



SNOWY VALLEYS COUNCIL ORDINARY MEETING

AGENDA

Thursday, 16 May 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, 16 May 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

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>

5.1. MINUTES - ORDINARY COUNCIL - 18 APRIL 2024

RECOMMENDATION:

That the Minutes of the Ordinary Council Meeting held on 18 April 2024 be received and confirmed as an accurate record.

Attachment 1 - 20240418 - DRAFT Minutes - Ordinary Council



ORDINARY MEETING

MINUTES

Thursday, 18 April 2024

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

Mayor

Interim General Manager



Thursday, 18 April 2024

In the 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

PRESENT: Mayor, Cr Ian Chaffey (Chair), Cr Johanna (Hansie) Armour, Cr James Hayes, Cr Sam Hughes, 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, Manager Finance Parthiv Parekh, 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 the Mayor, Cr Ian Chaffey.

3. APOLOGIES, LEAVE OF ABSENCE AND REMOTE ATTENDANCE

A Leave of Absence for today's meeting has been received from Cr Julia Ham.

An Apology has been received for today's meeting from Cr Brent Livermore.

A remote attendance request has been received for today's meeting from Cr Sam Hughes.

M57/24 RESOLVED that the Leave of Absence from Cr Ham for today's meeting be received and granted.

Cr Thomson/Cr Ivill

CARRIED UNANIMOUSLY

M58/24 RESOLVED that the Apology received for today's meeting from Cr Brent Livermore be received and accepted.

Cr Thomson/Cr Ivill

CARRIED UNANIMOUSLY

M59/24 RESOLVED that the remote attendance request received for today's meeting from Cr Sam Hughes be received and granted.

Cr Ivill/Cr Thomson

CARRIED UNANIMOUSLY

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Mayor

Interim General Manager

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4. DECLARATIONS OF PECUNIARY INTEREST

Nil.

5. CONFIRMATION OF MINUTES

5.1. MINUTES - ORDINARY COUNCIL - 21 MARCH 2024

M60/24 RESOLVED that the Minutes of the Ordinary Council Meeting held on 21 March 2024 be received and confirmed as an accurate record.

Cr Thomson/Cr Larter

CARRIED UNANIMOUSLY

6. CORRESPONDENCE/PETITIONS

Nil.

7. MAYORAL MINUTE

Nil.

8. NOTICE OF MOTION/NOTICE OF RESCISSION

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

M61/24 RESOLVED:

THAT COUNCIL:

1. Approach the State Government to ascertain the possibility of acquiring the former Tumut Ambulance Station and associated land.

Cr Hayes/Cr Hughes

For: Cr Chaffey, Cr Hayes, Cr Hughes, Cr Larter

Against: Cr Thomson, Cr Ivill

CARRIED

4/2

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Mayor

Interim General Manager

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M62/24 RESOLVED:

That council seek a meeting with the Minister for Emergency Services and the Member for Wagga Wagga regarding the relocation of the town fire brigade.

Cr Larter/Cr Hayes

CARRIED UNANIMOUSLY

Cr Ivill declared a non-pecuniary non-significant interest due to being the Captain of the local fire brigade and declined from voting.

9. URGENT BUSINESS WITHOUT NOTICE

Nil.

10. GOVERNANCE AND FINANCIAL REPORTS**10.1. DE-AMALGAMATION UPDATE**

MOTION:

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. Make representations to the NSW Minister for Local Government, the Hon. Ron Hoenig MP seeking to defer the 2024 Local Government elections for Snowy Valleys Council.

Cr Thomson/Cr Ivill

M63/24 RESOLVED to deal with the three points of Report 10.1 separately.

Cr Thomson/Cr Ivill

For: Cr Chaffey, Cr Hughes, Cr Ivill, Cr Thomson

Against: Cr Hayes, Cr Larter

CARRIED

4/2

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Mayor

Interim General Manager

Snowy Valleys Council Ordinary Meeting Minutes

Thursday, 18 April 2024

M64/24 RESOLVED:

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.

