

## **12.2 MINUTES - BATLOW CIDER RAIL TRAIL STEERING COMMITTEE - 17 APRIL 2024 - ATTACHMENTS**

### Attachment Titles:

1. 20240417 - MINUTES - BATLOW CIDER RAIL TRAIL COMMITTEE - 17 APRIL 2024
2. 20240424 - DRAFT - Terms of Reference - Batlow Cider Rail Trail Steering Committee - SVC-TofR-043-01

**Attachment 1 - 20240417 - MINUTES - BATLOW CIDER RAIL TRAIL COMMITTEE - 17 APRIL 2024**

## Batlow Cider Steering Committee Minutes

**1. COMMENCING AT:**

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The meeting commenced at 11:34am.

**2. PRESENT**

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**Voting Members:** Cr Sam Hughes, Tony Cross, Dave Purcell and Anne Hallard

**In Attendance:** Chloe Wilkinson (Council Staff Delegate – Economic Development Officer), Sophie Gairn (Coordinator Place Activation), Cr Hansie Armour, Duncan Mitchell (Director of Infrastructure)

**3. ACKNOWLEDGEMENT OF COUNTRY**

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An acknowledgement of the traditional custodians of the land was delivered by Sophie Gairn.

**4. APOLOGIES**

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**Apologies:** Glen McGrath (Manager Technical Services), Cr Ian Chaffey (Mayor)

**5. DECLARATION OF PECUNIARY INTEREST**

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It was noted that Dave Purcell is the owner of The Apple Thief which is located on the corner of Batlow Road and Stewarts Road where the Batlow Cider Rail Trail will end.

**6. AGENDA ITEMS**

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**6.1 Draft Terms of Reference**

The committee reviewed the Draft Terms of Reference and provided feedback.

Minutes of the Batlow Cider Rail Trail Meeting held in Gundagai Room on Wednesday 17<sup>th</sup> April 2024

**Batlow Cider Steering Committee Minutes**

An additional line was added to include an explanation of how Community members can join the Committee at any time throughout the year.

A standing agenda item will be added to allow the Batlow Tumut Rail Trail Committee to provide an update at each meeting.

The Committee resolved to recommend that Council adopt the Draft Terms of Reference.

**RECOMMENDATION:****THAT COUNCIL:****1. Adopt the Batlow Cider Steering Committee Terms of Reference**

Tony Cross / Dave Purcell

**CARRIED****6.2 Frequency of Meetings**

The committee agreed to hold 4 meetings per financial year.

Each meeting will be held in Batlow at the Batlow Library with the option for online attendance.

Meet dates for the 2024/2025 FY:

- Wednesday July 24<sup>th</sup> 2024 - 11:30am
- Wednesday October 16<sup>th</sup> 2024 – 11:30am
- Wednesday January 15<sup>th</sup> 2024 – 11:30am
- Wednesday April 9<sup>th</sup> 2024 – 11:30am

**BCRT.01/24 RESOLVED:****THAT THE COMMITTEE:****1. Adopt the frequency of meetings:**

Wednesday July 24<sup>th</sup> 2024 - 11:30am

Wednesday October 16<sup>th</sup> 2024 – 11:30am

Wednesday January 15<sup>th</sup> 2024 – 11:30am

Minutes of the Batlow Cider Rail Trail Meeting held in Gundagai Room on Wednesday 17<sup>th</sup> April 2024

## Batlow Cider Steering Committee Minutes

Wednesday April 9<sup>th</sup> 2024 – 11:30am

Anne Hallard / Dave Purcell

**CARRIED**

**6.3 Elect Batlow Cider Rail Trail Committee Chairperson**

The committee discussed and agreed to recommend that Council appoint Cr Sam Hughes as Chairperson of the Batlow Cider Rail Trail Committee.

**RECOMMENDATION:****THAT COUNCIL:****1. Appoint Cr Sam Hughes Chairperson of the Batlow Cider Rail Trail Committee**

Anne Hallard / Dave Purcell

**CARRIED**

**6.4 Snowy Valleys Council Progress Update****Get NSW Active Grant Application**

In December 2023 Council submitted an application to the Get NSW Active Grant Program to fund the proposed Batlow Cider Rail Trail project.

An outcome for this funding is due to be announced in May 2024.

**NSW Rail Trails Framework**

Council is currently working through **Stage 1: Proposal** of the NSW Rail Trail Framework.

The Place Activation team recently met with a representative from Transport for NSW and are moving forward with applying for a third party works application with UGLRL which will allow Council to undertake survey work on the site.

Minutes of the Batlow Cider Rail Trail Meeting held in Gundagai Room on Wednesday 17<sup>th</sup> April 2024

#### Batlow Cider Steering Committee Minutes

Shape files of the proposed section of the rail trail that will access the rail corridor have been sent to Transport for NSW to review existing leases.

The Committee discussed SVC meeting with Batlow Tumut Rail Trail consultant Mike Halliburton to discuss costings for the rail trail to ensure these are consistent in documentation being produced by the Batlow Tumut Rail Trail Committee.

**Action:** Glen McGrath to meet with Mike Halliburton.

#### **6.5 Next Steps in Stage 1: Proposal – NSW Rail Trails Framework**

The Committee discussed engaging with the Local Aboriginal Land Council at the next First Nations Liaison Committee and to consult with the Department of Regional NSW.

#### **7. NEXT MEETING**

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Wednesday 25 July 2024 at 11:30am. To be held at the Batlow Library or online via teams.

