



SNOWY VALLEYS COUNCIL ORDINARY MEETING

AGENDA

Thursday, 18 April 2024

THE MEETING WILL BE HELD AT 2:00 PM
IN THE COUNCIL CHAMBERS 76 CAPPER STREET TUMUT AND
VIA VIDEO LINK

Statement of Ethical Obligations

Councillors are reminded of the oath or affirmation of office they made under section 233A of the Local Government Act 1993 and the obligation under Council's Code of Conduct to disclose and appropriately manage conflicts of interest.

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

- 4.28** Councillor or a council committee member who has a pecuniary interest in any matter with which the council is concerned, and who is present at a meeting of the council or committee at which the matter is being considered, must disclose the nature of the interest to the meeting as soon as practicable.
- 4.29** The councillor or council committee member must not be present at, or in sight of, the meeting of the council or committee:
- (a) at any time during which the matter is being considered or discussed by the council or committee, or
 - (b) at any time during which the council or committee is voting on any question in relation to the matter.
- 4.30** In the case of a meeting of a board of a joint organisation, a voting representative is taken to be present at the meeting for the purposes of clauses 4.28 and 4.29 where they participate in the meeting by telephone or other electronic means.
- 4.31** Disclosure made at a meeting of a council or council committee must be recorded in the minutes of the meeting.

Disclosure of Political Donations and Gifts

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

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

For further information, visit www.planning.nsw.gov.au/donations

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

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

- 15.21** Councillors, council staff and members of the public must ensure that mobile phones are turned to silent during meetings of the council and committees of the council.
- 15.22** A person must not live stream or use an audio recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a meeting of the council or a committee of the council without the prior authorisation of the council or the committee.
- 15.23** Any person who contravenes or attempts to contravene clause 15.22, may be expelled from the meeting as provided for under section 10(2) of the Act.
- 15.24** If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place for the remainder of the meeting.

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

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

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

Photography

Flash photography is not permitted at a meeting of the Council or a Committee of the council without the consent of the General Manager.

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. All public forums will be audio/visual recorded and live streamed as part of the Council meeting.
- 4.2** Public Forums may be held by audio-visual link.
- 4.3** Public forums are to be chaired by the mayor or their nominee.

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

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



Thursday, 18 April 2024

In the Council Chambers 76 Capper Street Tumut and Via Video Link

2:00 PM

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1. PUBLIC FORUM

2. ACKNOWLEDGEMENT OF COUNTRY

Snowy Valleys Council proudly acknowledges the traditional owners and custodians of this land and water and pay respects to their Elders past and present.

3. APOLOGIES, LEAVE OF ABSENCE AND REMOTE ATTENDANCE

Request for Leave of Absence from Councillor Julia Ham for this Council meeting.

Attachment 1 - 20240215 - Leave of Absence - 18 April 2024 Council Meeting - Cr Julia Ham



REQUEST FOR LEAVE OF ABSENCE

Chief Executive Officer
Snowy Valleys Council
76 Capper Street
TUMUT NSW 2720

Dear Sir

I wish to apply for leave of absence from the Council Meeting/s to be held on:

Date: 18th April, 2024

I will be absent for the following reason/s:

Attending my daughter's graduation

.....

.....

.....

Yours faithfully

Julia Ham 

(Councillor Name & Signature)

4. 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.

<h2>5. CONFIRMATION OF MINUTES</h2>
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5.1. MINUTES - ORDINARY COUNCIL - 21 MARCH 2024

RECOMMENDATION:

That the Minutes of the Ordinary Council Meeting held on 21 March 2024 be received and confirmed as an accurate record.

Attachment 1 - 20240321 - DRAFT Minutes - Ordinary Council



ORDINARY MEETING

MINUTES

Thursday, 21 March 2024

THE MEETING WAS HELD AT 2:00 PM
COUNCIL CHAMBERS 76 CAPPER STREET TUMUT AND VIA
VIDEO LINK

Mayor

Interim General Manager



Thursday, 21 March 2024
Council Chambers 76 Capper Street Tumut and Via Video Link
2:00 PM

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 Mayor

 Interim General Manager

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Mayor

Interim General Manager

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Thursday, 21 March 2024

PRESENT: Mayor, Cr Ian Chaffey (Chair), Cr Johanna (Hansie) Armour, Cr Julia Ham, Cr Sam Hughes, Cr James Hayes, Cr Mick Ivill, Cr John Larter, Cr Trina Thomson

IN ATTENDANCE: Interim General Manager Steven Pinnuck, Director Community & Corporate Jessica Quilty, Director Infrastructure & Works Duncan Mitchell, Executive Manager Growth & Development Nick Wilton

1. PUBLIC FORUM

Nil.

2. ACKNOWLEDGEMENT OF COUNTRY

An acknowledgement of the traditional custodians of the land was delivered by Cr Thomson.

3. APOLOGIES, LEAVE OF ABSENCE AND REMOTE ATTENDANCE

A Leave of Absence for today's meeting has been received from Cr Brent Livermore.

M36/24 RESOLVED that the Leave of Absence from Cr Brent Livermore for today's meeting be received and granted.

Cr Julia Ham/Cr Sam Hughes

CARRIED UNANIMOUSLY

4. DECLARATIONS OF PECUNIARY INTEREST

Cr Trina Thomson declared a non-significant non-pecuniary interest in relation to report 13.1 Confidential – RFQ2024/03 – Financial Sustainability Review due to being related to one of the tenderers and will remain in the room during discussion.

5. CONFIRMATION OF MINUTES

5.1. MINUTES - ORDINARY COUNCIL -15 FEBRUARY 2024

M37/24 RESOLVED that the Minutes of the Ordinary Council Meeting held on 15 February 2024 be received and confirmed as an accurate record, noting that regarding Item 6.2 Petition – 'Green Life' Sculpture Batlow' M11/24, M12/24 and M13/24 were all resolutions made to the Amendment as moved by Cr Larter and seconded by Cr Ivill.

Cr Trina Thomson/Cr Mick Ivill

CARRIED UNANIMOUSLY

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Mayor

Interim General Manager

6. CORRESPONDENCE/PETITIONS

Nil.

7. MAYORAL MINUTE

Nil.

8. NOTICE OF MOTION/NOTICE OF RESCISSION

Nil.

9. URGENT BUSINESS WITHOUT NOTICE

Nil.

10. GOVERNANCE AND FINANCIAL REPORTS

10.1. DE-AMALGAMATION UPDATE

M38/24 RESOLVED:

THAT COUNCIL:

1. Note the Report and authorise the Mayor and Interim General Manager to represent Snowy Valleys Council at Local Government Boundaries Commission Public Hearings to be held on either 29 or 30 May 2024.

Cr Julia Ham/Cr Mick Ivill

CARRIED UNANIMOUSLY

10.2. PROPOSED FIRE CONTROL CENTRE - HEADS OF AGREEMENT (HOA)

MOTION:

THAT COUNCIL:

1. Approve the Heads of Agreement between Snowy Valleys Council, Forestry Corporation and the NSW Rural Fire Service for the construction of a Fire Control Centre and Forestry Office at the Tumut Aerodrome as included as Attachment 1;
2. Authorise the Interim General Manager to execute the document on behalf of Council.

Cr James Hayes/Cr Sam Hughes

AMENDMENT:

THAT COUNCIL:

1. Approve the Heads of Agreement between Snowy Valleys Council, Forestry Corporation and the NSW Rural Fire Service for the construction of a Fire Control Centre and Forestry Office at the Tumut Aerodrome as included as Attachment 1;
2. Ensure that the operation of the Fire Control Centre and Forestry Office does not unnecessarily impede or negatively impact on the recreational or other users of the aerodrome; and
3. Authorise the Interim General Manager to execute the document on behalf of Council.

Cr Trina Thomson

Lapsed due to no seconder

M39/24 RESOLVED to move into Committee of the Whole

Cr Trina Thomson/Cr Mick Ivill

CARRIED UNANIMOUSLY

M40/24 RESOLVED to move out of Committee of the Whole

Cr James Hayes/Cr Sam Hughes

CARRIED UNANIMOUSLY

M41/24 RESOLVED:

THAT COUNCIL:

1. Approve the Heads of Agreement between Snowy Valleys Council, Forestry Corporation and the NSW Rural Fire Service for the construction of a Fire Control Centre and Forestry Office at the Tumut Aerodrome as included as Attachment 1;
2. Authorise the Interim General Manager to execute the document on behalf of Council.

Cr James Hayes/Cr Sam Hughes

CARRIED UNANIMOUSLY

10.3. AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION 2024 NATIONAL GENERAL ASSEMBLY 2-4 JULY**M42/24 RESOLVED:**

THAT COUNCIL:

1. Note the report on Australian Local Government Association 2024 National General Assembly on 2-4 July at the National Convention Centre, Canberra;
2. Move the July 2024 Councillor Workshop from the 4th to the 11th;

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Mayor

Interim General Manager

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3. Approve the in-person or remote attendance of the Mayor and Deputy Mayor to the 2024 National General Assembly, provided there is sufficient funds within budget allocations at the time of registering attendance;
4. Approve the in-person or remote attendance of additional Councillors to the 2024 National General Assembly, provided there is sufficient funds within budget allocations at the time of registering attendance;
5. Confirm the Mayor as the voting delegate for Snowy Valleys Council, and in the event of the Mayor's absence, the Deputy Mayor as the alternate voting delegate;
6. Submit any motions to Council by Tuesday 30 April 2024; and
7. Endorse the attendance of the Mayor at the Australian Council of Local Government on 5 July 2024

Cr Trina Thomson/Cr Julia Ham

CARRIED UNANIMOUSLY

10.4. STATEMENT OF INVESTMENTS - FEBRUARY 2024

M43/24 RESOLVED:

THAT COUNCIL:

1. Note the report on Statement of Investments - February 2024.

Cr Julia Ham/Cr Trina Thomson

CARRIED UNANIMOUSLY

11. MANAGEMENT REPORTS

11.1. TALBINGO LIBRARY ALTERNATIVE SERVICE ARRANGEMENTS REVIEW

M44/24 RESOLVED:

THAT COUNCIL:

1. Note the report on Talbingo Library alternative service arrangement review;
2. Endorse the continuation of the Talbingo Library alternative service arrangement; and
3. Explore other programs and activities in Talbingo that promote social connection i.e. Council and other services.

Cr James Hayes/Cr John Larter

For: Cr Armour, Cr Hughes, Cr Hayes, Cr Larter, Cr Ivill, Cr Ham, Cr Chaffey

Against: Cr Thomson

CARRIED

11.2. OPTIONS TO RECRUIT - ROOM LEADER - KHANCOBAN PRESCHOOL

MOTION:

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Mayor

Interim General Manager

THAT COUNCIL:

1. Authorise the Director Community & Corporate to develop the employment conditions set out in Option 3 of Table 3 to attract a Room Leader to the position at Khancoban Preschool.

Cr James Hayes/Cr Mick Ivill

M45/24 RESOLVED to move into Committee of the Whole

Cr Trina Thomson/Cr Julia Ham

CARRIED UNANIMOUSLY

M46/24 RESOLVED to move out of Committee of the Whole

Cr Mick Ivill/Cr Sam Hughes

CARRIED UNANIMOUSLY

M47/24 RESOLVED:

THAT COUNCIL:

1. Authorise the Director Community & Corporate to develop the employment conditions set out as Option 2 or 3 (Table 3) of the report to attract a Room Leader to the position at Khancoban Preschool.
2. Liaise with the Khancoban community to identify potential solutions to staffing challenges and governance models.

Cr James Hayes/Cr Mick Ivill

CARRIED UNANIMOUSLY

11.3. TUMUT VISITOR INFORMATION CENTRE MOU**MOTION:**

THAT COUNCIL:

1. Enter into a 12-month Memorandum of Understanding agreement with National Parks and Wildlife Service for the operation of the Tumut Visitor Information Centre, with a financial contribution of \$100,000.

