduct Scheme came into effect in New South Wales from 1 March 2020.

At the 10 December 2020 Council meeting, Council adopted 11.4 SVC Child Safe Organisation M314/20 and 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.*

**REPORT:**

To comply with the Child Safe Standards Council is required to adopt and implement a Child Safe framework to include and incorporate appropriate policies, procedures and practices within our operational, governance and leadership cultures. These documents will be applicable to all positions in Council, including Councilors, consultants, contractors, volunteers who are engaged by Council.

The purpose of the Child Safe Policy is to ensure that all employees, Councilors, consultants, contractors or volunteers engaged by Council are aware of our commitment and obligation to creating a child safe organisation.

The Snowy Valleys Council Child Safe Organisation Policy comes under the Snowy Valleys Council Child Safe Organisation Framework. The framework has core components that align with the ten child safe standards.

Each standard is principle – based and focused on the outcome that Council is seeking to achieve by implementing child safe strategies. This focus on outcomes allows flexibility in how the standards are applied in Council context.

**National Principles for Child Safe Organisations**

1. Child safety and wellbeing is embedded in organisational leadership, governance and culture.
2. Children and young people are informed about their rights, participate in decisions affecting them and are taken seriously.
3. Families and communities are informed and involved in promoting child safety and wellbeing.
4. Equity is upheld and diverse needs respected in policy and practice.
5. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
6. Processes to respond to complaints and concerns are child focused.
7. Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
8. Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
9. Implementation of the national child safe principles is regularly reviewed and improved.
10. Policies and procedures document how the organisation is safe for children and young people.

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

Theme 4: Communication & Engagement

**Delivery Outcomes**

1.6 Support and partner with other agencies to ensure community safety

**Operational Actions**

1.6.1 Advocate and facilitate community safety initiatives as per the Crime Prevention Plan

**SUSTAINABILITY ASSESSMENT:**

	<b>Positive</b>	<b>Negative</b>
Social	Nil	Nil
Environmental	Nil	Nil
Economic	Opportunity for sharing of projects and resources.	Development of framework is human resource intensive.

	<b>Positive</b>	<b>Negative</b>
Governance	Developed framework, policies and procedures will minimise risk as a Public authority.	Lack of developed framework places SVC at risk.

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

- Long term implications maybe financial in achieving the actions related to implementation of the framework to be a Child Safe Organisation.

### **Costs and Benefits:**

Organisations that implement the Child Safe Standards will be demonstrating their leadership and commitment to child safety and wellbeing. These organisations will become 'organisations of choice', because children and young people, families and communities will feel confident that they provide safe environments where children's rights, needs and interests are met

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

In accordance with section 253 of the Local Government Act states that Council must give notice of its intention to adopt or amend policies, allowing at least 28 days for the making of public submissions.

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

Nil

### **OPTIONS:**

1. Council may resolve to adopt the recommendations contain in this report.
2. Council may seek further information and consider this matter at a future meeting.

### **COUNCIL SEAL REQUIRED:**

No

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

#### **Internal**

#### SVC Safety Risk & Quality Meeting, 20 May 2020

Report tabled for Child Safe Organisation. The report was adopted and recommendations to form a Child Safe Organisation Working Group, develop framework and forward report to Council to recommend adoption as a SVC Child Safe Organisation.

#### SVC Child Safe Organisation Working Group

Preliminary discussion on what has been done, what needs to be done and progressing the work of becoming a Child Safe Organisation.

April 2021 Presentation of SVC Child Safe Organisation Policy and Framework to Greater Leadership Team.

Sharing of policy with all Snowy Valleys Council staff for feedback.

#### Office of Children's Guardian

2020 Participation by SVC staff in online forum and sought advice on forming a Child Safe Organisation.

May 2021 Participation in assessment conducted by Office of the Children's Guardian of SVC capabilities to be child safe against the ten child safe standards.

Canberra Regional Joint Organisation

Initial email contact to introduce self and advise intent to be involved in joint development initiatives.

**ATTACHMENTS**

- 1 DRAFT SVC Child Safe Framework - SVC-COR-126-01 (ECM ID3114263) (under separate cover) [⇒](#)
- 2 DRAFT SVC Child Safe Organisation Policy - SVC-COR-PO-125-01 (ECM ID3114255) (under separate cover) [⇒](#)

**11. MANAGEMENT REPORTS****11.3 SVC COMMUNITY GRANTS**

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

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**EXECUTIVE SUMMARY:**

This report seeks the endorsement of Council for the allocation of funding under the 2021/22 Community Strengthening Grants and Capital Sports Grant Programs as detailed in this report.