Cr Ivill/Cr Thomson

For: Cr Chaffey, Cr Hughes, Cr Ivill, Cr Thomson

Against: Cr Hayes, Cr Larter

CARRIED**4/2****M65/24 RESOLVED:**

THAT COUNCIL:

1. 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.

Cr Thomson/Cr Ivill

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

Against: Cr Larter

CARRIED**5/1****M66/24 RESOLVED:**

THAT COUNCIL:

1. Make representations to the NSW Minister for Local Government, the Hon. Ron Hoenig MP seeking to defer the 2024 Local Government elections for Snowy Valleys Council.

Cr Thomson/Cr Ivill

For: Cr Chaffey, Cr Hughes, Cr Ivill, Cr Thomson

Against: Cr Hayes, Cr Larter

CARRIED**4/2****10.2. AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION 2024 - NATIONAL GENERAL ASSEMBLY - PROPOSED MOTIONS****M67/24 RESOLVED:**

THAT COUNCIL:

1. Note the report on the motions proposed to be submitted to the Australian Local Government Association 2024 National General Assembly; and

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Mayor_____
Interim General Manager

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

Cr Ivill/Cr Thomson

CARRIED UNANIMOUSLY

10.3. INTERIM GENERAL MANAGER'S ANNUAL LEAVE

M68/24 RESOLVED:

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 10 consecutive 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.

Cr Ivill/Cr Thomson

CARRIED UNANIMOUSLY

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

M69/24 RESOLVED:

THAT COUNCIL:

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

Cr Hayes/Cr Larter

CARRIED UNANIMOUSLY

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

M70/24 RESOLVED:

THAT COUNCIL:

1. Adopt the Audit Risk and Improvement Committee Terms of Reference SVC-TofR-006-007; and

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Mayor

Interim General Manager

Snowy Valleys Council Ordinary Meeting Minutes

Thursday, 18 April 2024

2. Adopt the Internal Audit Charter SVC-GOV-PR-058-03.
3. Write to the Minister for Local Government and the Office of Local Government requesting that elected members retain the ability to be voting members of the Audit, Risk and Improvement Committee.

Cr Thomson/Cr Ivill

CARRIED UNANIMOUSLY**10.6. 2024 LGNSW DESTINATION AND VISITOR ECONOMY CONFERENCE - 28-30 MAY****M71/24 RESOLVED:**

THAT COUNCIL:

1. Approve the attendance of Cr Julia Ham and Cr James Hayes at the 2024 LGNSW Destination and Visitor Economy Conference

Cr Hayes/Cr Ivill

CARRIED UNANIMOUSLY**10.7. NOTICE OF EXTRAORDINARY MEETING - 2 MAY 2024****M72/24 RESOLVED:**

THAT COUNCIL:

1. Hold an Extraordinary Meeting of Council on Thursday, 2 May 2024 at 2pm in the Riverina Highlands Building for the purpose of endorsing the draft Delivery Plan and Operational Plan for Public Exhibition.

Cr Thomson/Cr Ivill

CARRIED UNANIMOUSLY**10.8. STATEMENT OF INVESTMENTS - MARCH 2024****M73/24 RESOLVED:**

THAT COUNCIL:

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

Cr Larter/Cr Thomson

CARRIED UNANIMOUSLY

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Mayor_____
Interim General Manager

11. MANAGEMENT REPORTS

11.1. RECONCILIATION ACTION PLAN UPDATE

M74/24 RESOLVED:

THAT COUNCIL:

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

Cr Thomson/Cr Ivill

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

Against: Cr Larter

CARRIED

5/1

12. MINUTES OF COMMITTEE MEETINGS

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

M75/24 RESOLVED:

THAT COUNCIL:

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

Cr Hayes/Cr Larter

CARRIED UNANIMOUSLY

12.2. MINUTES - LOCAL TRAFFIC COMMITTEE - 14 FEBRUARY 2024

M76/24 RESOLVED:

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

- a. Approve the proposal to survey stakeholders along Tumbarumba Parade on the proposed parking restrictions and new line marking prior to any changes being undertaken;
- b. 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

- a. 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.