Cr Trina Thomson/Cr Sam Hughes

AMENDMENT:

THAT COUNCIL:

1. Enter into a 12-month Memorandum of Understanding agreement with National Parks and Wildlife Service for the operation of the Tumut Visitor Information Centre, with a financial contribution of \$100,000.
2. Invite Expressions of Interest for the provision of Visitor Information Centres throughout the shire.

Cr Johanna (Hansie) Armour/Cr Julia Ham

The amendment was put and carried.

Mayor

Interim General Manager

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For: Cr Armour, Cr Hughes, Cr Hayes, Cr Ivill, Cr Ham, Cr Chaffey, Cr Thomson

Against: Cr Larter

CARRIED

M48/24 RESOLVED:

THAT COUNCIL:

1. Enter into a 12-month Memorandum of Understanding agreement with National Parks and Wildlife Service for the operation of the Tumut Visitor Information Centre, with a financial contribution of \$100,000.
2. Invite Expressions of Interest for the provision of Visitor Information Centres throughout the shire.

Cr Johanna (Hansie) Armour/Cr Julia Ham

The amendment became the motion and was put and carried.

For: Cr Armour, Cr Hughes, Cr Hayes, Cr Ivill, Cr Ham, Cr Chaffey, Cr Thomson

Against: Cr Larter

CARRIED

11.4. INVESTIGATION FOR OPTIONS AND COSTINGS - INSTALLATION OF CCTV

MOTION:

THAT COUNCIL:

1. Notes the NSW Government Guidelines and Policy Statement on CCTV which states "CCTV can be effective in reducing crime if it is part of a broader crime prevention and community safety strategy and that "CCTV is not recommended as an isolated response to addressing crime in public places";
2. Note the cost of installing and maintaining a CCTV network across Council's infrastructure assets that have been identified as "high and very high-risk" assets in terms of vandalism;
3. As a first step, undertakes other vandal proof measures to mitigate damage to Council facilities such as increased lighting and installing security barriers across a number of public amenities buildings and playgrounds as identified in this report;
4. If after 18 months of monitoring, these measures are found to be unsuccessful, then consider installing CCTV at the identified "high and very high-risk" assets as part of an integrated approach to decreasing vandalism across the Local Government Area; and
5. Note the annual cost of repairing vandalism across all its infrastructure for 2022/2023 and 2023/2024 to date.

Cr Sam Hughes/Cr Johanna (Hansie) Armour

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Mayor

Interim General Manager

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AMENDMENT:

THAT COUNCIL:

1. Accept the report on Installation of CCTV;
2. Invite Police and community to work with Council to address the vandalism and anti-social behaviour in the shire;
3. Notes the NSW Government Guidelines and Policy Statement on CCTV which states "CCTV can be effective in reducing crime if it is part of a broader crime prevention and community safety strategy and that "CCTV is not recommended as an isolated response to addressing crime in public places";

Cr Trina Thomson/Cr James Hayes

*The amendment was put and carried.***CARRIED UNANIMOUSLY****M49/24 RESOLVED:**

THAT COUNCIL:

1. Accept the report on Installation of CCTV;
2. Invite Police and community to work with Council to address the vandalism and anti-social behaviour in the shire;
3. Notes the NSW Government Guidelines and Policy Statement on CCTV which states "CCTV can be effective in reducing crime if it is part of a broader crime prevention and community safety strategy and that "CCTV is not recommended as an isolated response to addressing crime in public places";

Cr Trina Thomson/Cr James Hayes

*The amendment became the motion and was put and carried.***CARRIED UNANIMOUSLY****11.5. STOCKGRID APPLICATION - MEADOW CREEK ROAD MINJARY****M50/24 RESOLVED:**

THAT COUNCIL:

1. Approve the application on the basis that the applicant is wholly responsible for the ownership and maintenance of the stock grid on Council's public road and also accepts all responsibility for any Public Liability claims that may arise in the future as a result of the stock grid being installed in this location on Council's public road;
2. A public positive covenant is created by Council for the applicant and owner of the stockgrid in terms of the ownership and maintenance responsibilities associated with the installation of the stockgrid in the public roadway as a Section 88(e) instrument of the *Conveyancing Act 1919*. The Section 88(e) instrument will ensure that the stockgrid and all responsibility for it vests with the applicant (property owner) and not Council;
3. Note that the applicant and all property owners along Meadow Creek Road, Minjary must observe at all times the requirements of Section 116 of the *Local Land Services Act 2013* which states it is an

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Mayor

Interim General Manager

offence of causing or permitting stock to be on a public road, travelling stock reserve or public land without authority; and

4. Notes the installation of a stockgrid on Meadow Creek Road Minjary (Public Road) is contrary to Council's current Public Gates and Grids Policy - section 4.2.1, Section 128 of the *Roads Act 1993* and also notes that under section 116 of the *Local Land Services Act 2013*, it is an offence to cause or permit stock to be on a public road, travelling stock reserve or public land without authority. All property owners must maintain their properties and boundary fences in a condition that prevents livestock from entering the Road Corridor and becoming a traffic and public safety hazard at all times.

Cr Johanna (Hansie) Armour/Cr James Hayes

For: Cr Johanna (Hansie) Armour, Cr Ham, Cr Hughes, Cr Hayes, Cr Ivill, Cr Larter, Cr Thomson

Against: Cr Chaffey

CARRIED

12. MINUTES OF COMMITTEE MEETINGS

12.1. MINUTES - FIRST NATIONS LIAISON COMMITTEE - 28 FEBRUARY 2024

M51/24 RESOLVED:

THAT COUNCIL:

1. Note the minutes of the First Nations Liaison Committee meeting held on 28 February 2024;
2. Adopt the following recommendation/s from the minutes:
 - a. Accept member resignations from Uncle John Casey and Lorna Casey; and
 - b. Appoint Mark Small as a voting member of the First Nations Liaison Committee and notify applicant of the outcome.

Cr Sam Hughes/Cr Mick Ivill

CARRIED UNANIMOUSLY

12.2. MINUTES - YOUTH COUNCIL COMMITTEE - 8 FEBRUARY 2024

M52/24 RESOLVED:

THAT COUNCIL:

1. Note the minutes of the Youth Council Committee held on 8 February 2024;
2. Adopt the following recommendation/s from the minutes:
 - a. Appoint Aiyana Ironside as Chairperson of the Youth Council Committee and notify Aiyana Ironside of the outcome.

Cr Sam Hughes/Cr Trina Thomson

CARRIED UNANIMOUSLY

13. CONFIDENTIAL

M53/24 RESOLVED that Council move into Confidential to consider the matters listed in the confidential section of the agenda in accordance with Section 10A(2) of the *Local Government Act 1993* for the reasons specified:

13.1 CONFIDENTIAL - RFQ2024/03 - FINANCIAL SUSTAINABILITY REVIEW

Item 13.1 is confidential under the *Local Government Act 1993* Section 10A (2) (d)ii as it relates to commercial information of a confidential nature 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.

13.2 CONFIDENTIAL - RFT2023/09 - WALTEELA BRIDGE MANNUS CREEK - DESIGN AND CONSTRUCTION

Item 13.2 is confidential under the *Local Government Act 1993* Section 10A (2) (d)ii as it relates to commercial information of a confidential nature 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 Julia Ham /Cr Mick Ivill

CARRIED UNANIMOUSLY

At this stage, the time being 3.18pm went into Confidential Session.

M54/24 RESOLVED to move back into Open Session.

Cr Mick Ivill/Cr Johanna (Hansie) Armour

CARRIED UNANIMOUSLY

At this stage, the time being 3.33pm the meeting was re-opened to the public.

The Interim General Manager advised that during the closed session, Council made the following resolutions:

13.1. CONFIDENTIAL - RFQ2024/03 - FINANCIAL SUSTAINABILITY REVIEW**M55/24 RESOLVED**

THAT COUNCIL:

1. Authorise the Interim General Manager to accept, subject to funding, the RFQ2024/03 quotation of \$45,000 (ex GST) submitted by Always Thinking Advisory to undertake a Financial Sustainability Review of Snowy Valleys Council, including two proposed new councils.

Cr Johanna (Hansie) Armour/Cr Julia Ham

For: Cr Armour, Cr Hughes, Cr Hayes, Cr Ivill, Cr Ham, Cr Chaffey, Cr Thomson

Against: Cr Larter

CARRIED

13.2. CONFIDENTIAL - RFT2023/09 - WALTEELA BRIDGE MANNUS CREEK - DESIGN AND CONSTRUCTION**M56/24 RESOLVED:**

THAT COUNCIL:

1. Resolve in accordance with Section 55 of the *NSW Local Government Act 1993* to accept the tender RFT 2023/09 from Bridge and Marine Engineering Pty Ltd for the Design and Construction including removal and disposal of the old bridge at Walteela Road Bridge, Mannus Creek being for the tendered lump sum amount of \$888,000.00 excluding GST;
2. Authorise the Interim General Manager to enter into a contract with Bridge and Marine Engineering Pty Ltd for the Design and Construction of Walteela Rd Bridge Mannus Creek;
3. Note that once Council has executed the Contract, information relating to the successful tender be published in Council's Register of Contracts as required by *Government Information (Public Access) Act 2009 - Part 3 Division 5 - Government Contracts With Private Sector*;
4. Note that the Confidential Report relating to matters specified in Sections 10A(2)(d) be treated as confidential and remain confidential until Council determines otherwise; and
5. Write to the unsuccessful tenderers advising of the outcomes of the tender process.

Cr James Hayes/Cr Julia Ham

CARRIED UNANIMOUSLY**14. MEETING CLOSURE**

There being no further business to discuss, the meeting closed at 3.38pm.

6. CORRESPONDENCE/PETITIONS

7. MAYORAL MINUTE

8. NOTICE OF MOTION/NOTICE OF RESCISSION

8.1. NOTICE OF MOTION - FORMER AMBULANCE STATION SITE TUMUT - CLRS HAYES AND HUGHES

COUNCILLOR/S: JAMES HAYES and SAM HUGHES

SUMMARY:

Pursuant to Notice, Councillors James Hayes and John Larter have submitted the following Motion:

NOTICE OF MOTION:

THAT COUNCIL:

- 1. Approach the State Government to acquire the former Tumut Ambulance Station and associated land.**

GENERAL MANAGER ADVICE:

Council's Director Infrastructure & Works has written to the State Government on 19 February 2024 requesting advice on the possibility of acquisition. An email response has indicated that the matter has been referred to a Director for review and reply.

ATTACHMENTS

1. Notice of Motion - Former Tumut Ambulance Station and Associated Land.

Attachment 1 - 20140418 Notice of Motion - Former Ambulance Station site and associated land - Tumut - Cr James Hayes - Cr Sam Hughes



NOTICE OF MOTION

Under Clause 3.10 of Councils Code of Meeting Practice, I give notice that the following motion be placed on the Council Agenda for the Ordinary Meeting of Council, to be held on:

Day and Date of Ordinary Meeting	18th April 2024
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SUBJECT:	Former Ambulance Station site, Tumut
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Motion -	That Snowy Valleys Council approach the State Court to acquire the former Tumut Ambulance Station and associated land.
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General Manager's Comment [Delete if not required]

CouncillorName: James Hayes
 Signature: [Signature]
 Date: 4/4/24
 CouncillorName: Sam Hughes
 Signature: [Signature]
 Date: 4/4/24

9. URGENT BUSINESS WITHOUT NOTICE

10. GOVERNANCE AND FINANCIAL REPORTS

10.1. DE-AMALGAMATION UPDATE

REPORT AUTHOR: INTERIM GENERAL MANAGER

EXECUTIVE SUMMARY:

At the 15 February 2024 meeting it was resolved to provide regular updates to Council in relation to the progress of ascertaining the feasibility of de-amalgamating Snowy Valleys Council into the two former Council areas being: Tumut and Tumbarumba.

This report serves to provide Councillors with an update.

RECOMMENDATION:

THAT COUNCIL:

1. Note the report and endorse the actions of the Interim General Manager to accept the quotation of \$45K submitted by Always Thinking Advisory to undertake a Financial Sustainability Review of Snowy Valleys Council, including two proposed new councils;
2. Approve the funding from savings in the Information Technology Cost Centre of \$70,000 for Always Thinking Advisory (\$45,000) and a further \$25,000 for additional resources; and
3. Determines whether it is appropriate to seek the concurrence of the NSW Minister for Local Government, the Hon. Ron Hoenig MP to defer the 2024 Local Government elections.