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

1. Receive the report on Snowy Valleys Council Community Grants.
2. Endorse the projects recommended for funding by the Community Strengthening Grant Assessment Panel, being:
  - a. Adelong Alive Museum - \$2,730
  - b. Adelong Enterprises - \$10,000
  - c. Batlow Men's Shed - \$10,000
  - d. Courabyra Hall Committee - \$9,397
  - e. Enterprising Batlow - \$9,430
  - f. Lacmalac Memorial Hall - \$870
  - g. Montreal Community Theatre - \$10,000
  - h. Three Bridges - \$2,500
  - i. Tumbarumba Golf Club - \$10,000
  - j. Tumut Anglican Church - \$10,000
  - k. Tumut Potters - \$2,996
  - l. Tumut Croquet Club - \$1,045
3. Endorse the projects recommended for funding by the Capital Sports Grant Assessment Panel, being:
  - a. Adelong Golf Club - \$10,000
  - b. Batlow Golf Club - \$7,148
  - c. Tumbarumba Tennis Club - \$3,250
  - d. Tumbarumba Golf Club - \$3,600
  - e. Tumbarumba Adult riding Club - \$6,000
  - f. Tumut Rugby Union Club - \$10,000

**BACKGROUND:**

Each financial year, Snowy Valleys Council makes funds available under its Community Grants Program for local non-profit community groups. The aim of the program is to support a wide range

of activities that supports and enhances community wellbeing. In 2021 this grants program includes Capital Sport and Recreation Grants, and the Community Strengthening Grants.

The grant program opened on 21<sup>st</sup> June and closed on 23<sup>rd</sup> July 2020.

## REPORT:

Applications for the Community Strengthening Grants and the Capital Sports Grants have been reviewed by the assessment panel. There were 19 applications through the Community Strengthening Grants with \$127,758 of funds requested. The assessment panel have recommended the twelve projects listed below be funded through the Community Strengthening Grant Program, to the amount of \$78,968. There were 7 applications through the Capital Sports Grants with \$55,898 of funds requested. The assessment panel have recommended the six projects listed below be funded through the Capital Sports Grant Program to the amount of \$39,998.

### Community Strengthening Grants seeking endorsement

Applicant Name	Project Title	Funds Recomm.
Adelong Alive Museum	Ephemoral Arts Day - Shanties and Shafts	\$2,730
Adelong Enterprises	Adelong Post Office Refurbishment	\$10,000
Batlow Men's Shed	Development of Batlow Men's Shed	\$10,000
Courabyra Hall Committee	Kitchen Upgrade	\$9,397
Enterprising Batlow	Pippins of Batlow	\$9,430
Lacmalac Memorial Hall	Water Tank	\$870
Montreal Community Theatre	Montreal Community Theatre Digital Makeover	\$10,000
Three Bridges	Tooma Markets	\$2,500
Tumbarumba Golf Club	Supply & Install Solar Power to Clubhouse	\$10,000
Tumut Anglican Church	Upgrade Men's Toilets	\$10,000
Tumut Potters	Techniques for the Potters Journey	\$2,996
Tumut Croquet Club	Croquet Play	\$1,045
<b>TOTAL</b>		<b>\$78,968</b>

### Capital Sports Grants seeking endorsement

Applicant Name	Project Title	Funds Recomm.
Adelong Golf Club	Kitchen Upgrade	\$10,000
Batlow Golf Club	Electrical Upgrade	\$7,148
Tumbarumba Tennis Club	Tennis Training Wall	\$3,250
Tumbarumba Golf Club	Rainwater Tank	\$3,600
Tumbarumba Adult riding Club	Storage Shed	\$6,000

<b>Applicant Name</b>	<b>Project Title</b>	<b>Funds Recomm.</b>
Tumut Rugby Union Club	Electrical Upgrade	\$10,000
<b>TOTAL</b>		<b>\$39,998</b>

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

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

#### **CSP Outcome 2028**

Theme 1: Towns and Villages

#### **Delivery Outcomes**

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

#### **Operational Actions**

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

## **SUSTAINABILITY ASSESSMENT:**

	<b>Positive</b>	<b>Negative</b>
Social	Funding to enable community groups to identify and respond to local needs and issues.	Limited funds making some projects difficult to be delivered by the community group.
Environmental	Nil	Nil
Economic	Providing funds to allow community groups to deliver projects	Limited funds making some projects difficult to be delivered by the community group.
Governance	Council provides clear guidelines for the Community Grants Program	Minority of customers may not want to abide by the community grant guidelines

### **Financial and Resources Implications**

The Community Grants have allocated funds within the 21/22 financial year budget.

### **Costs and Benefits:**

Funding to enable community groups to identify and respond to local needs and issues. Funding for projects which may never be able to be undertaken without external funds.

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

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

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

Nil

### **OPTIONS:**

Council can choose not to fund the recommended projects and provide feedback to the assessment panel.

**COUNCIL SEAL REQUIRED:**

No

**COMMUNITY ENGAGEMENT AND COMMUNICATION:**

Applications were invited through advertising in traditional and digital media and on Council's website and facebook page.

**ATTACHMENTS**

- 1 Community Stregthening Grants 2021-22 - Applicant Summary (under separate cover) [⇒](#)
- 2 Capital Sports Grants 2021-22 - Applicant Summary (under separate cover) [⇒](#)



**12. MINUTES OF COMMITTEE MEETINGS****12.1 MINUTES - ABORIGINAL LIAISON COMMITTEE MEETING - 16 JUNE 2021**

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

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

1. Receive the report on the Minutes - Aboriginal Liaison Committee Meeting - 16 June 2021.
2. Note the Minutes of the Aboriginal Liaison Committee meeting held on 16 June 2021.
3. Adopt the following recommended in the minutes:
  - Meeting frequency to be changed from bi-monthly to 10am – 12 md quarterly at the Riverina Highland Building Tumut or Council Chambers Tumbarumba.
  - The addition of Community Transport use to convey attendees to meetings to item 9 in the Terms of Reference 'Support and Resourcing'.