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Mayor

Interim General Manager

ITEM 8.3 REQUEST - TUMUT MOTORCYCLE PARKING - WYNYARD STREET TUMUT

- a. 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

- a. Investigate why and how the Zone 20 Pony Club event took place without formal approval being granted;
- b. 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

- a. 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

- a. 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

- a. 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.

Cr Hayes/Cr Ivill

For: Cr Hughes, Cr Hayes, Cr Ivill, Cr Larter, Cr Thomson

Against: Cr Chaffey

CARRIED

5/1

Cr Armour joined the meeting at 2.55pm.

12.3. MINUTES - TUMUT AERODROME COMMITTEE - 12 MARCH 2024**M77/24 RESOLVED:**

THAT COUNCIL:

1. Note the Minutes of the Tumut Aerodrome Committee held on 12 March 2024 and;
2. Seek applications via an Expression of Interest to become a member of the Tumut Aerodrome Committee;
3. Explore opportunities for the installation of a weather station at the Tumut Aerodrome.

Cr Hayes/Cr Larter

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Thursday, 18 April 2024

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

Against: Cr Thomson

CARRIED

6/1

12.4. MINUTES - GLENROY HERITAGE RESERVE COMMITTEE - 14 FEBRUARY 2024**M78/24 RESOLVED:**

THAT COUNCIL:

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

Cr Hayes/Cr Ivill

CARRIED UNANIMOUSLY**13. CONFIDENTIAL**

Nil.

14. MEETING CLOSURE

There being no further business the meeting closed at 3.27pm.

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Minutes of the Meeting of the Snowy Valleys Council Ordinary Meeting held in In the Council Chambers 76 Capper Street Tumut and Via Video Link on Thursday, 18 April 2024

Mayor

Interim General Manager

5.2. MINUTES - EXTRAORDINARY COUNCIL - 2 MAY 2024

RECOMMENDATION:

That the Minutes of the Extraordinary Council Meeting held on 2 May 2024 be received and confirmed as an accurate record.

Attachment 1 - 20240502 - DRAFT Minutes - Extraordinary Council



EXTRAORDINARY MEETING

MINUTES

Thursday, 2 May 2024

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

Mayor

Interim General Manager



Thursday, 2 May 2024
In the Council Chambers 76 Capper Street Tumut and Via Video Link
2:00 PM

MINUTES

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6. MEETING CLOSURE.....5

- PRESENT:** Mayor, Cr Ian Chaffey (Chair), Cr Johanna (Hansie) Armour, Cr Julia Ham, Cr Sam Hughes, Cr James Hayes, Cr John Larter, Cr Brent Livermore, Cr Trina Thomson
- IN ATTENDANCE:** Interim General Manager Steven Pinnuck, Director Community & Corporate Jessica Quilty, Director Infrastructure & Works Duncan Mitchell, Manager Finance Parthiv Parekh, Executive Manager Growth & Development Nick Wilton

1. ACKNOWLEDGEMENT OF COUNTRY

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

2. APOLOGIES, LEAVE OF ABSENCE AND REMOTE ATTENDANCE

Nil.

3. DECLARATIONS OF PECUNIARY INTEREST

Nil.

4. GOVERNANCE AND FINANCIAL REPORTS

9.1. DRAFT 2024-2025 DELIVERY PROGRAM / OPERATIONAL PLAN, BUDGET, FEES & CHARGES, REVENUE POLICY AND LONG-TERM FINANCIAL PLAN - FOR PUBLIC EXHIBITION

MOTION:

THAT COUNCIL:

1. Endorse the following Integrated Planning & Reporting (IP&R) documents to be placed on public exhibition for a minimum period of 28 days commencing 3 May 2024:
 - a. Draft Combined Delivery Program and 2024-2025 Operational Plan including:
 - i. Draft 2024-2025 Operational Budget
 - ii. Draft 2024-2025 Capital Works Budget
 - b. Draft 2024-2025 Fees & Charges
 - c. Draft 2024-2025 Revenue Policy
 - d. Draft Long Term Financial Plan

Cr Trina Thomson/Cr Julia Ham

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Mayor

Interim General Manager

M79/24 RESOLVED to deal with the four points of Report 9.1 separately.