BACKGROUND:

At the March meeting the following was resolved:

13.1. CONFIDENTIAL - RFQ2024/03 - FINANCIAL SUSTAINABILITY REVIEW

M55/24 RESOLVED

THAT COUNCIL:

1. Authorise the Interim General Manager to accept, subject to funding, the RFQ2024/03 quotation of \$45,000 (ex GST) submitted by Always Thinking Advisory to undertake a Financial Sustainability

2. Review of Snowy Valleys Council, including two proposed new councils.

Cr Johanna (Hansie) Armour/Cr Julia Ham

For: Cr Armour, Cr Hughes, Cr Hayes, Cr Ivill, Cr Ham, Cr Chaffey, Cr Thomson

Against: Cr Larter

CARRIED

REPORT:

Snowy Valleys Council Financial Sustainability Plan (FSP) and De-amalgamation Implementation Plan

Subsequent to the March meeting of Council and consistent with Resolution No. M55/24, the Director Community and Corporate identified that there was an opportunity to fund the cost of the Financial Sustainability Plan (FSP) and the additional costs of a contractor experienced in TechOne from savings achieved in the Information Technology cost centre, specifically the Contracts and Consultancies area.

As a comprehensive and rigorous FSP is integral to Council prosecuting the de-amalgamation case, the Author has engaged Always Thinking Advisory on that basis. It is anticipated that work on the FSP will begin in earnest once Council has its draft 2024/2025 Budget and forward estimates on public exhibition.

Consideration of the deferral of the 2024 Local Government elections

During the recent visit of the Minister for Local Government, the potential to defer the September 2024 Local Government elections was canvassed with the Minister. Whilst the Minister advised he was reluctant to postpone Local Government elections, it is appropriate that the matter be formally considered by Councillors.

In forming a decision of whether Council should seek to defer the elections, the following matters should be considered:

- The NSW Electoral Commission has commenced preparing for the elections and Council would be incurring some costs already;
- The total costs for the election included in the 2024/2025 draft budget is \$180,000. If the de-amalgamation proceeds, these costs are likely to be duplicated, unless the Minister utilises existing Councillors as Administrators for a period of time as floated at the Minister's meeting with Council;
- The NSW Electoral Office has previously utilised a shared Returning Officer for Snowy Valleys Council, Cootamundra-Gundagai Regional Council and Hilltops Council. If Snowy Valleys Council and Cootamundra-Gundagai Regional Council were to seek to defer the 2024 Local Government elections, Hilltops would most likely need to share a Returning Officer with another group of Councils;
- Council staff have already sought quotations from LGNSW to host Pre-election candidate sessions in the Snowy Valleys Local Government Area;
- Prospective candidates should be made aware of Council's position at the earliest possible time;
- What period of time Council would seek to defer the elections, i.e. 6 months, 9 months or 12 months.

LINK TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

Integrated Planning and Reporting Framework:

Community Strategic Plan Theme

Theme 5 - Our Civic Leadership

Community Strategic Plan Strategic Objectives

CSP5 Our Civic leadership and organisation government fosters open and transparent partnership with our community

Delivery Program Principal Activities

5.5 Provide effective short and long term financial management to deliver financial sustainability

FINANCIAL AND RESOURCES IMPLICATIONS:

At this early stage in the De-amalgamation process, the feasibility and cost of de-amalgamating Snowy Valleys Council are unknown, however, it is anticipated that funding of up to \$70,000 as discussed in this report is required to assist in the preparation of the first stage of the De-amalgamation Implementation Plan. Should Council be able to demonstrate the financial sustainability of two proposed new councils and ultimately the approval of the Minister, significant additional funding would be required to complete the second stage of the De-amalgamation Implementation Plan along with the actual implementation costs.

POLICY, LEGAL AND STATUTORY IMPLICATIONS:

Under 218CC of the *NSW Local Government Act 1993* (the Act), Snowy Valleys Council has submitted a business case for the dissolution of Snowy Valleys Council and the re-creation of its former areas of Tumut and Tumbarumba.

As required by section 218CC (2) of the Act, the Minister for Local Government has referred the Business Case to the Local Government Boundaries Commission to conduct an inquiry and report on the matter.

RISK MANAGEMENT / COST BENEFIT ANALYSIS:

The risk has been assessed as high, as at this stage the De-amalgamation Business Case is before the Local Government Boundaries Commission for examination and Council has not been successful in securing external funding to assist in the preparation of financial aspects of the De-amalgamation Implementation Plan. It is considered probable that the State Government will not provide external funding to implement a de-amalgamation of Snowy Valleys Council if approved.

OPTIONS:

1. Adopt as per recommendations set out in this report and seek deferment of the 2024 Local Government Election or proceed as usual.
2. Amend the recommendations as referred to in this report and seek deferment of the 2024 Local Government Election or proceed as usual.
3. Decline the recommendations set out in this report.

COUNCIL SEAL REQUIRED:

No.

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Nil.

ATTACHMENTS

Nil.

10.2. AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION 2024 - NATIONAL GENERAL ASSEMBLY - PROPOSED MOTIONS

REPORT AUTHOR: INTERIM GENERAL MANAGER

EXECUTIVE SUMMARY:

After resolving to attend the Australian Local Government Association 2024 - National General Assembly at the March meeting of Council, it was suggested that motions be submitted on the following items:

- Access to Postal Services
- Security and timing of Financial Assistance Grant payments
- Lack of planning in the Energy Market
- Energy enabling projects to provide a Community Enhancement Fund to impacted LGA's
- Shortage of Educators (including Early Childhood Educators) in regional and rural Australia

Councillors are requested to review the proposed motions for completeness.

RECOMMENDATION:

THAT COUNCIL:

1. **Note the report on the motions proposed to be submitted to the Australian Local Government Association 2024 National General Assembly; and**
2. **Approve the following motions to be submitted to the Australian Local Government Association 2024 National General Assembly:**
 - a) **Access to postal services**
 - b) **Security and timing of Financial Assistance Grant payments**
 - c) **Lack of planning in delivery of the energy transmission infrastructure**
 - d) **Energy enabling projects to provide a community enhancement fund to impacted Local Government Areas**
 - e) **Shortage of educators (including Early Childhood Educators) in regional and rural Australia**

BACKGROUND:

At the March meeting of Council, the following resolution was adopted:

M42/24 RESOLVED:

THAT COUNCIL:

1. *Note the report on Australian Local Government Association 2024 National General Assembly on 2-4 July at the National Convention Centre, Canberra;*
2. *Move the July 2024 Councillor Workshop from the 4th to the 11th;*
3. *Approve the in-person or remote attendance of the Mayor and Deputy Mayor to the 2024 National General Assembly, provided there is sufficient funds within budget allocations at the time of registering attendance;*
4. *Approve the in-person or remote attendance of additional Councillors to the 2024 National General Assembly, provided there is sufficient funds within budget allocations at the time of registering attendance;*

5. Confirm the Mayor as the voting delegate for Snowy Valleys Council, and in the event of the Mayor's absence, the Deputy Mayor as the alternate voting delegate;

6. Submit any motions to Council by Tuesday 30 April 2024; and

7. Endorse the attendance of the Mayor at the Australian Council of Local Government on 5 July 2024

Cr Trina Thomson/Cr Julia Ham

CARRIED UNANIMOUSLY

Several issues were identified that could form the basis of motions to the General Assembly and are now presented for Council approval.

REPORT:

Following the adoption of Resolution M42/24 further research has been undertaken and it is proposed to submit the following motions to the Australian Local Government Association 2024 National General Assembly to be held in July 2024:

a) Access to Postal Services

This National General Assembly calls on the Australian Government to lobby Australia Post to provide options where Post Offices no longer exist for postal services unable to be delivered to street/roadside addresses, e.g. delivery of parcels.

b) Security and timing of Financial Assistance Grant payments

This National General Assembly calls on the Australian Government to provide certainty of the security and timing of Financial Assistance Grant payments to enable local government to better manage their cash flows.

c) Lack of planning in delivery of the Energy Transmission Infrastructure

This National General Assembly calls on the Australian Government to develop a forward thinking 'whole of life cost' approach to the undergrounding of energy transmission infrastructure rather than relying on outdated overhead construction methods.

d) Energy enabling projects to provide a Community Enhancement Fund to impacted Local Government Areas (LGAs)

This National General Assembly calls on the Australian Government to empower the Australian Energy Regulator to provide funding for the establishment of a Community Enhancement Fund in LGAs that are negatively impacted (socially and economically) by Nation building energy transmission infrastructure.

e) Shortage of Educators (including Early Childhood Educators) in regional and rural Australia

This National General Assembly calls on the Australian Government, together with State and Territory Education Ministers, to undertake an urgent review (as scheduled) on the impact of the National Teacher Workforce Action Plan to understand whether it is achieving its desired outcomes.

Councillor review of the proposed motions is sought at the April Meeting so that the motions can be finalised and submitted to the Australian Local Government Association by 30 April 2024.

LINK TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

Integrated Planning and Reporting Framework:

Community Strategic Plan Theme

Theme 5 - Our Civic Leadership

Community Strategic Plan Strategic Objectives

CSP5 Our Civic leadership and organisation government fosters open and transparent partnership with our community

Delivery Program Principal Activities

5.1 Communicate with our community and provide opportunities for participation in decision making

FINANCIAL AND RESOURCES IMPLICATIONS:

There are no financial or resource implications for this report.

POLICY, LEGAL AND STATUTORY IMPLICATIONS:

Nil.

RISK MANAGEMENT / COST BENEFIT ANALYSIS:

This is primarily an administrative matter and there are no risks that need to be managed.

OPTIONS:

1. Adopt as per recommendations set out in this report.
2. Amend the recommendations as referred to in this report.
3. Decline the recommendations set out in this report.

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Nil.

ATTACHMENTS

Nil.

10.3. INTERIM GENERAL MANAGER'S ANNUAL LEAVE

REPORT AUTHOR: INTERIM GENERAL MANAGER

EXECUTIVE SUMMARY:

Under section 334 of the NSW *Local Government Act 1993*, the Council must appoint a person to be its General Manager, and for periods of leave this is usually by the Mayor under delegation. A review of the Mayoral delegations adopted by Council at the Ordinary meeting held on 20 January 2022 has revealed that a delegation for the approval of leave for the General Manager does not currently exist.

RECOMMENDATION:

THAT COUNCIL:

1. Approve the following additional delegation for the Mayor:

In the absence of the General Manager, and on the recommendation of the General Manager, appoint one of the Snowy Valley Council Directors to the temporary position of Acting General Manager, for a period no longer than 10 working days.

2. Note leave approved by the Mayor for the General Manager from Monday 22 April until Monday 29 April 2024 inclusive and Monday 8 July to Tuesday 16 July 2024 inclusive.

BACKGROUND:

Section 334 of the *Local Government Act 1993* requires the Council to appoint a General Manager. It is the Author's view that this includes the appointment of an Acting General Manager when the General Manager is on periods of leave. Usually, this administrative process is undertaken through a delegation to the Mayor, however a review of the Mayoral delegations has revealed that an appropriate delegation does not exist.

REPORT:

As outlined above, the Mayor usually has delegated authority to approve leave for the General Manager, however, a review of the Mayoral delegations has revealed that an appropriate delegation does not exist.

The Mayor has approved the following leave for the Interim General Manager:

1. Monday 22 April until Monday 29 April 2024 inclusive with Council's Director Community and Corporate to act as General Manager during this period, and
2. Monday 8 July to Tuesday 16 July 2024 inclusive with Council's Director Infrastructure and Works to act as General Manager during this period.

To alleviate the need for future reports to Council, it is recommended that the following delegation be provided to the Mayor:

In the absence of the General Manager, and on the recommendation of the General Manager, appoint one of the Snowy Valleys Council Directors to the temporary position of Acting General Manager for a period no longer than 10 working days.