**BACKGROUND:**

The Aboriginal Liaison Committee's purpose is to provide a forum for discussion between Council and the Aboriginal Communities on key issues and to facilitate partnerships with Aboriginal organisations and community members to assist in the delivery of the Community Strategic Plan.

In July 2007 Council and the Aboriginal Communities developed a Memorandum of Understanding (MoU). The MoU provides the agreed wording for the Council Acknowledgment of Country and also led to the development of the Aboriginal Cultural Protocols and Practices Policy (adopted in 2011).

The MOU between the Aboriginal Community and Snowy Valleys Council was adopted on 11 December 2018. The Snowy Valleys Council Aboriginal Cultural Protocols and Practices Policy was adopted on 11 December 2018.

The Aboriginal Liaison Committee meetings are currently held every two months.

**REPORT:**

At the 16 June 2020 meeting the following items were discussed.

**AL01/21 RESOLVED**

That the minutes of the Aboriginal Liaison Committee Meeting 19 February 2020 be received.

Craig Wilesmith / John Casey

CARRIED

**AL02/21 RESOLVED**

That the minutes of the Extraordinary Aboriginal Liaison Committee Meeting 23 September 2020 be received.

Craig Wilesmith / John Casey

CARRIED

Business arising from meeting minutes of meeting 23 September 2020,

1. Letter received from the Rotary Club of Tumut re; the erecting of Peace Poles in Pioneer Park in Tumut was discussed.

The committee agreed that the concept of peace poles is not culturally appropriate to local Indigenous people.

**AL03/21 RESOLVED**

That the Committee send a letter to the Rotary Club of Tumut in response to the letter received regarding the Peace Poles in Pioneer Park project dated September 2020 expressing that the Committee would like to use the existing scar trees in Pioneer Park that identify a place of gathering rather than erecting peace poles.

John Casey / Lorna Casey

CARRIED

Phone discussion 18.07.21 with the outgoing president of the Rotary Club of Tumut revealed that the club has cancelled the project.

2. Memorandum of Understanding between Aboriginal Communities of the Local Government Area and Snowy Valleys Council, to be an agenda item for 18 August 2021 meeting.

Agenda Items

**AL04/21 RESOLVED**

That the Committee receive the report on Aboriginal Matters 16 June 2021.

Sue bulger / Craig Wilesmith

CARRIED

**4.1 NAIDOC WEEK**

Events activation Officer was an apology for the meeting. NAIDOC activities across the Local government Area discussed. It was agreed to have the Events Activation Officer contact Sue Bulger and John Casey regarding activities.

**4.2 SVC Reconciliation Action Plan (RAP)**

The draft RAP was presented to the Committee who agreed to the suggestion of the following changes:

- Changes to timelines to be achievable.
- Removable of pink highlighted actions which are not compulsory in Reconciliation Australia framework, to be achievable.
- Committee to forward photos to be included in the RAP.

The Committee also discussed the possibility of remuneration for conducting "Welcome to Country" at events.

**4.3 Aboriginal Liaison Committee representatives on SVC RAP Working Group (RWG).**

Sue Bulger nominated Shirley Marlowe and Meegan Cameron as representatives to the RWG.

This was agreed to by Committee.

#### 4.4 Aboriginal Liaison Committee Terms of Reference.

The current terms of reference were discussed, and the following changes agreed:

- Meeting frequency to be changed from bi-monthly to 10am – 12 mid quarterly at the Riverina Highland Building Tumut or Council Chambers Tumbarumba.
- The addition of Community Transport use to convey attendees to meetings to item 9 in the Terms of Reference 'Support and Resourcing'.

#### **AL05/21 RESOLVED**

That the Committee:

Request Council adopt the suggested changes to the Aboriginal Liaison Committee Terms of Reference

The Committee discussed at length the addition of a co – chairperson to reflect fair representation at meetings. This matter was referred to SVC Governance. Advice given will be taken back to the next Aboriginal Liaison Committee meeting.

#### 4.5 Feedback from representatives at the Hearing on the Select Committee on Regional Australia at Tumut 14 May 2021.

Sue Bulger and John Casey represented the Aboriginal Liaison Committee on issues for Indigenous people in the region.

SVC Community Development Officer to follow up regarding feedback given.

#### General Business

- Cllr Pritchard attended Clontarf Academy at Tumut High School and was impressed by the confidence of the Aboriginal students.
- John Casey shared that the Toomaroombah Ngarigo Country will be displayed on Johansen Tumbarumba Rose pinot noir label.
- A brief discussion was had about implementing Aboriginal cultural activities with SVC Children's Services during NAIDOC week.

Next meeting is scheduled for 10am 18 August 2021 at Council Chambers Tumbarumba.

There being no further business for discussion the meeting closed 11.15am.

#### **SUSTAINABILITY ASSESSMENT:**

Nil

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

Preparation for the Aboriginal Liaison Committee meeting involves staff time taken to prepare the agenda and report, conduct the meetings and write the minutes. This would be approximately 3-4 hours of staff time depending on the length of the meeting. These meetings are held every 2 months.

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

The Aboriginal Liaison Committee provides a link for Council and the Aboriginal Community and a platform for the Aboriginal Community to raise matters that concern them that Council may be able to assist with. It allows the two parties to work in partnership to develop and deliver a program of Aboriginal Cultural recognition activities and for Council to support Indigenous cultural activities and projects.