Cr Trina Thomson/Cr Julia Ham

CARRIED UNANIMOUSLY

M80/24 RESOLVED to move into Committee of the Whole

Cr Trina Thomson/Cr Sam Hughes

CARRIED UNANIMOUSLY

M81/24 RESOLVED to move out of Committee of the Whole

Cr James Hayes/Cr Julia Ham

CARRIED UNANIMOUSLY

M82/24 RESOLVED

THAT COUNCIL:

1. Request management to prepare a report for the June 2024 meeting outlining opportunities for operational savings.

Cr Ian Chaffey/Cr James Hayes

CARRIED UNANIMOUSLY

M83/24 RESOLVED

THAT COUNCIL:

1. Endorse the following Integrated Planning & Reporting (IP&R) documents to be placed on public exhibition for a minimum period of 28 days commencing 3 May 2024:

- a. Draft Combined Delivery Program and 2024-2025 Operational Plan including:

- i. Draft 2024-2025 Operational Budget
- ii. Draft 2024-2025 Capital Works Budget

Cr Trina Thomson/Cr Brent Livermore

For: Cr Armour, Cr Chaffey, Cr Hughes, Cr Livermore, Cr Thomson

Against: Cr Hayes, Cr Larter, Cr Ham

CARRIED

5/3

M84/24 RESOLVED

THAT COUNCIL:

1. Endorse the following Integrated Planning & Reporting (IP&R) documents to be placed on public exhibition for a minimum period of 28 days commencing 3 May 2024:

- b. Draft 2024-2025 Fees & Charges

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Mayor

Interim General Manager

Snowy Valleys Council Extraordinary Meeting Minutes

Thursday, 2 May 2024

Cr Julia Ham/Cr Brent Livermore

For: Cr Armour, Cr Chaffey, Cr Ham, Cr Hughes, Cr Livermore, Cr Thomson

Against: Cr Hayes, Cr Larter

CARRIED**6/2****M85/24 RESOLVED**

THAT COUNCIL:

1. Endorse the following Integrated Planning & Reporting (IP&R) documents to be placed on public exhibition for a minimum period of 28 days commencing 3 May 2024:
 - c. Draft 2024-2025 Revenue Policy

Cr Julia Ham/Cr Brent Livermore

For: Cr Armour, Cr Chaffey, Cr Ham, Cr Hughes, Cr Livermore, Cr Thomson

Against: Cr Hayes, Cr Larter

CARRIED**6/2****M86/24 RESOLVED**

THAT COUNCIL:

1. Endorse the following Integrated Planning & Reporting (IP&R) documents to be placed on public exhibition for a minimum period of 28 days commencing 3 May 2024:
 - d. Draft Long Term Financial Plan including the amendments to the cashflow statement of scenario 2.

Cr Trina Thomson/Cr Brent Livermore

For: Cr Armour, Cr Chaffey, Cr Ham, Cr Hughes, Cr Livermore, Cr Thomson

Against: Cr Hayes, Cr Larter

CARRIED**6/2****5. CONFIDENTIAL**

Nil.

6. MEETING CLOSURE

There being no further business, the meeting closed at 2.43pm.

Minutes of the Meeting of the Snowy Valleys Council Extraordinary Meeting held in the Council Chambers
76 Capper Street Tumut and Via Video Link on Thursday, 02 May 2024

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Mayor_____
Interim General Manager

6. CORRESPONDENCE/PETITIONS

7. MAYORAL MINUTE

8. NOTICE OF MOTION/NOTICE OF RESCISSION**8.1. NOTICE OF MOTION - ENDORSE AERODROME COMMITTEE MEMBERSHIP - CLRS ARMOUR & THOMSON****COUNCILLOR/S: Johanna (Hansie) Armour and Trina Thomson****SUMMARY:**

Pursuant to Notice, Councillors Johanna (Hansie) Armour and Trina Thomson have submitted the following Motion:

NOTICE OF MOTION:

THAT COUNCIL endorse the Tumut Aerodrome Committee membership nomination submitted by Glenyce Francis.