For periods greater than 10 working days, it is expected that a report will be presented to Council.

LINK TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

Integrated Planning and Reporting Framework:

Community Strategic Plan Theme

Theme 5 - Our Civic Leadership

Community Strategic Plan Strategic Objectives

CSP5 Our Civic leadership and organisation government fosters open and transparent partnership with our community

Delivery Program Principal Activities

5.1 Communicate with our community and provide opportunities for participation in decision making

FINANCIAL AND RESOURCES IMPLICATIONS:

There are no financial or resource implications for this report.

POLICY, LEGAL AND STATUTORY IMPLICATIONS:

Section 334 of the *NSW Local Government Act 1993* states that Council must appoint a person to be its General Manager.

RISK MANAGEMENT / COST BENEFIT ANALYSIS:

This is primarily an administrative matter and there are no risks that need to be managed.

OPTIONS:

1. Adopt as per recommendations set out in this report.
2. Amend the recommendations as referred to in this report.
3. Decline the recommendations set out in this report.

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Nil.

ATTACHMENTS

Nil.

10.4. AUDIT RISK AND IMPROVEMENT COMMITTEE ANNUAL REPORT 2022 - 2023

REPORT AUTHOR: COORDINATOR GOVERNANCE

RESPONSIBLE DIRECTOR: DIRECTOR COMMUNITY & CORPORATE

EXECUTIVE SUMMARY:

The objective of the Audit, Risk and Improvement Committee (ARIC) is to provide independent assurance and assistance to the Snowy Valleys Council on risk management, controls, governance, and external accountability responsibilities.

This report provides Council with the Audit, Risk and Improvement Committee Annual Report 2022/2023 covering the period from November 2022 to October 2023.

RECOMMENDATION:

THAT COUNCIL:

1. **Note the Audit Risk and Improvement Committee Annual Report for the period 2022/2023.**

BACKGROUND:

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

Snowy Valleys Council's ARIC was established by the Council in August 2016.

The Committee reports to the Council following each meeting of the Committee. In addition, an annual report is provided to Council of the activities undertaken during the year.

REPORT:

In accordance with the Internal Audit Guidelines (2010) developed by the Office of Local Government and the *ARIC Terms of Reference*, the ARIC is required to report annually to Council. This report covers the reporting period November 2022 to October 2023. The Committee is responsible for the oversight and monitoring of the Council's audit, risk and governance activities, including reviewing the implementation of recommendations resulting from internal audit, compliance and other governance reviews.

Membership

The Committee, as per the *Terms of Reference*, has consisted of two (2) Councillor representatives - Cr Julia Ham and Cr Brent Livermore, 2 independent members - Melissa Tooke and Carolyn Rosetta-Walsh and an independent Chair Steven Walker. Snowy Valleys Council would like to extend gratitude for all the members for their contributions to the Committee over the past year.

Key considerations of the Annual Report

The Committee received and considered the following over the course of 2022/2023:

Committee Activities and Outcomes

- Verbal Confidential General Managers Report
- Audit Matrix Report
- Action Report
- ARIC Action Report
- Safety, Risk and Quality Committee Quarterly Update
- Major Project Status Report Quarterly Update - each meeting

- Integrated Planning and Reporting Quarterly Update
- External Audit
- Operational Plan
- Project Office Report
- Strategic Risk Review

Internal Audit

- Internal Audit Plan 2023–2024
- Internal Audit Report – Asset Management
- Internal Audit Report – Management Accounting and Financial Reporting Controls
- Internal Audit Engagement Letters – Projects and Contract management as well as drinking water management.

The Committee endorsed the following two internal audits to be undertaken in the 2023/2024 financial year:

- Asset Management
- Management Accounting and Financial Reporting Controls.

Control Framework:

- Internal Audit budget
- Risk Management Framework
- Draft Audit, Risk and Improvement Committee - Terms of Reference
- Draft Internal Audit Charter
- ARIC Forward Meeting Plan (meeting dates and agenda items)
- Policies and Procedures Update

External Audit:

- Quarterly budget review reports for first and second quarter
- SVC 2022/2023 Financial Statements.

Risk Management:

- Draft financial statements
- Rehabilitation methodology for provisions for landfills and quarries
- Riverina Highlands Building flooding report
- Cyber Incident report
- Draft Position Paper - Infrastructure Property Plant and Equipment (IPPE)
- Insurance matters
- Legal Matters Report.

Legislative Compliance

- NSW Auditor General's Report on Local Government 2023
- NSW Auditor General's Report on Managing Climate Risks to Assets and Services
- NSW Auditor General's Report on Managing Cyber Risks
- Office of Local Government Updated Integrated Planning and Reporting Guidelines

LINK TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:**Integrated Planning and Reporting Framework:****Delivery Program and Operation Plan Strategic Directions**

Theme 5 - Our Civic Leadership

Community Strategic Plan Objectives

CSP5 Our Civic leadership and organisation government fosters open and transparent partnership with our community

Delivery Program Principal Activities

5.4 Maintain and deliver a governance framework that guides good decision making, accountability and legislative compliance

FINANCIAL AND RESOURCES IMPLICATIONS:

There is a budget for the ARIC and internal audit for the 2023/2024 financial year of \$47,000. This budget provides for committee member remuneration and training, as well as the engagement of an internal audit provider to conduct two internal audits per year.

POLICY, LEGAL AND STATUTORY IMPLICATIONS:

Audit Risk and Improvement Committee Terms of Reference

Internal Audit Guidelines September 2010 – Office of Local Government

Local Government Act 1993

RISK MANAGEMENT / COST BENEFIT ANALYSIS:

The ARIC plays an active role in relation to Council's risk profiles in ensuring that appropriate focus is placed on identifying, prioritising, monitoring, mitigating and managing risks to which the Council is exposed. The Committee received regular updates on ongoing risks and actions being taken by management including details of risk mitigation where relevant.

OPTIONS:

Nil.

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

The ARIC Annual Report was endorsed by ARIC at the 13 March 2024 ARIC meeting. A recommendation was made by the Committee to present the report to Council at the March 2024 ordinary meeting.

ATTACHMENTS

1. ARIC Annual Report - 2022-2023 (Under separate cover)

10.5. AUDIT RISK AND IMPROVEMENT COMMITTEE TERMS OF REFERENCE AND INTERNAL AUDIT CHARTER

REPORT AUTHOR: COORDINATOR GOVERNANCE

RESPONSIBLE DIRECTOR: DIRECTOR COMMUNITY & CORPORATE

EXECUTIVE SUMMARY:

The purpose of this report is to present to Council amended versions of Snowy Valleys Council's *Audit Risk and Improvement Committee Terms of Reference* and *Internal Audit Charter* for discussion and adoption.

The updated *Terms of Reference* provides guidance on how Audit, Risk and Improvement Committee should serve the Council and that the council has input into how the Committee will operate.

The *Internal Audit Charter* is the formal statement of purpose, authority and responsibility for the internal auditing function within the Snowy Valleys Council.

The amendment and adoption of these documents will enable Council to meet its obligations under the Office of Local Government's (OLG) *Guidelines for Risk Management and Internal Audit for Local Government in NSW* (November 2023) and therefore the requirements under the Local Government (General) Amendment (Audit, Risk and Improvement Committees) Regulation 2023.

The documents attached under separate cover are based on the model documents provided by OLG.

RECOMMENDATION:

THAT COUNCIL:

- 1. Adopt the Audit Risk and Improvement Committee Terms of Reference SVC-TofR-006-007; and**
- 2. Adopt the Internal Audit Charter SVC-GOV-PR-058-03.**

BACKGROUND:

In 2008, the Office of Local Government first released Guidelines to encouraged councils to establish an Audit Committee, Risk Framework and Internal Audit Functions.

In 2019, the NSW Government made it a requirement under the *Local Government Act 1993* (LG Act) that each council have an Audit, Risk and Improvement Committee (ARIC). Under the ARIC Guidelines, councils and joint organisations are not required to establish a risk management framework and internal audit function that complies with the Guidelines until 30 June 2024.

However, councils and joint organisations have been encouraged to take steps to establish a risk management framework and internal audit function or to transition their existing risk management and internal audit arrangements to comply with the Guidelines. Snowy Valleys Council is well advanced in this regard.

The Guidelines set out membership requirements for ARICs. Councils and joint organisations are not required to comply with these requirements until June 2024. This allows for a transition period for the membership requirements of Council's existing Audit, Risk and Improvement Committee to comply with the new requirements.

The Office of Local Government (OLG) has developed an internal audit and risk management framework to support and inform the operations of ARICs. The new framework will be governed by regulations and OLG's *Guidelines for risk management and internal audit for local councils in NSW* (November 2023).

These will prescribe the minimum standards for each council's ARIC, risk management framework and internal audit function.

Section 428A of the LG Act requires that each council establishes an ARIC to continuously review and provide independent advice to the general manager and the governing body of the council on:

- whether the council is complying with all necessary legislation, regulations and other legal requirements.
- the adequacy and effectiveness of the council's risk management framework, fraud and corruption prevention activities, financial management processes, and the council's financial position and performance
- the council's governance arrangements
- the achievement by the council of the goals set out in the council's community strategic plan, delivery program, operational plan and other strategies.
- how the council delivers local services and how it could improve the performance of its functions more generally
- the collection of performance measurement data by the council, and
- any other matters prescribed by the Local Government Regulation (including internal audit).

The *Draft Terms of Reference* and *Internal Audit Charter* were last presented to the Audit, Risk and Improvement Committee at the ARIC meeting held on 10 May 2023.

On the 1 December 2023, the Local Government (General) Amendment (Audit, Risk and Improvement Committees) Regulation 2023 commenced thereby amending the Local Government (General) Regulation 2021. With the commencement of this amendment, all councils and joint organisations must have a risk management framework and an internal audit function and to prescribe membership requirements for Audit, Risk and Improvement Committees. Councils and joint organisations are required to comply with these requirements from **1 July 2024** and, starting with the **2024/25 annual report**, to attest to their compliance with the requirements in their annual reports.

Changes of particular interest due to this amendment regulation include:

- Councils must by resolution appoint an Audit, Risk and Improvement Committee comprising of a chairperson and at least two or more other persons as voting members of the committee (section 216C).
- Commencing 1 July 2024, the chairperson and other voting members of a council's Audit, Risk and Improvement Committee must satisfy the independence and eligibility criteria prescribed by the Regulation (sections 216D, 216E and 216F).
- The criteria are also set out in these Guidelines.
- Councils must not appoint a person to be the chairperson or a voting member of the council's Audit, Risk and Improvement Committee unless they satisfy the independence and eligibility criteria prescribed by the Regulation and specified in these Guidelines.
- Councils may appoint one Councillor as a non-voting member of its Audit, Risk and Improvement Committee (section 216C (2) and (4)). Councillors appointed as a non-voting member of an Audit, Risk and Improvement Committee should satisfy the eligibility criteria for Councillor members of committees specified in these Guidelines.
- For the purposes of section 428A(2)(i) of the *Local Government Act 1993*, councils' Audit, Risk and Improvement Committees are to keep under review internal audit activities (section 216M).

REPORT:

ARIC Terms of Reference

The *Terms of Reference* is the formal document that sets out the committee's objectives, authority, composition and tenure, roles, and responsibilities, reporting and administrative arrangements.

The draft was provided to the ARIC Committee at the May 2023 ARIC meeting. The version being presented with this report (under separate cover) has been updated to align with the amendments prescribed under the new Regulation.

Updates to the Terms of Reference include:

- Councils must by resolution appoint an Audit, Risk and Improvement Committee comprising of a chairperson and at least two or more other persons as voting members of the committee (section 216C).
- Commencing 1 July 2024, the chairperson and other voting members of a council's Audit, Risk and Improvement Committee must satisfy the independence and eligibility criteria prescribed by the Regulation (sections 216D, 216E and 216F).
- Councils must not appoint a person to be the chairperson or a voting member of the council's Audit, Risk and Improvement Committee unless they satisfy the independence and eligibility criteria prescribed by the Regulation and specified in these Guidelines.
- Councils may appoint one Councillor as a non-voting member of its Audit, Risk and Improvement Committee (section 216C (2) and (4)). Councillors appointed as a non-voting member of an Audit, Risk and Improvement Committee should satisfy the eligibility criteria for Councillor members of committees specified in these Guidelines.