**Policy, Legal and Statutory Implications:**

In accordance with the Local Government Act, 1993, 375 Minutes, requires Councils' *'to keep full and accurate minutes'*.

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

Nil

**OPTIONS:**

1. Council receives the report and adopt the minutes of the Aboriginal Liaison Committee without change.
2. Council receives the report and does not adopt the minutes of the Aboriginal Liaison Committee and consults with the Aboriginal Liaison Committee as to the reasons.

**COUNCIL SEAL REQUIRED:**

No

**COMMUNITY ENGAGEMENT AND COMMUNICATION:**

Nil

**ATTACHMENTS**

- 1 20210616 - Minutes - Aboriginal Liaison Committee Meeting (under separate cover)  
[↗](#)

**12. MINUTES OF COMMITTEE MEETINGS****12.2 MINUTES - AUDIT RISK AND IMPROVEMENT COMMITTEE - 04 AUGUST 2021**

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

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

1. **Receive the report on the Minutes – Audit Risk and Improvement Committee – 04 August 2021**
2. **Note the Minutes of the Audit Risk and Improvement Committee meeting held on 04 August 2021**
3. **Adopt the Audit Matrix Business Rules SVC-GOV-PR-074-02**

**BACKGROUND:**

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

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

In discharging its responsibilities, the Committee reviews and considers:

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

**REPORT:**

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

- Chief Executive Officer's Confidential Report
  - A verbal report was given by the Chief Executive Officer
- Snowy Valleys Boundary Review
  - The CEO discussed the Local Government Boundaries Commission Final Report and the recommendations.
- NSW Audit General Report on Local Government 2020
  - A verbal report was given by Audit Office regarding the Local Government Report 2020
  - The report contained the Snowy Valleys Councils position compared to the common findings in the Local Government Report 2020.

- NSW Audit Office Verbal Report on the Current Performance Audit
  - A verbal update from the NSW Audit Office regarding the performance audit on Business and Service Continuity Arrangements for Natural Disasters was provided.
- NSW Audit Office Interim Management Letter
  - Crowe Horwath presented the summary of issues from the Interim Management Letter for the Year Ending 30 June 2021
- SVC Position Papers – FY2021
  - Chief Financial Officer presented the SVC Position Papers report.
  - There was healthy discussion between the Council, External Auditor Crowe Horwath and the NSW Audit Office.
- Audit Matrix
  - Three audit matrix recommendations were closed as complete
  - Two internal audit matrix recommendations with inherent risk ratings of Low were closed and are now considered as opportunities for improvement rather than audit recommendations.
  - Endorsed the Audit Matrix Business Rules SVC-GOV-PR-074-02 be presented to Council for adoption.
- Endorsement of Internal Audit Engagements
  - Endorsed the Internal Audit Engagement Letter for Records Management
  - Endorsed the Internal Audit Engagement Letter for HR Recruitment and Termination
- Action Report
  - Four items were closed out as complete
- Local Government Amendment Act 2021
  - Examined and discussed the Local Government Amendment Act 2021 and its implications for Snowy Valleys Council
- SRV Engagement Project
  - Examined and discussed the SRV Engagement Project
- Purchase Card Policy
  - The committee had requested to see the reviewed Purchase Card Policy and for the policy to meet the recommendations that were presented in the NSW Audit Office report on Credit Card Management in Local Government.
  - Reviewed and discussed the information provided.
- Telstra Purple High Level Security Review
  - The Manager Customer and Technology presented the Telstra High Level Security Review
  - Noted that there was a new version released of the Australian Cyber Security Centre – Essential Eight Maturity Model.

- CRM Improvement Project Update
  - The Manager Customer and Technology presented the report in the CRM Improvement Project Update
  - The Committee noted that the project was comprehensive and positive
- Project Status Update
  - The current status of the PMO program as at 30 June was discussed with only one project noted as not being fully acquitted
  - Current Status of the 20-21 Program as at 30 June was also discussed
  - The projects identified as being at risk were discussed
- Safety, Risk and Quality Committee Quarterly Report
  - Examined and discussed the Safety Risk and Quality Committee Quarterly Report including
    - Insurance Renewals
    - Risk Workshops
    - Business Continuity
    - WHS update
    - Performance Audit
- 2020/2021 Operational Plan – Fourth Quarter Update
  - Reviewed and discussed the Fourth Quarter Update as at 30 June 2021
  - Noted reporting by exception as progressive
- 2021 Community Satisfaction Survey Results
  - Reviewed and discussed the 2021 Community Satisfaction Survey Results
  - Discussed and compared the 2021 results against the 2016 and 2018 results.

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

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

#### **CSP Outcome 2028**

Theme 4: Communication & Engagement

#### **Delivery Outcomes**

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

#### **Operational Actions**

4.5.5 Undertake 2 internal audits annually

## **SUSTAINABILITY ASSESSMENT:**

Nil

## **Financial and Resources Implications**

The approved budget for the operation of the ARIC for 2021/2022 is \$40,000 and includes member remuneration, training and the engagement of the internal auditor.