GENERAL MANAGER ADVICE:

In accordance with Council's Committees Operation Manual, committee membership is open to all residents and rate payers in the Snowy Valleys LGA. Vacancies on the committee may be advertised via expressions of interest. However, nominations can be received without going through this process depending on committee numbers. A member nomination form is to be completed and included in the meeting minutes which are then subsequently reported to council. If more nominees are interested in joining the committee when there are vacancies, then current members will vote to decide who will become nominee to Council to be a member/s. This must be recorded in the minutes.

ATTACHMENTS

1. Notice of Motion - Endorse Aerodrome Committee Membership

Attachment 1 - 20240516 Notice of Motion - Endorse Aerodrome Committee Membership**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

Thursday, May 16th, 2024.

SUBJECT:

Endorse Aerodrome Committee Membership.

Motion - That Council endorse the
Tumut Aerodrome Committee Membership
Nomination submitted by
Glenyce Francis.

General Manager's Comment

Councillor Name: JOHANNA (JANSIE) ARMOUR

Signature

Johanna Armour

Date:

1. May 2024.

Councillor Name:

Trina Thomson

Signature

Trina Thomson

Date:

01-05-2024.

SVC-EXE-F-222-01
ID73852

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Approved: 01/12/2021

8.2. NOTICE OF MOTION - ROAD MANAGEMENT POLICY AMENDMENT - CLRS ARMOUR & HAYES

COUNCILLORS: Johanna (Hansie) Armour and James Hayes

SUMMARY:

Pursuant to Notice, Councillors Johanna (Hansie) Armour and James Hayes have submitted the following Motion:

NOTICE OF MOTION:

THAT COUNCIL investigate the possibility to amend the current Road Management Policy to allow for stock ramps to be installed on minor public roads only if it improves the safety of traffic entering a major road.

ATTACHMENTS

1. Notice of Motion - Road Policy

Attachment 1 - 20240516 Notice of Motion - Road Policy**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	16 May 2024 Thursday.
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SUBJECT:	Road Policy.
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Motion -

Council investigates the possibility to amend the current Road Policy to allow for stock ramps to be installed on minor public roads only if it improves the safety of traffic entering a major road.

General Manager's Comment [Delete if not required]

Councillor Name: JOHANINA (HANSIE) ARMOUR.

Signature: *Johanna Armour*

Date: 3 May 2024

Councillor Name: James Hayes

Signature: *James Hayes*

Date: 2/5/2024

SVC-EXE-F-222-01
ID73852

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Approved: 01/12/2021

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 on the De-Amalgamation Update and endorse the following topics to form part of Council's presentation to the Local Government Boundaries Commission Hearing to be held at Tumbarumba on 29 May 2024;**
 - **The amalgamation has failed to deliver on the promises made to the community, particularly that the amalgamation would generate savings of \$20M over a 20 year period;**
 - **There is a distinct lack of community interest between the former Tumut and Tumbarumba LGAs;**
 - **Significant diseconomies of scale through the sheer distance from one end of the shire to the other and between main offices;**
 - **The former Tumbarumba Council area has seen diminishing social enterprise;**
 - **The social and community impact on former Tumut Council area has been negligible when compared with Tumbarumba;**
 - **Lack of representation of the former Tumbarumba Shire; and**
 - **Seek Boundaries Commission to uphold the previous decision supporting a de-amalgamation.**

BACKGROUND:

At the 18 April 2024 meeting of Council, the following was resolved:

10.1. DE-AMALGAMATION UPDATE

M64/24 RESOLVED:

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.

Cr Ivill/Cr Thomson

For: Cr Chaffey, Cr Hughes, Cr Ivill, Cr Thomson

Against: Cr Hayes, Cr Larter

CARRIED

4/2

M65/24 RESOLVED:

THAT COUNCIL:

1. 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.

Cr Thomson/Cr Ivill

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

Against: Cr Larter

CARRIED

5/1

M66/24 RESOLVED:

THAT COUNCIL:

1. Make representations to the NSW Minister for Local Government, the Hon. Ron Hoenig MP seeking to defer the 2024 Local Government elections for Snowy Valleys Council.