Internal Audit Charter

Internal audit is an independent, objective assurance and consulting activity designed to add value and improve the Council's operations. It helps the Council accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

Internal audit provides an independent and objective review and advisory service to provide advice to the governing body, General Manager and Audit, Risk and Improvement Committee about the Council governance processes, risk management and control frameworks and its external accountability obligations. It also assists the Council to improve its business performance.

The draft Internal Audit Charter presented with this report (under separate cover) has been amended to include the following and therefore align with the updates of the new Regulation:

- More 'principles-based' approach to remove prescription and assist councils to focus on desired outcomes.
- Clarification of dual reporting line to the ARIC and General Manager
- More flexibility to implement the internal audit function within Council's existing organisational structure and attract internal audit staff.
- Simplification of shared arrangements.
- New ability for ARIC Chair to refuse a person's future access to internal audit information where they make unauthorised disclosures of internal audit information.
- Performance review process streamlined to reduce costs.
- New 'further resources' section provides templates, examples, checklists, tools, etc. that can be used when performing audits and assessing the performance of the internal audit function.

The *Terms of Reference* and *Internal Audit Charter* are consistent with the models developed by the Office of Local Government.

It is recommended that the updated *Terms of Reference* and *Internal Audit Charter* be adopted by Council ahead of the appointments of the new Committee members, which Council is in the process of finalising.

LINK TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:**Integrated Planning and Reporting Framework:****Delivery Program and Operation Plan Strategic Directions**

Theme 5 - Our Civic Leadership

Community Strategic Plan Objectives

CSP5 Our Civic leadership and organisation government fosters open and transparent partnership with our community

Delivery Program Principal Activities

5.4 Maintain and deliver a governance framework that guides good decision making, accountability and legislative compliance

FINANCIAL AND RESOURCES IMPLICATIONS:

There is a budget for the ARIC and internal audit for the 2022/23 financial year of \$47,000. This budget provides for committee member remuneration and training, as well as the engagement of an internal audit provider to conduct two internal audits per year.

POLICY, LEGAL AND STATUTORY IMPLICATIONS:

Audit Risk and Improvement Committee Terms of Reference

Guidelines for Risk Management and Internal Audit for Local Government in NSW – Office of Local Government, 2023

Local Government Act 1993

Local Government (General) Regulation 2021

Local Government (General) Amendment (Audit, Risk and Improvement Committees) Regulation 2023

RISK MANAGEMENT / COST BENEFIT ANALYSIS:

The ARIC plays an active role in relation to Council's risk profiles in ensuring that appropriate focus is placed on identifying, prioritising, monitoring, mitigating and managing risks to which the Council is exposed. The Committee received regular updates on ongoing risks and actions being taken by management including details of risk mitigation where relevant.

OPTIONS:

Nil.

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

The Draft *Audit, Risk and Improvement Committee Terms of Reference* and *Internal Charter* were presented to the ARIC at the May 2023 ARIC meeting.

ATTACHMENTS

1. Audit Risk and Improvement Committee Terms of Reference (Under separate cover)
2. 2024 ARIC Internal Audit Charter (Under separate cover)

10.6. 2024 LGNSW DESTINATION AND VISITOR ECONOMY CONFERENCE - 28-30 MAY

REPORT AUTHOR: ADMINISTRATION OFFICER - OFFICE OF THE GENERAL MANAGER

RESPONSIBLE DIRECTOR: INTERIM GENERAL MANAGER

EXECUTIVE SUMMARY:

Cr Julia Ham wishes to attend the 2024 LGNSW Destination and Visitor Economy Conference. The conference is being held from Tuesday 28 to Thursday 30 May 2024 in Wagga Wagga.

The purpose of this report is to review and approve the attendance of Cr Ham at the conference and any other Councillor wishing to attend, provided they have available funds to do so.

RECOMMENDATION:

THAT COUNCIL:

1. **Approve the attendance of Cr Julia Ham at the 2024 LGNSW Destination and Visitor Economy Conference; and**
2. **Approve the attendance of any other Councillor wishing to attend the 2024 LGNSW Destination and Visitor Economy Conference.**

BACKGROUND:

The 2024 LGNSW Destination and Visitor Economy Conference will be held from 28 to 30 May at the Wagga Wagga Civic Theatre with the support of Wagga Wagga City Council, Coolamon Shire Council and Junee Shire Council. The event brings together local government staff and Councillors, key stakeholders, and local operators to discuss insights into the ever-changing world facing future visitors.

REPORT:

The 2024 LGNSW Destination and Visitor Economy Conference co-hosted by Wagga Wagga City Council, Coolamon Shire Council and Junee Shire Council, consists of workshops, site visits, a NSW Top Tourism Town Awards presentation and an exhibition. The Welcome Reception will be held at 'Food I Am' Springvale, and the Conference Dinner on Wednesday evening will be held at The Wild Vine in Oura. Coach transfers to both social events and to site visits are included in the conference registration fee.

The full program can be found on the LGNSW website under Events and Learning or by using the following link [Event Details - Program | DVE Conference \(lgnsw.org.au\)](https://lgnsw.org.au).

Registration costs are detailed in the table below. Note: The Welcome Reception and Conference Dinner is included in the full conference registration, and only an additional charge if bringing a guest. Morning and afternoon tea is included as well as lunch on both Wednesday, 29 May and Thursday, 30 May.

Registration Details (Members)	Cost (incl. GST)
Early Bird (until 30 April 2024)	\$1,050
Standard (from 1 May 2024)	\$1,250
Additional guest Welcome Reception	\$110
Additional guest Conference Dinner	\$188

Amendments to bookings can be made by email only until **Wednesday, 8 May 2024**. Any subsequent changes must be advised to the registration desk at the conference and will be accommodated if possible.

If you are unable to attend, a substitute delegate is welcome at no additional charge.

All cancellations must be advised in writing to LGNSW. Cancellations dated on or before **COB Wednesday, 9 May 2024** will incur a cancellation fee of \$200. No refunds will be made for cancellations advised after this date.

LINK TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

Integrated Planning and Reporting Framework:

Community Strategic Plan Theme

Theme 2 - Our Economy

Community Strategic Plan Strategic Objectives

CSP2 Our diverse economy supports community longevity, vibrancy and a sustainable future

Delivery Program Principal Activities

2.1 Support the development of diverse local tourism offering and emerging markets

FINANCIAL AND RESOURCES IMPLICATIONS:

Provision within Council's 2023/2024 Operations Budget have been made for the attendance at conferences by Councillors.

At the commencement of this term, a pro-rata amount of \$39,500 was allocated for training and conference attendance by the Mayor and Councillors as per below:

Mayor \$6,500

Deputy Mayor \$5,000

Councillors \$4,000 each

The current balance for each Councillor and the cost incurred through registering attendance at the conference are detailed in the table below, noting that actual costs will be subject to obtaining the early bird registration rate and travel and accommodation arrangements. Note: Cr Julia Ham does not require accommodation.

Councillor	Opening Balance	Cost Proposed In This Report	Closing Balance
Mayor Chaffey	\$5,295	Max \$1,548 Min \$1,050	\$3,747 \$4,245
Deputy Mayor Thomson	\$5,000	Max \$1,548 Min \$1,050	\$3,452 \$3,950
Cr Armour	\$625	Max \$1,548 Min \$1,050	-\$923 -\$425
Cr Ham	\$3,125	Max \$1,548 Min \$1,050	\$1,577 \$2,075
Cr Hayes	\$402	Max \$1,548 Min \$1,050	-\$1,146 -\$648
Cr Hughes	\$1,500	Max \$1,548 Min \$1,050	-\$48 \$450
Cr Ivill	\$4,000	Max \$1,548 Min \$1,050	\$2,452 \$2,950

Councillor	Opening Balance	Cost Proposed In This Report	Closing Balance
Cr Larter	\$2,890	Max \$1,548	\$1,342
		Min \$1,050	\$1,840
Cr Livermore	\$4,000	Max \$1,548	\$2,452
		Min \$1,050	\$2,950

Council approval for conference attendance is conditional on adequate funds being available.

POLICY, LEGAL AND STATUTORY IMPLICATIONS:

Council's *Payment of Expenses and Provision of Facilities to the Mayor and Councillors Policy* requires Council to make a resolution on training/conference attendance for those seeking Council's financial support to attend.

RISK MANAGEMENT / COST BENEFIT ANALYSIS:

Councillors need to consider financial costs to attend, cancellation fees, and the remaining Councillors funds available to ensure Council stays within budget.

OPTIONS:

1. Adopt as per recommendations set out in this report - preferred option.
2. Amend the recommendation to include other Councillors that may wish to attend and have available funds to do so.
3. Decline the recommendations set out in this report.

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Councillor's attendance at the conference requires a further report to Council which will document the learnings from the attendance in accordance with the *Payment of Expenses and the Provision of Facilities to the Mayor and Councillors Policy*.

ATTACHMENTS

Nil

10.7. NOTICE OF EXTRAORDINARY MEETING - 2 MAY 2024**REPORT AUTHOR: INTERIM GENERAL MANAGER**

EXECUTIVE SUMMARY:

In accordance with sections 404 & 405 of the *NSW Local Government Act 1993* and the *Integrated Planning and Reporting Guidelines* (Office of Local Government, 2021), a Council must publicly exhibit the Delivery Plan and Operational Plan for a period of 28 days. Council can adopt the Plans after considering all submissions lodged in response to the public exhibition.

To enable the Delivery Plan and Operational Plan to be adopted at the Ordinary meeting of Council to be held on 20 June 2024, it is proposed to hold an Extraordinary Meeting on Thursday, 2 May 2024.

RECOMMENDATION:**THAT COUNCIL:**

- 1. Hold an Extraordinary Meeting of Council on Thursday, 2 May 2024 for the purpose of endorsing the draft Delivery Plan and Operational Plan for Public Exhibition.**

BACKGROUND:

Over the past few months, Council staff have been developing the draft Delivery Plan and Operational Plan for consideration by Council.

A preliminary budget workshop was held on 4 April 2024 and a further workshop has been proposed for Wednesday, 17 April 2024.

REPORT:

As outlined above, a preliminary Budget Workshop was held on 4 April 2024 and it was evident that a further Budget Workshop would be required prior to the draft Delivery Plan and Operational Plan being presented to Council for endorsement for public exhibition for a period of 28 days as required by sections 404 and 405 of the *NSW Local Government Act 1993* and the *Integrated Planning and Reporting Guidelines* (Office of Local Government, 2021).

Accordingly, it is proposed that an Extraordinary Meeting be held on Thursday, 2 May 2024 to facilitate the Delivery Plan and Operational Plan being adopted at the Ordinary Meeting of Council to be held on 20 June 2024.

LINK TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:**Integrated Planning and Reporting Framework:****Community Strategic Plan Theme**

Theme 5 - Our Civic Leadership

Community Strategic Plan Strategic Objectives

CSP5 Our Civic leadership and organisation government fosters open and transparent partnership with our community

Delivery Program Principal Activities

5.1 Communicate with our community and provide opportunities for participation in decision making

FINANCIAL AND RESOURCES IMPLICATIONS:

There are no financial or resource implications for this report.

POLICY, LEGAL AND STATUTORY IMPLICATIONS:

Section 404 & 405 of the *NSW Local Government Act 1993* and the *Integrated Planning and Reporting Guidelines* state that a Council must publicly exhibit the Delivery Plan and Operational Plan for a period of 28 days. Council can adopt the Plans after considering all submissions lodged in response to the public exhibition.

RISK MANAGEMENT / COST BENEFIT ANALYSIS:

This is primarily an administrative matter and there are no risks that need to be managed.

OPTIONS:

1. Adopt as per recommendations set out in this report - preferred option.
2. Amend the recommendations as referred to in this report.
3. Decline the recommendations set out in this report.

COUNCIL SEAL REQUIRED:

No.

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Nil.

ATTACHMENTS

Nil.