**Costs and Benefits:**

Nil

**Policy, Legal and Statutory Implications:**

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

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

The Committee is charged with the responsibility of:

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

**OPTIONS:**

Nil

**COUNCIL SEAL REQUIRED:**

No

**COMMUNITY ENGAGEMENT AND COMMUNICATION:**

Nil

**ATTACHMENTS**

- 1 Minutes - Audit Risk and Improvement Committee - 04 August 2021.pdf (under separate cover) [⇒](#)
- 2 GOV - DRAFT Audit Matrix Business Rules Procedure - SVC-GOV-PR-074-02 - 20210729 - No Track Changes.pdf (under separate cover) [⇒](#)



**12. MINUTES OF COMMITTEE MEETINGS****12.3 MINUTES - DISABILITY INCLUSION ACCESS REFERENCE GROUP MEETING  
- 22 JULY 2021**

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

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

1. **Receive the report on the Minutes - Disability Inclusion Access Reference Group Meeting - 22 July 2021.**
2. **Note the Minutes of the Disability Inclusion Access Reference Group meeting held on 22 July 2021.**

**BACKGROUND:**

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

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

The DIARG meetings assist in monitoring the progress of the DIAP.

**REPORT:**

At the 22 July 2021 meeting the following items were discussed:

**DIA08/21 RESOLVED:**

That the Minutes of the Disability Inclusion Access Reference Group Meeting held on 24 June 2021 be received.

Christine Webb / Martin Brown

CARRIED UNANIMOUSLY.

**Business arising from meeting.** It was questioned what followed up had occurred about Pathway needed between Kurrajong and the Bull Paddock: (mentioned in DIARG June 2021 Meeting).

As per agreed process the pathway issue was reported to Director Infrastructure and has been entered into CRM.

**DIA09/21 RESOLVED:**

THAT THE COMMITTEE:

Receive the report on DIARG Matters – 22 July 2021.

Christine Webb / Martin Brown

CARRIED UNANIMOUSLY.

Committee member Grace McEachern has stepped down from the Committee. The Committee acknowledged her contributions.

SVC Events Activation Officer spoke to the Committee about organising events and considerations when including people with disability. He discussed 'Humantix', a ticketing platform which enables people with disability to connect with event's organisers before the event.

The Committee suggested the development of checklist or criteria be devised to ensure basic access, disability or additional needs are met, that event organizers need to comply with before permission is granted for events to be held or funded.

The survey questions for the Disability Inclusion Access plan to be developed were discussed and suggestions given (these are included in the attached minutes of the meeting).

There being no further business to discuss the meeting closed at 12.31 pm.

The next meeting is to be held Thursday 26 August 2021, 11.00am via Zoom.

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

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

#### **CSP Outcome 2028**

Theme 4: Communication & Engagement

#### **Delivery Outcomes**

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

#### **Operational Actions**

1.2.1 Implement Disability Inclusion Access Plan Actions

## **SUSTAINABILITY ASSESSMENT:**

Nil

### **Financial and Resources Implications**

Nil

### **Costs and Benefits:**

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

Tangible actions realised, are those actions of the Snowy Valleys Council Disability Inclusion Action Plan achieved

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

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

In accordance with the Local Government Act, 1993, 375 Minutes, requires Councils' *'to keep full and accurate minutes'*

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

Nil

## **OPTIONS:**

Nil

**COUNCIL SEAL REQUIRED:**

No

**COMMUNITY ENGAGEMENT AND COMMUNICATION:**

N/A

**ATTACHMENTS**

- 1 20210722 - Minutes - Disability Inclusion Access Reference Group (under separate cover) [⇒](#)

**12. MINUTES OF COMMITTEE MEETINGS****12.4 MINUTES - GLENROY HERITAGE RESERVE COMMITTEE - ANNUAL GENERAL MEETING - 25 JULY 2021**

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

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

1. **Receive the report Minutes - Glenroy Heritage Reserve Committee Meeting – AGM – 25 July 2021.**
2. **Note the minutes of the Glenroy Heritage Reserve Committee Meeting AGM held on the 25 July 2021**
3. **Endorse the nominations of the following committee members:**
  - **Interim President Neil Christie,**
  - **Interim Secretary Colleen McAuliffe,**
  - **Committee Members Anne Thoroughgood, Stephen Weeks, Brenda Wiggett**

**BACKGROUND:**

The Glenroy Heritage Reserve 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.

**REPORT:**

Annual General Meeting held at Glenroy Heritage Reserve dining room on Sunday 25/07/2021, commencing at 1.30pm.

Meeting opened by Chairperson Neil Christie and welcomed visitors.

**Attendance:**

Present at meeting: Neil Christie, Anne Thoroughgood, Brenda Wiggett, Stephen Weeks, Annelies Leaver, Colleen McAuliffe and Cor Smit. (Councillor Delegate)  
Apologies: Sophie Gairn.

Reading of minutes of previous meeting held 02/5/2021

Moved: Anne Thoroughgood, Second: Brenda Wiggett.

**NOMINATION/ELECTION of Committee 25/07/2021**

- **President nomination** No nominations. Neil Christie remained as interim president
- **Vice President nomination** Anne Thoroughgood nominated by Colleen McAuliffe. Anne Thoroughgood Elected.

- **Treasurer nomination:** Stephen Weeks nominated by Annelies Lever. No other nominations. Stephen Weeks Elected.
- **Secretary nomination:** Colleen McAuliffe nominated by Annelies Lever. No other nominations. Colleen will act as an interim position until it can be filled.
- **Ccommittee members** are Neil Christie, Anne Thoroughgood, Brenda Wigget, Stephen Weeks and Colleen McAuliffe.  
Annelies Lever has resigned due to personal reasons

Reading of minutes of previous meeting held 1/11/2020  
Moved: Colleen McAuliffe, Second: Stephen Weeks.