Minutes of the Batlow Cider Rail Trail Meeting held in Gundagai Room on Wednesday 17<sup>th</sup> April 2024

**Attachment 2 - 20240424 - DRAFT - Terms of Reference - Batlow Cider Rail Trail Steering Committee - SVC-TofR-043-01****Batlow Cider Rail Trail  
Steering Committee  
Terms of Reference**

**ToR No: SVC-TofR-043-01**

**In addition to the Terms of Reference, the committee must abide by the Council Committees Policy and Council Committees Operation Manual.**

**1. NAME**

The name of the Committee is the Batlow Cider Rail Trail Steering Committee (BCRTSC).

The Batlow Cider Rail Trail Steering Committee is a Community Committee to Snowy Valleys Council.

**2. STATUS**

The Batlow Cider Rail Trail Steering Committee does not have executive power or authority to direct staff, nor does it enjoy the delegation of any powers, functions or duties of Council.

**3. DELEGATION**

All decisions of the Committee will constitute recommendations to Council and other major stakeholders where relevant.

**2. PURPOSE**

The purpose of the committee is to:

- Provide a forum for discussion of strategic planning issues relevant to the Batlow Cider Rail Trail;
- Provide appropriate advice and recommendations on strategic matters relevant to the Batlow Cider Rail Trail
- Follow the NSW Government Rail Trails framework for the development of the Batlow Cider Rail Trail.

**3. OBJECTIVES OF THE COMMITTEE**

The Batlow Cider Rail Trail Steering Committee is a Committee of Council responsive to Community needs. The effectiveness of the Committee depends on Community support.

The Batlow Cider Rail Trail Steering Committee focus is to progress the Batlow Cider Rail Trail proposal to work towards addressing the essential criteria in the NSW Government Rail Trails Framework.

Discussions should consider funding priorities, service levels and planning for a sustainable future.

**SVC-TofR-00X-XX**  
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Adopted:  
Reviewed:

Furthermore, the Batlow Cider Rail Trail Steering Committee shall provide comment on the Batlow Cider Rail Trail matters, as presented in Batlow Cider Rail Trail Steering Committee reports.

Exclusions:

The Batlow Cider Rail Trail Steering Committee is not responsible for the day-to-day administration and operation of the Batlow Cider Rail Trail. Any administrative and operational concerns shall be referred to Council through appropriate customer service channels.

Where a matter is deemed significant enough to warrant discussion and/or a recommendation to Council, it may be raised at a Committee meeting.

**4. MANAGEMENT AND OPERATION OF THE COMMITTEE**

**a) MEETINGS**

The Committee should meet on a regular basis with a minimum of three meetings per year at a location within the local government area. To ensure ongoing accountability and accessibility meetings can be in person or via video link.

**b) MEMBERSHIP**

Membership should consist of not less than three and not more than twelve voting members, inclusive of a Councillor representative.

New members are permitted to join throughout the year by submitting a Committee Nomination Form available via councils website.

New members will be considered by the Committee upon application.

**c) CHAIRPERSON**

The Chairperson shall be elected by the Committee by a simple majority vote taken from members present at the first meeting of each financial year and shall serve a term of one year. In the absence of the Chairperson, the Committee shall elect a Vice Chairperson for that meeting.

**d) SECRETARIAT**

A staff member from Snowy Valleys Council shall perform the Secretariat duties for the Committee.

**e) PECUNIARY INTERESTS AND CONFLICTS OF INTEREST**

Members of the Committee must, having reviewed the agenda for a meeting, or when becoming aware of a potential conflict of interest or pecuniary interest in any matters being discussed by the Committee, immediately advise the Chairperson.

The Committee member must refrain from participating in the discussion and if deemed appropriate by the voting members present, leave the meeting whilst the matter is discussed and not participate in any decision making related to the issue. The interest will be recorded in the minutes.

**f) QUORUM**

A quorum of members must be present for each meeting and shall be half-plus-one (more than 50%) of appointed voting members. If a quorum is not present within half an hour after the appointed starting time, the meeting will be adjourned and rescheduled to a later date.

The voting members present can determine whether they would like to continue with the meeting as an Inquorate Discussion. In this case, recommendations for decisions cannot be made, but can be carried forward to subsequent meetings where a quorum is present.

**g) ATTENDANCE OF NON-MEMBERS**

All residents and rate payers of the Local Government Area can attend meetings of the committee.

**h) MEDIA COMMENT AND CONFIDENTIALITY**

The Committee must not make comments to the media on any matter without approval of Councils Communication and Engagement Team.

Members of the Committee should appreciate that the Committee may, from time to time, deal with sensitive matters of a confidential nature. The confidentiality of such information should be respected by all members.

**i) GENERAL OPERATIONS**

Appointment, selection, membership, and term will be in accordance with the Snowy Valleys Council Committee's Operation Manual and Policy. In addition to the manual and policy all members must abide by Council's Code of Conduct.

Appointment, selection, membership and term will be in accordance with the Snowy Valleys Council Committee's Operation Manual and Policy. In addition to the manual and policy all meetings will observe protocols and procedures of Council's Code of Meeting Practice Section 360(2) Local Government Act of 1993

**j) WORKING GROUPS**

The committee is able to form Working Groups, as required, for specific purposes relating to the activity associated with the committee.

**5. AMENDING THE TERMS OF REFERENCE**

Recommendations for amendments to the Terms of Reference can be made at any time provided that suggested changes are noted on the agenda, a quorum is present at the meeting and the majority of voting members present support the recommendation.

Any amendments to the Terms of Reference must be adopted by a resolution at a formal meeting of the Snowy Valleys Council.

**6. HISTORY TABLE**

Version No	Approval Date	Resolution Number	Date to be Reviewed
1.0			
2.0			