10.8. STATEMENT OF INVESTMENTS - MARCH 2024

REPORT AUTHOR: FINANCE OFFICER

RESPONSIBLE DIRECTOR: DIRECTOR COMMUNITY & CORPORATE

EXECUTIVE SUMMARY:

This report provides an overview of Council's cash and investment portfolio performance as at 31 March 2024.

RECOMMENDATION:

THAT COUNCIL:

1. Note the report on Statement of Investments - March 2024.

BACKGROUND:

In accordance with section 212 of the Local Government (General) Regulation 2021, a monthly report is required to be submitted to Council detailing all investments of the Council.

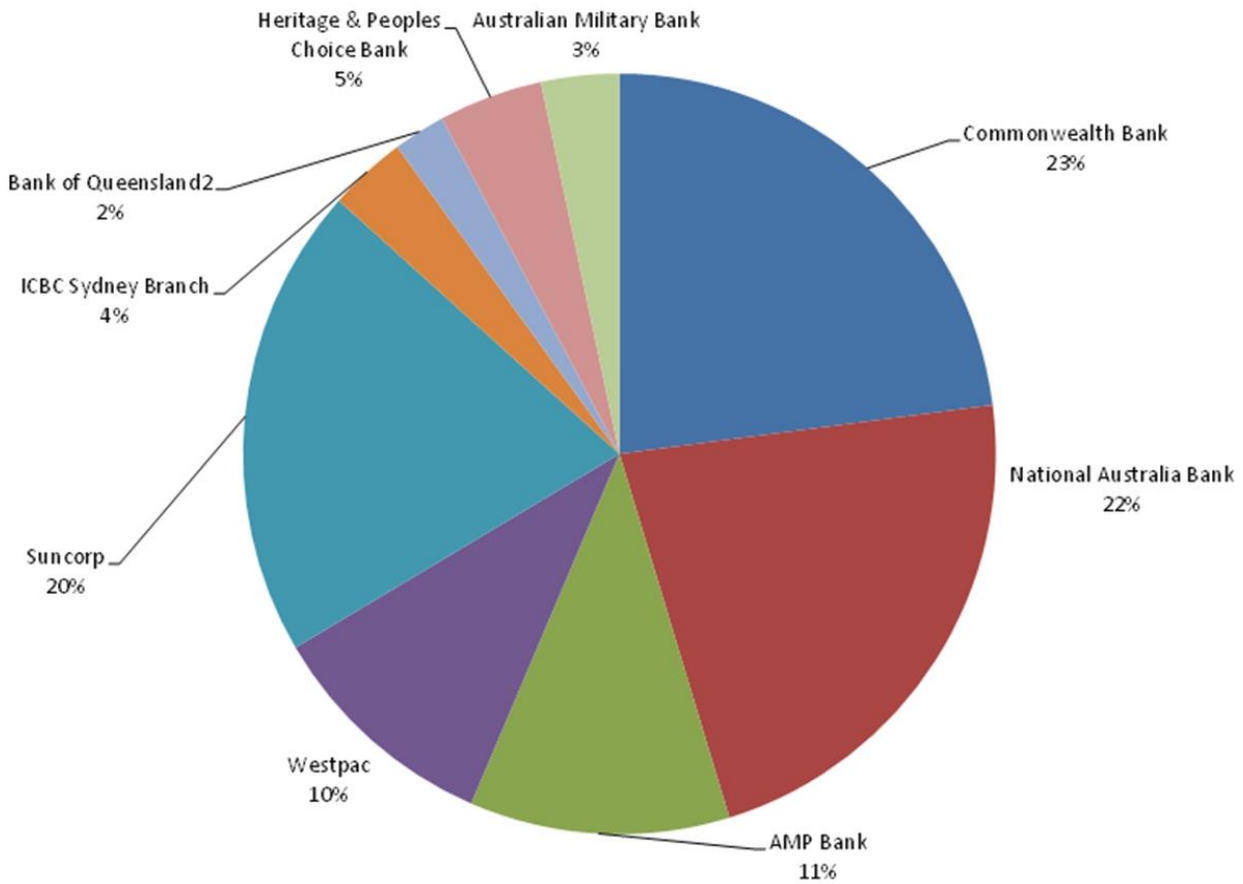
REPORT:

The following table contains a list of cash, at call investments and term deposits held by Council as at 31 March 2024.

Combined Cash & Investments Table		31/03/2024					
Cash & 11am at call Accounts	Branch	Current Month	Last Month	Movement	Type	Interest Rate%	Maturity Date
Commonwealth Bank	Tumut	\$ 5,379,996	\$ 4,177,187	\$ 1,202,809	W/Acct	4.35%	
Commonwealth Bank	Tumut	\$ 4,875,576	\$ 4,853,744	\$ 21,832	At Call (BOS)	4.40%	
Commonwealth Bank	Tumut	\$ 17,955	\$ 15,918	\$ 2,037	Gen-Roth	4.35%	
Sub Total Cash & 11am at Call Accounts		\$ 10,273,527	\$ 9,046,849	\$ 1,226,678		4.37%	
Total Cash & At Call Investments		\$ 10,273,527	\$ 9,046,849	\$ 1,226,678		4.37%	
	Branch	Current Month	Last Month	Movement	Lodgement Date	Interest Rate%	Maturity Date
National Australia Bank	375	\$ -	\$ 1,000,000	-\$ 1,000,000	15/09/2023	5.10%	15/03/2024
National Australia Bank	375	\$ -	\$ 2,000,000	-\$ 2,000,000	30/06/2023	5.53%	28/03/2024
Bank of Queensland	001	\$ -	\$ 2,000,000	-\$ 2,000,000	30/06/2023	5.51%	28/03/2024
ICBC Sydney Branch	337	\$ 1,500,000	\$ 1,500,000	\$ -	08/04/2021	0.85%	08/04/2024
AMP Bank	511	\$ 2,000,000	\$ 2,000,000	\$ -	11/04/2023	4.80%	11/04/2024
Suncorp	484	\$ 2,000,000	\$ 2,000,000	\$ -	31/07/2023	5.35%	30/04/2024
AMP Bank	544	\$ 2,000,000	\$ 2,000,000	\$ -	30/06/2023	5.70%	28/06/2024
AMP Bank	556	\$ 1,000,000	\$ 1,000,000	\$ -	18/07/2023	5.75%	18/07/2024
Heritage & Peoples Choice Bank	140	\$ 2,000,000	\$ 2,000,000	\$ -	01/08/2023	5.50%	31/07/2024
National Australia Bank	375	\$ 1,000,000	\$ 1,000,000	\$ -	15/02/2024	5.16%	15/08/2024
Westpac	916	\$ 1,000,000	\$ 1,000,000	\$ -	29/02/2024	5.05%	28/08/2024
Westpac	916	\$ 1,500,000	\$ 1,500,000	\$ -	07/09/2021	0.78%	09/09/2024
National Australia Bank	375	\$ 2,000,000	\$ 2,000,000	\$ -	07/09/2023	5.23%	09/09/2024
Bank of Queensland	001	\$ 1,000,000	\$ -	\$ 1,000,000	15/03/2024	5.16%	16/09/2024
National Australia Bank	601	\$ 1,500,000	\$ 1,500,000	\$ -	31/01/2024	5.14%	31/10/2024
Suncorp	580	\$ 1,000,000	\$ 1,000,000	\$ -	28/11/2023	5.47%	28/11/2024
Suncorp	581	\$ 1,000,000	\$ 1,000,000	\$ -	28/11/2023	5.45%	28/11/2024
National Australia Bank	591	\$ 1,000,000	\$ 1,000,000	\$ -	22/12/2023	5.13%	23/12/2024
Suncorp	588	\$ 1,000,000	\$ 1,000,000	\$ -	22/12/2023	5.15%	23/12/2024
Suncorp	589	\$ 1,000,000	\$ 1,000,000	\$ -	22/12/2023	5.15%	23/12/2024
Suncorp	597	\$ 1,000,000	\$ 1,000,000	\$ -	18/01/2024	5.20%	20/01/2025
National Australia Bank	598	\$ 1,000,000	\$ 1,000,000	\$ -	29/01/2024	5.20%	29/01/2025
National Australia Bank	599	\$ 1,500,000	\$ 1,500,000	\$ -	30/01/2024	5.19%	30/01/2025
National Australia Bank	602	\$ 1,000,000	\$ 1,000,000	\$ -	31/01/2024	5.15%	31/01/2025
National Australia Bank	603	\$ 1,000,000	\$ 1,000,000	\$ -	31/01/2024	5.15%	31/01/2025
Australian Military Bank	564	\$ 1,500,000	\$ 1,500,000	\$ -	01/08/2023	5.35%	01/08/2025
Westpac	916	\$ 2,000,000	\$ 2,000,000	\$ -	29/09/2023	5.21%	29/09/2025
Suncorp	590	\$ 2,000,000	\$ 2,000,000	\$ -	22/12/2023	4.93%	22/12/2025
Total TD's		\$ 34,500,000	\$ 38,500,000	-\$ 4,000,000		4.48%	
Total Cash & Investments		\$ 44,773,527	\$ 47,546,849	-\$ 2,773,322		4.45%	

% of Portfolio

Snowy Valleys Council Total Cash and Investments - March 2024



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's *Investment Policy*. Cash and Investments reduced by \$2.7M in March 2024.

Major cash receipts received during March 2024 included:

- Transport NSW - Road Maintenance Contract - \$453K
- Transport NSW - Fixing Country Bridges - Brungle Creek - \$148K

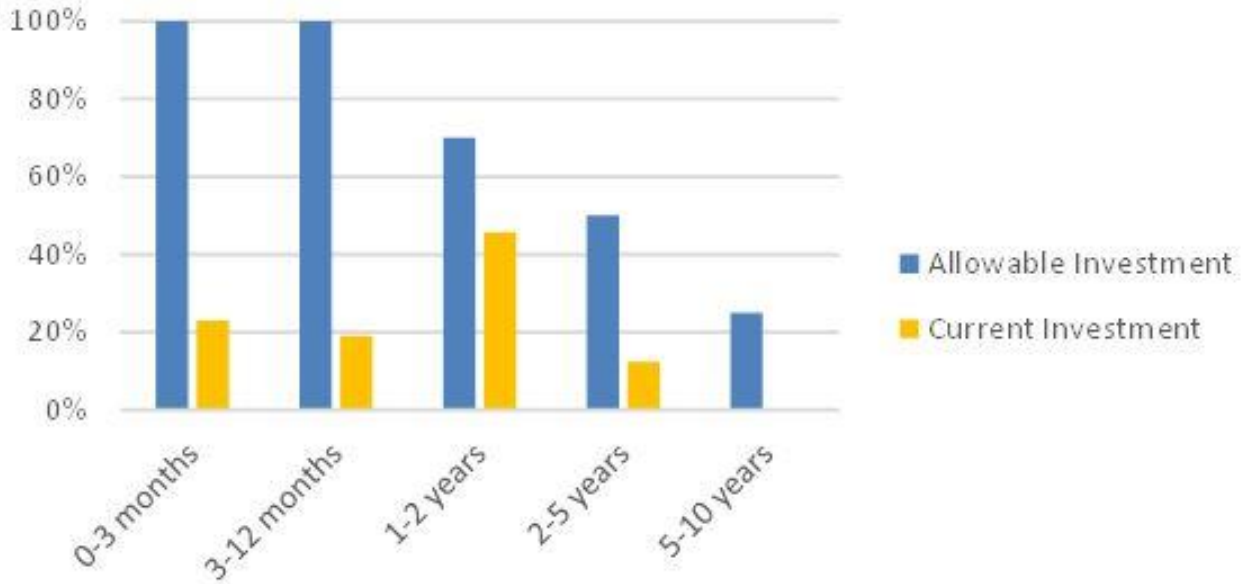
Main cash disbursements (excluding employee costs) during the month included:

- Road Reseal Works - Multiple Road Projects - \$1M
- Office of State Revenue - Emergency Services Levy - \$197K
- Road Stabilisation Works - Multiple Road Projects - \$145K

Council's *Investment Policy* requires Council officers to minimise investment risk by spreading investments across several institutions (Institutional credit framework) as well as within its investment portfolio (overall portfolio credit framework). These risk minimisation measures impact the achievable rate of return. Council officers continue to monitor the investment market and regularly received updates from Council's financial advisors.