**Chairperson Report** presented by Neil Christie.

**Treasure's Report** for Glenroy Heritage Reserve presented by Stephen Weeks.

Opening Balance 1/7/2020 \$27,554.79.

Closing Balance 30/06/2021 \$9,239.90.

Income and Expenditure from July 2020 to June 2021 reports attached.

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

Bank statements attached.

Moved: Stephen Weeks, Second: Brenda Wigget.

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

Incorporation process is underway, Blue Bird of Happiness workshop was a huge success, SVC fixed the PWH roof, continued work on Button Hut display. See Attached.

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

Moved: Anne Thoroughgood, Second: Colleen McAuliffe.

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

As Attached.

A note of thanks to SVC for support in maintenance of the reserve and works carried out over the year.

Moved: Anne Thoroughgood, Second: Neil Christie.

Meeting Closed: 2.15pm

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

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

#### **CSP Outcome 2028**

Theme 4: Communication & Engagement

#### **Delivery Outcomes**

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

#### **Operational Actions**

4.5.3 Deliver Risk & Governance Training Programs across Council

## **SUSTAINABILITY ASSESSMENT:**

Nil

**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 - Glenroy Heritage Reserve - Annual General Meeting - 25 July 2021 (ID3119847) (under separate cover) [⇒](#)

**12. MINUTES OF COMMITTEE MEETINGS****12.5 MINUTES - GLENROY HERITAGE RESERVE COMMITTEE - GENERAL MEETING - 25 JULY 2021**

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

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

- 1. Receive the report Minutes - Glenroy Heritage Reserve Committee - General Meeting - 25 July 2021.**
- 2. Note the minutes of the Glenroy Heritage Reserve Committee Ordinary Meeting held on the 25 July 2021**

**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.

**REPORT:**

Ordinary Meeting held at Glenroy Heritage Reserve dining room on Sunday 25/07/2021, commencing at 1.30pm

**Attendance:**

Present at meeting: Neil Christie, Anne Thoroughgood, Brenda Wigget, Stephen Weeks, Annelies Leaver, Colleen McAuliffe  
Apologies: Sophie Gairn.

Reading of minutes of previous meeting held 02/5/2021

Moved: Brenda Wiggett.

**Treasurer's Report** for Glenroy Heritage Reserve presented by Stephen Weeks

Balance on the 30/06/2021 \$9,239.90 currently in the account. As attached

Moved: Stephen Weeks, Second: Colleen McAuliffe

**Pioneer Women's Hut report** read by Anne Thoroughgood - as per AGM report

**Bus Report** Read by Anne Thoroughgood – as per AGM report.

**Button Hut Report** Read by Anne Thoroughgood

Final decision to going with solar panels, batteries and LED lighting.

Cost will be approximately \$3,000 - \$5,000, quotes to be obtained.

It was decided to have acrylic screens fitted first and then get a new quote for fitting the solar.

## **GENERAL BUSINESS**

- Neil (President) suggested if they have money available that the area behind the men's toilet should be tidied up with some pebbles laid
- Brenda Wiggett moved a motion that the present Australian Flag has become damaged that a new flag should be purchased – all agreed.
- It was suggested that a battery blower should be purchased to ease maintenance of outside areas
- Anne Thoroughgood suggested that the mower is very old and if more maintenance is needed that they should consider replacing it
- There needs to be some landscaping done around the Button Hut
- Railing on PWH Verandah is in need of repair. The PWH would assist with the cost
- Heating in the PWH – on very cold days it is hard to keep visitors warm. Annelies Lever suggested looking into a "Tiva" heater. Suggestions welcome at the next meeting
- The committee thanked Annelies Lever for her work as secretary

The next ordinary meeting of the Glenroy Heritage Reserve will be held on Sunday the 7<sup>th</sup> November 2021, commencing at 1.30pm

Meeting closed 3.00pm

## **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:**

Nil

### **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 - Glenroy Heritage Reserve Committee - Meeting - 25 July 2021 (ID3119830) (under separate cover) [⇒](#)

**12. MINUTES OF COMMITTEE MEETINGS****12.6 MINUTES - TOOMA RECREATION RESERVE COMMITTEE - 15 JULY 2021**

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

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

1. **Receive the report on the Minutes - Tooma Recreation Reserve Committee –15 July 2021**
2. **Note the Minutes of the Tooma Recreational Reserve AGM meeting held on 15 July 2021.**

**BACKGROUND:**

The Tooma Recreational Reserve was established as a Section 355 Committee with the objective of providing management of the Tooma Recreation Reserve and to stimulate the ongoing social and cultural prosperity to the village of Tooma around this Reserve.

**REPORT:**

The Tooma Recreational Reserve conducted their Committee Meeting on 15<sup>th</sup> July 2021.

At meeting held on 15<sup>th</sup> July 2021 the following General Business items were discussed (as attached):

- Success of the Tooma Gymkhana (run by the Lions Club of Tumbarumba)
- Options for the commencement of a project for the addition of an outdoor area to the north of the building, including secure storage underneath to make the area more usable
- Acceptance of funding for the Tooma Gymkhana from SVC
- Remediation works for water ingress into the toilets.