Cr Thomson/Cr Ivill

For: Cr Chaffey, Cr Hughes, Cr Ivill, Cr Thomson

Against: Cr Hayes, Cr Larter

CARRIED

4/2

REPORT:**Snowy Valleys Council Financial Sustainability Plan (FSP) and De-amalgamation Implementation Plan (DIP)**

Subsequent to the April meeting, an inception meeting has been held with Peter Tegart from Always Thinking Advisory, and a data sheet has been provided to Council for completion. It is intended that staff will commence work on completing the comprehensive data sheet mid to late May once the 2024/2025 Delivery Plan and Operational Plan are on display and the Quarter 3 Budget Review has been presented to Council.

The DIP Working Group held its first meeting on Tuesday, 7 May 2024 to allocate resources to ensure the timely completion of the data sheet.

It is anticipated that the DIP will be completed in parallel with the Local Government Boundaries Commission Examination.

Consideration of the deferral of the 2024 Local Government elections

In accordance with Resolution M66/24, correspondence was forwarded to the Minister for Local Government seeking a meeting to canvas the potential to defer the September 2024 local government elections for Snowy Valleys Council. A meeting was sought for 16 May 2024 when the Canberra Region Joint Organisation are meeting at NSW Parliament House, Sydney. A copy of the correspondence has also been forwarded to local members Dr Joe McGirr MP, and Justin Clancy MP seeking their assistance in the matter. The Minister has confirmed that this date is suitable.

Local Government Boundaries Commission Public Hearings 29 & 30 May 2024

As Council is aware, the Local Government Boundaries Commission has scheduled Public Hearings at Tumbarumba on 29 May 2024 and at Tumut on 30 May 2024. The presentation will focus on discussions with the Minister for Local Government and the new Pathway, including Council's expectation that it is a two-stage process: the initial examination and the potential opportunity for Council to subsequently submit a full DIP.

Council will be allocated 15 minutes to present to the Local Government Boundaries Commission, potentially at the Tumbarumba 29 May 2024 meeting, and it is intended to highlight the following:

- The amalgamation has failed to deliver on the promises made to the community, particularly that the amalgamation would generate savings of \$20M over a 20 year period;
- There is a distinct lack of community interest between the former Tumut and Tumbarumba LGAs;
- Significant diseconomies of scale through the sheer distance from one end of the shire to the other and between main offices;
- The former Tumbarumba Council area has seen diminishing social enterprise and whilst the core staffing numbers at Tumbarumba have remained the same, the General Manager, Directors and most Managers are now domiciled in Tumut. This leads to a reduction of professional people within the community that can add value to a range of community and sporting organisations in the former Tumbarumba area;
- The social and community impact on Tumut has been negligible when compared with Tumbarumba;
- Lack of representation of the former Tumbarumba Shire;
- Seek Boundaries Commission to uphold the previous decision supporting a de-amalgamation.

A draft of the presentation will be distributed to Councillors for comment prior to the Hearings.

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, Council has approved funding of up to \$70,000 to complete Stage 1 of the De-amalgamation Implementation Plan.

An application has been made to the Office of Local Government to provide funding of up to \$45,000 to assist Council to fund Stage 1.

Should Council be able to demonstrate the financial sustainability of two proposed new councils, and ultimately with the approval of the Minister, significant additional funding would then 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 section 218CC (1) 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 the 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.
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.

10.2. AUDIT RISK AND IMPROVEMENT COMMITTEE MEMBERSHIP 2024

REPORT AUTHOR: COORDINATOR GOVERNANCE

RESPONSIBLE DIRECTOR: DIRECTOR COMMUNITY & CORPORATE

EXECUTIVE SUMMARY:

The purpose of this report is to present Council with the new members for the Audit, Risk and Improvement Committee's (ARIC) for appointment and appoint a non-voting Councillor for after 1 July 2024.