This month the report includes a focus on maturity risk. The portfolio remains liquid with 23% of investments maturing within 90 days, 19% of investments maturing within 12 months and a further 46% of investments maturing within 2 years.

SVC Investment Policy - Maturity Risk



LINK TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

Integrated Planning and Reporting Framework:

Community Strategic Plan Theme

Theme 5 - Our Civic Leadership

Community Strategic Plan Strategic Objectives

CSP5 Our Civic leadership and organisation government fosters open and transparent partnership with our community

Delivery Program Principal Activities

5.5 Provide effective short and long term financial management to deliver financial sustainability

FINANCIAL AND RESOURCES IMPLICATIONS:

Investments are undertaken based upon the best rate on the day and after consideration on spreading Council's Investment risk across various institutions as per the *Investment Policy* and section 625 of the *Local Government Act 1993*.

POLICY, LEGAL AND STATUTORY IMPLICATIONS:

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

RISK MANAGEMENT / COST BENEFIT ANALYSIS:

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

OPTIONS:

Nil.

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

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

ATTACHMENTS

Nil.

11. MANAGEMENT REPORTS

11.1. RECONCILIATION ACTION PLAN UPDATE

REPORT AUTHOR: COORDINATOR PLACE ACTIVATION

RESPONSIBLE DIRECTOR: DIRECTOR COMMUNITY & CORPORATE

EXECUTIVE SUMMARY:

The Reflect Reconciliation Action Plan (RAP) was developed to assist Council to continuously develop and strengthen reconciliation commitments with First Nations People. The RAP is a commitment by Council to address the gaps of acknowledgement, learning and understanding of First Nations histories and cultures to make a genuine contribution to reconciliation through our business and activities.

RECOMMENDATION:

THAT COUNCIL:

- 1. Note the Reflect Reconciliation Action Plan 2023/2024 Update.**

BACKGROUND:

In September 2022, M274/22 resolved to adopt the 2022-2023 Reflect Reconciliation Action Plan.

In June 2023, M105/23 resolved to note the First Nations Liaison Committee Meeting minutes which endorsed Council to extend the delivery of the Reflect Reconciliation Action Plan 2022-2023 by six months to complete the remaining outstanding actions.

In September 2023, M192/23 resolved to extend the delivery date of the Reflect Reconciliation Action Plan 2022-2023 to the 30 June 2024.

In November 2023, the Reflect Reconciliation Action Plan annual progress report of all actions was presented to the First Nations Liaison Committee meeting, FNLC 12/23. This was reported to Council in the December 2023 meeting where M271/23 resolved to note the minutes of the November 2023 First Nations Liaison Committee meeting, accepting this update.

In February 2024, M21/24 resolved that Council receive quarterly reports on the Reconciliation Action Plan.

In March 2024, Council has registered with Reconciliation Australia to begin development of the Innovate Reconciliation Action Plan. The Reconciliation Action Plan Working Group Terms of Reference were adopted in February 2024 by the Executive Leadership Team. The first meeting of the Reconciliation Action Plan Working Group was held on the 6 March 2024.

REPORT:

The Reflect Reconciliation Action Plan 2023/2024 progress update of all actions are provided in the attached document.

There are 41 actions across four key areas: Relationships, Respect, Opportunities and Governance. Currently the status of the actions are as follows:

- Complete: 22 - 54%
- Progressing: 15 - 37%
- Ongoing: 3 - 7%
- Not Yet Achieved: 1 - 2%

From these actions, it is noted that Council have made a commitment to reconciliation through their ongoing delivery of the Acknowledgement of Country at all Council meetings, Committee of Council meetings, Staff gatherings. Council has also ensured this was placed on Council's website and email signatures. Council continues to facilitate quarterly meetings with the First Nations Liaison Committee and utilises this forum to identify opportunities for training, policy development, raising awareness and increasing understanding of First Nations People.

Council have also established the Reconciliation Action Plan Working Group (RAPWG), approved the Terms of Reference document and are now underway to develop the next 'Innovate' RAP.

LINK TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

Integrated Planning and Reporting Framework:

Community Strategic Plan Theme

Theme 1 - Our Community

Theme 5 - Our Civic Leadership

Community Strategic Plan Strategic Objectives

CSP1 Our communities are connected and inclusive. Supported by services that nurture health, wellbeing and identity

CSP5 Our Civic leadership and organisation government fosters open and transparent partnership with our community

Delivery Program Principal Activities

1.3 Provide services and support to enhance local arts and culture

1.5 Value our heritage and promote civic pride

5.1 Communicate with our community and provide opportunities for participation in decision making

FINANCIAL AND RESOURCES IMPLICATIONS:

The responsibility of the implementation and facilitation of the actions in the RAP resides with the Place Activation Team. Relevant actions within the document have been assigned to positions within Council.

The RAP has been brought into alignment with Council's Integrated Planning and Reporting Framework and coordination and reporting on the implementation of the RAP is included in Council's 12 month Operational Plan. Some actions use existing in-house staff resources, however a number of sections will have a budgetary impact. There is no allocated budget to implement the Reconciliation Action Plan. Costs associated with the delivery of the plan's actions are dependent on the directorate of the responsible staff member or included in the Community Development budget.

POLICY, LEGAL AND STATUTORY IMPLICATIONS:

N/A

RISK MANAGEMENT / COST BENEFIT ANALYSIS:

Risk Category	Description	Cost/Risk	Benefit/Reward
Legal	As an adopted Council document, reporting on the RAP will need to comply with requirements.	Failure to report on the RAP accordingly will not comply with IP&R requirements.	Consistent reporting will ensure actions are monitored and plan remains on track for delivery according to timeframes.

Risk Category	Description	Cost/Risk	Benefit/Reward
Financial	Some actions will be pursued utilising existing Council staff resources, however a number of sections will require a separate allocation.	Some actions not being delivered due to a lack of available funding.	No budget allocation has been provided to implement the RAP.
Stakeholder	Stakeholders include the First Nations Liaison Committee, Reconciliation Australia, the Snowy Valleys community and Snowy Valleys Council.	Ensuring all stakeholders have a say and feedback considered to ensure a collaborative and cooperative approach is taken.	The RAP will further establish positive relationships between Council and First Nations People and reflects a genuine commitment to reconciliation through actions agreed between Reconciliation Australia, the First Nations Liaison Committee, the Snowy Valleys community and Snowy Valleys Council.
Service Delivery	The responsibility of the implementation of the RAP and facilitation of the actions resides with the Place Activation Team, however actions within the plan have been assigned to positions within Council.	Actions allocated across positions within Council/Council teams. Consistent monitoring will be required to ensure the plan remains on track.	Assigning actions to positions within Council will ensure resources are allocated for implementation and monitoring.

OPTIONS:

1. Adopt as per recommendations set out in this report - preferred option.
2. Amend the recommendations set out in this report.
3. Decline the recommendations set out in this report.

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Communication of the Reconciliation Action Plan is undertaken through the First Nations Liaison Committee meetings.

ATTACHMENTS

1. 2023-2024 Reflect Reconciliation Action Plan (Under separate cover)

12. MINUTES OF COMMITTEE MEETINGS

12.1. MINUTES - AUDIT RISK AND IMPROVEMENT COMMITTEE - 13 MARCH 2024

REPORT AUTHOR: COORDINATOR GOVERNANCE

RESPONSIBLE DIRECTOR: DIRECTOR COMMUNITY & CORPORATE

EXECUTIVE SUMMARY:

The Audit, Risk and Improvement Committee (ARIC) was established by Council in August 2016 and is pursuant to Section 428A of the *Local Government Act 1993*. The ARIC reports to Council after each meeting.

RECOMMENDATION:

THAT COUNCIL:

1. Note the Minutes of the Audit Risk and Improvement Committee held on 13 March 2024.

BACKGROUND:

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

ARIC'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, ARIC reviews and considers:

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

REPORT:

At the Audit, Risk & Improvement Committee meeting held on 13 March 2024, key agenda items were discussed, and details are included in the attached minutes.

LINK TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

Integrated Planning and Reporting Framework: Delivery Program and Operation Plan Strategic Directions

Theme 5 - Our Civic Leadership

Community Strategic Plan Objectives

CSP5 Our Civic leadership and organisation government fosters open and transparent partnership with our community.

Delivery Program Principal Activities

5.4 Maintain and deliver a governance framework that guides good decision making, accountability and legislative compliance.

FINANCIAL AND RESOURCES IMPLICATIONS:

The approved budget for the operation of the ARIC for 2023/2024 is \$47,000 and includes member remuneration, training and the engagement of the internal auditor.

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 Section 23A the *Local Government Act 1993*.

Council is transitioning to the Draft Guidelines for Risk Management and Internal Audit Framework for Local Councils in NSW; full compliance is expected by 01 July 2024.

RISK MANAGEMENT / COST BENEFIT ANALYSIS:

ARIC is charged with the responsibility of:

- Reviewing Council's enterprise risk management framework and associated procedures for effective identification and management of Council's business and financial risks.
- Making a determination as to whether a sound and effective approach has been followed in managing Council's major risks including those associated with individual projects, program implementation and activities.
- Assessing the impact of the Council's 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 & Improvement Committee - 13 March 2024 (under separate cover)

12.2. MINUTES - LOCAL TRAFFIC COMMITTEE - 14 FEBRUARY 2024**REPORT AUTHOR: ROAD SAFETY OFFICER****RESPONSIBLE DIRECTOR: DIRECTOR INFRASTRUCTURE & WORKS**

EXECUTIVE SUMMARY:

The Local Traffic Committee is a statutory committee with representatives from NSW Police, Transport for NSW (TfNSW), Local Members of Parliament, Councillors and Council staff.

The purpose of the Committee is to update Council on matters related to prescribed traffic control devices and traffic control facilities for which Council has delegated authority.

This report seeks adoption of the Committee's minutes and recommendations from the meeting on 14 February 2024.

RECOMMENDATION:**THAT COUNCIL:**

- 1. Note the Minutes of the Local Traffic Committee held on 14 February 2024;**
- 2. Adopt the following recommendation/s from the minutes of the Local Traffic Committee meeting on 14 February 2024;**

ITEM 8.1 TUMBARUMBA PARKING LIMITS

- Approve the proposal to survey stakeholders along Tumbarumba Parade on the proposed parking restrictions and new line marking prior to any changes being undertaken;
- Approve the proposed 2 (two) hour parking restrictions and line marking changes along Tumbarumba Parade if 50% majority support the changes.

ITEM 8.2 REQUEST - INSTALLATION OF SPEED HUMPS AND CROSSING - BRIGHT HORIZONS

- Approve the installation of traffic calming options, such as suitable speed humps and crossings, in Capper Street, Tumut to address vehicles speeds in the street.

ITEM 8.3 REQUEST - TUMUT MOTORCYCLE PARKING - WYNYARD STREET TUMUT

- Advise the applicant that parking is permitted within the standard car parks for motorcycles and, as such, the Local Traffic Committee has not identified any real need for specific motorcycle parking.

ITEM 8.4 ZONE 20 PONY CLUB TUMBARUMBA

- Investigate why and how the Zone 20 Pony Club event took place without formal approval being granted;
- Advise the Zone 20 Pony Club Tumbarumba on the correct procedures and approval required for such events.

ITEM 8.5 SPEED ZONE REVIEW - WONDALGA ROAD ADELONG

- Work with Transport for NSW requesting a speed zone audit be undertaken on the Wondalga Road for 1.5km south of Rimmers Bridge, Adelong.

ITEM 8.6 SPEED LIMIT REVIEW - ELLIOTT WAY ROAD MARAGLE

- Work with Transport for NSW requesting a speed zone audit be undertaken on Elliott Way, Maragle.

ITEM 8.7 SPEED LIMIT REVIEW - MILES FRANKLIN DRIVE TALBINGO

- Work with Transport for NSW requesting a speed zone audit be undertaken on Miles Franklin Drive beyond Talbingo.