The Tooma Recreational Reserve are also currently investigating options for funding of an extension to the hall. Concept drawings for the extension attached. This will require approval from relevant Council Officers and inclusion in Council's Project Management Framework for oversight if funding is secured.

Minutes were also presented from the previous meeting, held with no Council members present. The communication errors around this have been fixed with Council delegates now included in the communication group.

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

Theme 1: Towns and Villages

**Delivery Outcomes**

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

**Operational Actions**

5.2.2 Maintain Open Space, Pools, Facilities and Street Trees in accordance with agreed levels of service

**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:**

No

**ATTACHMENTS**

- 1 20210715 - Minutes - Tooma Recreation Reserve Committee (under separate cover) [⇒](#)
- 2 Hall Facade V1 (under separate cover) [⇒](#)
- 3 Hall Facade V2 (under separate cover) [⇒](#)

**12. MINUTES OF COMMITTEE MEETINGS****12.7 MINUTES - RRL ADVISORY COMMITTEE MEETING - 31 MARCH 2021**

**REPORT AUTHOR:** MANAGER CUSTOMER AND TECHNOLOGY  
**RESPONSIBLE DIRECTOR:** EXECUTIVE DIRECTOR COMMUNITY AND CORPORATE

**EXECUTIVE SUMMARY:**

A Riverina Regional Library (RRL) Advisory Committee meeting was held on 31 March 2021.

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

- 1. Receive the report on Minutes - Riverina Regional Library Advisory Committee Meeting – 31 March 2021.**
- 2. Note the Minutes of the Riverina Regional Library Advisory Committee Meeting held on 31 March 2021**

**BACKGROUND:**

The RRL operates under two primary pieces of legislation – the Local Government Act 1993 and the Library Act 1939.

As a member Council of RRL and signatory to the RRL Deed of Agreement 2018 – 2022, Snowy Valleys Council has appointed two delegates, one of which is an elected person, to be members of the RRL Advisory Committee.

Wagga Wagga City Council (WWCC) undertakes the role of 'Executive Council' under the current RRL Deed of Agreement, and RRL operates under the policies of the Executive Council in order to comply with the requirements of the Local Government Act. An advisory committee, known as the RRL Advisory Committee, provides advice and recommendations to the Executive Council on matters pertaining to RRL.

**REPORT:**

The RRL Advisory Committee meeting was held on 31 March 2021. Wagga Wagga City Council, as the Executive Council adopted the minutes at their 26 July 2021 Council Meeting. Minutes of the meeting are attached.

**RRL Management Plan 2021-2022**

The RRL Deed of Agreement requires the RRL Management Plan to be endorsed by the Executive Council by 30 June each year. The draft RRL Management Plan 2021/22 was endorsed by the RRL Advisory Committee meeting held on 31 March 2022 and is included as an attachment.

The RRL Management Plan aggregates the RRL organisational planning and financial mechanisms to provide an overview of the service provision intent of the organisation. It comprises the following documents for endorsement by the Executive Council:

- RRL Deed of Agreement 2018-2022
- Draft Member Council Contributions 2021/22
- Draft RRL Budget 2021/22
- Draft RRL Fees and Charges 2021/22

### Transfer of unrestricted RRL reserve funds

RRL has placed a continued focus on its financial sustainability by ensuring that there are adequate financial reserves to meet circumstances that the organisation may face in the future. As well as holding \$2,321,153 in restricted reserves, there is an amount of \$841,953 held in unrestricted reserve.

The RRL Advisory Committee endorsed the transfer of \$500,000 from the unrestricted reserve to the RRL Building Reserve in the interests of financial probity. This fund will provide options for any future RRL Administration Centre accommodation needs that may arise, for example the purchase of a building or refurbishment of the current building.

The RRL Advisory Committee also endorsed the transfer of \$200,000 from the unrestricted reserve to the newly established RRL Employees Separation Reserve to ensure adequate funding is available to meet any staff separation costs associated with an organisational restructure connected with the implementation of the adopted revised member Councils' financial contributions.

### WWCC request for costings for a Pick and Mix service delivery model

WWCC engaged a consultant to undertake a wide-ranging review of the Wagga Wagga City Library during 2020. In broad terms, the review considered the library service priorities for a growing regional city including infrastructure, services, and extending the physical presence of the library beyond the current CBD location. The matter of WWCC membership of RRL was a consideration of the review process, leading to the provision of a letter to RRL in June 2020 advising a Notice of Intent to the Riverina Regional Library notifying that WWCC wishes not to continue with the terms and conditions of the current RRL Deed of Agreement (for the Wagga Wagga City Library) beyond the expiry date of 30 June 2022.

Discussions held in February 2021 between RRL and WWCC representatives regarding future library service provision options for WWCC included a request for RRL to consider the inclusion of "Pick and Mix" service costs.

Whilst RRL is committed to offering cutting edge services to its member councils and libraries, a "Pick and Mix" model has the potential to significantly dilute the agreed services on offer in favour of administering a model where every council (if not every library) potentially has a different list of service requirements. Any alternate service model would need to be made available to all RRL member councils, thereby increasing the costs of individual services to compensate for efficiencies lost through the discontinuation of an agreed shared service model. It would also necessitate the development of a new costing model for the calculation of member Council contributions.