The Terms of Reference, adopted at last Council's meeting held on 18 April 2024, sets out the Committee's structure, objective, authority, composition and tenure, roles and responsibilities, reporting and administrative arrangements to 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) Regulations 2023.

The appointment of the new Committee will ensure Council meets the new guidelines.

RECOMMENDATION:

THAT COUNCIL:

- 1. Appoint Kylie McRae as the Chair of Audit Risk & Improvement Committee from 17 May 2024 until 17 May 2028;**
- 2. Appoint Dennis Vaccher as Independent Member of Audit Risk & Improvement Committee from 17 May 2024 until 17 May 2028;**
- 3. Appoint Carolyn Rosetta-Walsh as Independent Member of Audit Risk & Improvement Committee from 17 May 2024 until 17 May 2028; and**
- 4. Appoint a non-voting Councillor of Audit Risk & Improvement Committee from 1 July 2024 until 1 July 2028.**

BACKGROUND:

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.

ARIC acts as an advisory body to the Council and has no executive powers. The ARIC acts as a forum for communication between the General Manager, Senior Management, External Audit and Internal Audit.

The ARIC plays a pivotal role in the governance framework. It provides Council with independent assurance, oversight and monitoring of Council's Audit processes, including Council's internal controls activities, risk management, the control framework, legislative compliance, internal audit and external accountability.

For the Committee to be most effective, it is important that it is properly constituted of appropriately qualified Chair/Independent Members as voting members and Council may appointment one (1) Councillor as a non-voting member as per new guidelines.

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 (Local Government (General) Amendment Regulation 2021 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).
- Commencing 1 July 2024, 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.

REPORT:

The Office of Local Government's *Guidelines for Risk Management and Internal Audit for Local Councils in NSW* (the guidelines) requires full compliance from 1 July 2024.

Independence requirements

All ARIC Chairs and Independent Members must be independent to ensure they have no real or perceived bias or conflicts of interest that may interfere with their ability to act independently and can provide the Council with robust, objective and unbiased advice about how the Council is functioning.

ARIC chairs and independent members (voting) cannot:

- currently be a councillor of any NSW council;
- be a non-voting representative of the board of the joint organisation;
- be a candidate at the last election of the council;
- be a person who has held office in the council during its previous term;
- be currently employed by the council or joint organisation or been employed during the last 12 months;
- conduct audits of the council on behalf of the Audit Office of NSW;
- have a close personal or business relationship with a councillor or a person who has a senior role in the council that may lead to a real or perceived conflict of interest;
- currently, or within the last three years, provided any material goods or services (including consultancy, legal, internal audit, and advisory services) to the council which directly affect subjects or issues considered by the ARIC;
- be (or have a close family member who is) a substantial shareholder, owner, officer, or employee of a company that has a material business, contractual relationship, direct financial interest or material indirect financial interest with the council or a related entity which could be considered a real or perceived conflict of interest; or
- currently or have previously acted as an advocate of a material interest on behalf of the council or a related entity which could be considered a real or perceived conflict of interest.

In addition to meeting the independent requirements, the following eligibility criteria apply to ARIC independent members;

Essential Criteria - Chair

Ideally, independent members of ARICs should also meet the following criteria:

- strong leadership qualities and ability to promote effective working relationships in complex organisations
- the personal courage to raise and deal with tough issues and express opinions frankly, and to support other committee members to do the same

- a professional, ethical approach to the exercise of their duties and the capacity to devote the necessary time and effort to the responsibilities of the chairperson of an Audit, Risk and Improvement Committee.
- an ability to read and understand financial statements and a capacity to understand the ethical requirements of government (including potential conflicts of interest)
- an extensive senior level experience in such areas as risk management, performance management, human resources management, internal and external auditing, financial reporting, accounting, management control frameworks, internal financial controls, governance (including planning, reporting and oversight), or business operations
- a capacity to form independent judgements and willingness to constructively challenge/question management practices and information, and
- preparedness to undertake any training on the operation of ARICs recommended based on their assessment of the skills, knowledge and experience of the independent member.