ITEM 8.8 WEIGHT LIMIT REVIEW - LITTLE RIVER ROAD GOOBARRAGANDRA

- a. Approve the installation of a traffic counter on the Little River Road, Goobarragandra to record heavy vehicle movements;
- b. Note that if the movements are above average, then an additional report will be provided to the Local Traffic Committee.

BACKGROUND:

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

REPORT:

At the Local Traffic Committee meeting held on 14 February 2024, key agenda items were discussed, and details are included in the attached minutes.

For agenda item 8.1 **Tumbarumba Parking Limits**, discussion was held as to the suitable length of time that was to be proposed. It was agreed by the Committee that the time limit is up to Council as the regulatory authority and the nomination of the hour limitation would need to be set by Council.

Agenda item 8.2 **Installation of speed hump and crossing - Bright Horizons** was discussed, and an onsite meeting held with TfNSW representatives. The data gathered from the traffic counter did not identify significant speed issues during school zone times, limiting the need for additional calming devices at the location limited.

Council has engaged with TfNSW regarding items 8.5, 8.6 and 8.7. TfNSW have advised that Speed Limit Reviews in future do not need to be endorsed by the Local Traffic Committee and Community Members can now request a review through the online Safer Roads Portal.

LINK TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:**Integrated Planning and Reporting Framework:****Delivery Program and Operation Plan Strategic Directions**

Theme 4 - Our Infrastructure

Community Strategic Plan Objectives

CSP4 Our infrastructure includes Council services that plan, manage, maintain and renew our community infrastructure and transport networks

Delivery Program Principal Activities

4.1 Plan and provide sustainable transport infrastructure, including footpaths, walking tracks and cycleways

4.3 Plan and provide a program to maintain the local road network

FINANCIAL AND RESOURCES IMPLICATIONS:

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

The delivery of traffic safety initiatives proposed by the Local Traffic Committee are subject to the availability of funding. Council has an allocated budget for the commencement of agreed road safety initiatives. The items outlined in this report will be actioned as time and resources are available.

POLICY, LEGAL AND STATUTORY IMPLICATIONS:

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

RISK MANAGEMENT / COST BENEFIT ANALYSIS:

Risk Management Assessments are provided with Special Event Applications.

Risk Management is considered as part of the roles of the Local Traffic Committee.

OPTIONS:

Council may choose to:

1. Endorse the recommendations made by the Local Traffic Committee as described in this report and the Minutes, as attached.
2. Endorse some of the recommendations made by the Local Traffic Committee as described in this report and the Minutes, as attached.
3. Not endorse the recommendations made by the Local Traffic Committee as described in this report and the Minutes, as attached.
4. Reject or defer the report.

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

The traffic management of events that occupy road reserves requires consultation with NSW Police, Transport for NSW, Snowy Valleys Council, road managers, event organisers and other stakeholders. Changes to the road environment require communication with the community.

ATTACHMENTS

1. Minutes - Local Traffic Committee Meeting - 14 February 2024 (Under separate cover)

12.3. MINUTES - TUMUT AERODROME COMMITTEE - 12 MARCH 2024**REPORT AUTHOR: DIRECTOR INFRASTRUCTURE & WORKS****RESPONSIBLE DIRECTOR: INTERIM GENERAL MANAGER**

EXECUTIVE SUMMARY:

The Tumut Aerodrome Committee is an advisory committee of Snowy Valleys Council. The purpose of the Committee is to advise Council in strategic matters concerning the Tumut Aerodrome.

This report has been prepared to accompany the minutes from the Aerodrome Committee meeting on 12 March 2024.

RECOMMENDATION:**THAT COUNCIL:**

- 1. Note the Minutes of the Tumut Aerodrome Committee held on 12 March 2024 and;**
- 2. Endorse the application of Glenyce Francis to become a member of the Aerodrome Committee.**

BACKGROUND:

In summary, at its meeting on 12 March 2024, the Tumut Aerodrome Committee considered the following matters: The attached Minutes contain the full details of each item that was discussed.

1. New Committee Member Nomination

The Director of Infrastructure and Works introduced Glenyce Francis and explained that Glenyce had applied to become a committee member and had completed the Committee Membership Nomination Form on 26 February 2024.

2. Tumut – Aerodrome upgrade – Option 3- Adopted by Council 14 December 2024

The Director of Infrastructure and Works distributed hardcopies of the 14 December 2023 Council report for committee members to read and also explained in a high-level summary what Option 3 (Upgraded Code 2 Non-instrument (No RESA)) as recommended by the specialist aviation consultants was.

3. CASA – runway exemptions

Committee members asked if Council had received the CASA runway exemptions approval that was applied for in March 2023.

The Director of Infrastructure and Works stated that Council had received the exemption on 11 October 2023. Below is a summary of the exemptions granted by CASA.

A full copy of the CASA exemption is attached to the Committee minutes.

4. New Rural Fire Service (RFS) Fire Control Facility to be constructed out at the Aerodrome.

The Director of Infrastructure and Works outlined that the Rural Fire Service (RFS) would be building their new fire control centre facility out at the aerodrome at approximately the same time as the Council managed Option 3 aerodrome upgrade is happening and that Council and the RFS would need to coordinate construction activities. Jon Gregory outlined that a Project Control Group (PCG) would be established as per the Heads of Agreement that is coming to the Council 21 March meeting for endorsement and that this PCG would ensure all construction activities are coordinated.

5. Compulsory Land Acquisitions at the Aerodrome

Committee members raised a query in relation to the status of the compulsory land acquisitions at the aerodrome. The Director of Infrastructure and Works stated that the compulsory acquisition process for the land to the North of the runway had now ceased as Council had adopted Option 3 which did not require these properties for that option.

6. Change the default radio frequency for Tumut Aerodrome

The current default radio frequency for the aerodrome and surrounds is from outside of Tumut – can this be changed?

The Director of Infrastructure and Works committed to investigating how the radio frequency can be changed.

7. Existing fuel facility installed in 2012

Committee members raised the issue of the location of the existing fuel facility, and could it be re-located as part of the aerodrome upgrade and or as part of the new RFS building facility?

Committee members also raised an issue around the “Sky Fuel” – now Viva Fuel facility and the charge arrangement that Council takes 5 cents a litre.

The Director of Infrastructure and Works committed to investigating the fuel charge arrangement and also the relocation of the existing fuel facility.

8. Existing windsock

The existing windsock is currently bent and needs to be straightened; helicopters blow it inside out – committee members requested if it can be relocated.

The Director of Infrastructure and Works committed to getting the windsock fixed and looking at a possible new location.

9. Existing Maintenance costs at the Aerodrome

Over the last three financial years, Council has spent on average \$112,387 on maintenance out at the aerodrome. This general maintenance includes the mowing and tree pruning requirements in accordance with CASA regulations in and around the aerodrome as well as other minor repairs to Council infrastructure and associated staff costs.

In return on average over the last three financial years, Council has received \$18,318 in revenue from leasing and general user fees and charges.

On average the net operating loss to Council for managing and operating the aerodrome over the last three financial years is -\$94,068 per annum.

Operational Maintenance costs for the last three years are as follows – note these costs do not include depreciation.

10. Expenditure Income

2020/2021 = \$72,754 in expenditure 2020/2021 = \$16,205 in income

2021/2022 = \$197,733 in expenditure 2021/2022 = \$18,433 in income

2022/2023 = \$66,675 in expenditure 2022/2023 = \$66,675 in Income

Councils estimated maintenance costs after the Option 3 upgrade is complete is estimated at \$125,000-\$150,000 per annum.

REPORT:

Refer to the Background Section of this report and also the attached Meeting Minutes of 12 March 2024.

LINK TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:**Integrated Planning and Reporting Framework:****Delivery Program and Operation Plan Strategic Directions**

Theme 4 - Our Infrastructure

Community Strategic Plan Objectives

CSP4 Our infrastructure includes Council services that plan, manage, maintain and renew our community infrastructure and transport networks

Delivery Program Principal Activities

4.2 Manage and plan for affordable infrastructure to meet current and future community needs

FINANCIAL AND RESOURCES IMPLICATIONS:

Over the last three financial years Council has spent on average \$112,387 on maintenance at the aerodrome. This general maintenance includes the mowing and tree pruning requirements in accordance with CASA regulations in and around the aerodrome as well as other minor repairs to Council infrastructure and associated staff costs.

In return on average over the last three financial years Council has received \$18,318 in revenue from leasing and general user fees and charges.

On average the net operating loss to Council for managing and operating the aerodrome over the last three financial years is -\$94,068 per annum.

Operational Maintenance costs for the last three years are as follows – note these costs do not include depreciation.

Expenditure Income

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2022/2023 = \$66,675 in expenditure 2022/2023 = \$66,675 in Income

Councils estimated maintenance costs after the Option 3 upgrade is complete is estimated at \$125,000-\$150,000 per annum.

POLICY, LEGAL AND STATUTORY IMPLICATIONS:

Nil

RISK MANAGEMENT / COST BENEFIT ANALYSIS:

Nil

OPTIONS:

1. Adopt as per recommendations set out in this report.
2. Amend the recommendation set out in this report prior to adoption.
3. Decline the recommendations set out in this report.

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Nil

ATTACHMENTS

1. Minutes - Tumut Aerodrome Committee - 12 March 2023 (Under separate cover)

12.4. MINUTES - GLENROY HERITAGE RESERVE COMMITTEE - 14 FEBRUARY 2024**REPORT AUTHOR: COORDINATOR PLACE ACTIVATION****RESPONSIBLE DIRECTOR: DIRECTOR COMMUNITY & CORPORATE**

EXECUTIVE SUMMARY:

The Glenroy Heritage Reserve Committee is a Section 355 Committee of Council and meets on a quarterly basis.

This report seeks adoption of the Glenroy Heritage Reserve Committee Meeting Minutes from the 14 February 2024.

RECOMMENDATION:**THAT COUNCIL:**

- 1. Note the Minutes of the Glenroy Heritage Reserve Committee Meeting held on 14 February 2024.**

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 Shop and purchasing of furniture and fittings for the Museum.

REPORT:

At the Glenroy Heritage Reserve Committee meeting held on 14 February 2024, key agenda items were discussed, and details are included in the attached minutes.

LINK TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:**Integrated Planning and Reporting Framework:****Community Strategic Plan Theme**

Theme 5 - Our Civic Leadership

Community Strategic Plan Strategic Objectives

CSP5 Our Civic leadership and organisation government fosters open and transparent partnership with our community

Delivery Program Principal Activities

5.1 Communicate with our community and provide opportunities for participation in decision making

5.4 Maintain and deliver a governance framework that guides good decision making, accountability and legislative compliance

FINANCIAL AND RESOURCES IMPLICATIONS:

The Committee raises funds through the craft shop sales, museum visits donations, and tour bus catering that allow the Committee to continue operations and contribute to maintenance jobs at the Museum and the Reserve.

POLICY, LEGAL AND STATUTORY IMPLICATIONS:

Nil

RISK MANAGEMENT / COST BENEFIT ANALYSIS:

Benefits of the Glenroy Heritage Reserve Committee and Sub Committees include, but are not limited to, the opportunity for socialisation of the volunteer group while providing an educational Historical facility to bring visitors to the area.

Risk Management - All volunteers are registered in Council's volunteer management framework and have completed current volunteer inductions.

OPTIONS:

1. Adopt as per recommendations set out in this report - preferred option.
2. Amend the recommendations set out in this report.
3. Decline the recommendations set out in this report.

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Nil

ATTACHMENTS

1. Glenroy Heritage Reserve Minutes 14-2-24 (Under separate cover)
2. Income and expenditure - Treasurer Report (Under separate cover)
3. Income and expenditure 2023 - 2024 - Income (Under separate cover)
4. Income and expenditure 2023 - 2024 - Expenses (Under separate cover)
5. Income and expenditure 2023 - 2024 - EOY (Under separate cover)
6. Glenroy Attachments (2) (Under separate cover)

13. CONFIDENTIAL**14. MEETING CLOSURE**