The RRL Advisory Committee resolved to reject the request from WWCC to provide costings for a "Pick and Mix" service delivery model on the basis that any move to such a system would significantly compromise the established and successful RRL service model that relies on aggregation of capacity and economies of scale.

### Adoption of Model 4 - \$190,000 Branch Library Contributions

RRL received correspondence from WWCC, dated 26 June 2020, providing a Notice of Intent notifying that WWCC "wishes to not continue with the terms and conditions of the current Deed of Agreement for the Wagga Wagga City Library post the expiry date of 30 June 2022."

The correspondence proposes that RRL "undertake the necessary consultation with the RRL Executive Committee on any future options for a Deed of Agreement and related funding models, including further consultation with Wagga Wagga City Library and other member Councils".

Following consultation with WWCC and RRL representatives, the RRL Executive Committee meeting held on 26 November 2020 recommended to the RRL Advisory Committee the adoption of Model 4 - \$190,000 Branch Library Contributions as the basis for future RRL member Councils' financial contributions.

The proposed revised model for the calculation of member Councils' contributions to RRL:

- removes the Wagga Wagga City Council 'base contribution' by distributing the amount across all member councils (including Wagga Wagga) on a per capita basis
- introduces a per branch cost, calculated by using the proportion of membership and collections at each branch library (to which a log scale is applied) to a proportion of the total RRL operating costs
- reduces RRL Administration Centre costs by \$200,000 in 2022/23
- would reduce WWCC's RRL member Council contribution from \$1,341,893 to \$1,056,562 (based on the current 2020/21 financial year contributions) a reduction of \$285,331.

Noting that the Wagga Wagga City Library Review report advocates the introduction of a smaller mobile library vehicle, WWCC's discontinuation of the RRL Mobile Library service will result in a further saving of \$51,337. This brings the total potential RRL cost reduction for WWCC to \$285,331 (based on 2020/21 figures).

As the RRL member Councils' contributions model includes application of the annual rate pegging increase it is difficult to develop future projections, however the following cost distribution principles will apply:

- rate pegging increase for the majority of operational costs, charged on a per capita basis (noting the removal of the current WWCC base payment)
- a proportion of total RRL costs distributed on a per branch basis (to recognise the cost to RRL of operating multiple branches in a single LGA)
- reduction of RRL Administration Centre costs by \$200,000 per year commencing 2022/23
- Mobile Library costs distributed amongst participating Councils on an hours of service basis.

The RRL Advisory Committee endorsed the adoption of Model 4 - \$190,000 Branch Library Contributions as the basis for future RRL member Councils' financial contributions, contingent upon WWCC retaining RRL membership beyond 30 June 2022.

The intent following the Executive Committee meeting is to work with all member councils to establish a milestone timeline that will ensure that an agreed position has been reached and resolved well in advance of the expiry of the current 4-year RRL Deed of Agreement on 30 June 2022.

The overall objective for the Executive is to ensure that RRL remains a relevant organisation that has the inbuilt flexibility and scalability to meet the needs of its members, embrace the inevitable changes in technology and customer demand, and retain its important historical role as a successful mutual association of councils.

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

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

Theme 1: Towns and Villages

#### **Delivery Outcomes**

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

#### **Operational Actions**

1.2.4 Provide residents and visitors with access to knowledge and technology through the provision of a contemporary library service

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

SVC has currently budgeted an annual subscription for 2021/2022 of \$257,762. Under the proposed Model 4 Branch Library Contribution option endorsed by the RRL Advisory Committee, SVC contributions for 2022/2023 are projected to include an increase of \$17,537, to \$275,299. Increased is based on the removal of the Wagga Wagga City Council 'base contribution' and redistribution of the amount across all member councils (including Wagga Wagga) on a per capita basis.

**Costs and Benefits:**

Nil

**Policy, Legal and Statutory Implications:**

Library Act 1939

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

Should WWCC choose to exit RRL, there is a potential reputational risk between Wagga Wagga City Council and the other RRL member councils.

**OPTIONS:**

Nil

**COUNCIL SEAL REQUIRED:**

No

**COMMUNITY ENGAGEMENT AND COMMUNICATION:**

Nil

**ATTACHMENTS**

- 1 RRL Advisory Committee - Minutes - 31 March 2021 (under separate cover) [⇒](#)
- 2 Draft-RRL-Management-Plan-2021-22 (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 TUMUT AERODROME - PROPOSED FIRE CONTROL CENTRE

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

13.2 RFT 2021/05 - RECONSTRUCTION OF THE OURNIE COMMUNITY HALL

*Item 13.2 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.*

13.3 REQUEST FOR ROAD CLOSURE AND SALE - GOOBARRAGANDRA ROAD, GOOBARRAGANDRA

*Item 13.3 is confidential under the Local Government Act 1993 Section 10A 2 (a) as it relates to personnel matters concerning particular individuals (other than councillors) and Council considers that discussion of the matter in an open meeting would be, on balance, contrary to the public interest.*

13.4 CHIEF EXECUTIVE OFFICER ANNUAL PERFORMANCE REVIEW - 1 JULY 2020 TO 30 JUNE 2021

*Item 13.4 is confidential under the Local Government Act 1993 Section 10A 2 (a) as it relates to personnel matters concerning particular individuals (other than councillors) and Council considers that discussion of the matter in an open meeting would be, on balance, contrary to the public interest.*