Desirable criteria

Ideally, independent members of ARICs should also meet the following criteria, but these are not essential:

- possession of a relevant professional qualification or membership (e.g., Institute of Internal Auditors (IIA), CPA Australia (CPA) and Chartered Accountants Australia and New Zealand (CA)).

Essential criteria - Independent members

ARIC independent members must demonstrate the following:

- an ability to read and understand financial statements and a capacity to understand the ethical requirements of government (including potential conflicts of interest)
- functional knowledge in areas such as risk management, performance management, human resources management, internal and external auditing, financial reporting, accounting, management control frameworks, internal financial controls, governance (including planning, reporting and oversight), or business operations
- a capacity to form independent judgements and willingness to constructively challenge/question management practices and information
- a professional, ethical approach to the exercise of their duties and the capacity to devote the necessary time and effort to the responsibilities of an independent member of an ARIC, and
- preparedness to undertake any training on the operation of ARICs recommended by the chair based on their assessment of the skills, knowledge and experience of the independent member.

Desirable criteria

Ideally, independent members of ARICs should also meet the following criteria, but these are not essential:

- extensive senior level experience in governance and management of complex organisations, and
- possession of a relevant professional qualification or membership (e.g. Institute of Internal Auditors (IIA), CPA Australia (CPA) and Chartered Accountants Australia and New Zealand (CA)).

Essential Criteria - Non-voting Councillor Member:

Ideally, the non-voting Councillor Member of ARICs should also meet the following criteria:

- an ability to read and understand financial statements and a capacity to understand the ethical requirements of government (including potential conflicts of interest)
- a good understanding of one or more of the following:

- risk management
- performance management
- human resources management
- internal and external auditing
- financial reporting
- accounting
- management control frameworks
- internal financial controls
- governance (including planning, reporting and oversight)
- business operations
- capacity to form independent judgement and willingness to constructively challenge/question management practices and information
- a professional, ethical approach to the exercise of their duties and the capacity to devote the necessary time and effort to the responsibilities of a Councillor member of an Audit, Risk and Improvement Committee, and
- preparedness to undertake any training on the operation of Audit, Risk and Improvement Committees recommended by the chairperson based on their assessment of the skills, knowledge and experience of the Councillor member.

Recruitment and Selection of Chair/Independent Member

Based on the ARIC guidelines, the following process was undertaken by Council to recruit the Chair and Independent Members to the Audit, Risk and Improvement Committee:

An Expression of Interest was advertised on SEEK and Council's Website for 3 weeks closing on the 18 March 2024. There were 19 applications received, 14 applications were culled based on not meeting the criteria and 5 completed applications were shortlisted and subsequently interviewed. A selection panel was established as per the new guidelines and consisted of the following:

- General Manager
- Director Community and Corporate
- Coordinator Governance

Interviews were conducted between the dates of 26 March 2024 and 5 April 2024 after a comprehensive recruitment phase - all 3 selection panel members concluded Kylie McRae, Dennis Vaacher and Carolyn Rosetta-Walsh were the preferred applicants with Kylie McRae as preferred Chair of ARIC, Dennis Vaccher as an Independent Member and Carolyn Rosetta-Walsh as an Independent Member.

Kylie McRae - 30 years' experience in internal and external audit, governance, risk management and compliance, local government knowledge and practicing accountant meets the essential criteria under the new changes. Currently sits on 5 other ARIC's.

Dennis Vaccher - 30 year's experience in internal and external audit, risk management, local government knowledge, high level of experience with financial matters, governance and meets the essential criteria under the new changes. Currently sits on 3 ARIC's.

Carolyn Rosetta-Walsh - 25 years' experience in internal and external audit, local government knowledge, in depth understanding of risk management, fraud control, financial control, governance and meets the essential criteria under the new changes. Currently sits on 3 ARIC's, including the current Snowy Valleys Council ARIC.

Council Elections 2024

Depending on the outcome of the Councillor elections in September, a further report may be required to appoint a non-voting Councillor representative on the Committee.

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 Strategic 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.

The remuneration for an independent member is \$800 (excl. GST) per meeting and remuneration for the chair is \$1,200 (excl. GST) per meeting which includes preparation, attendance, travel time and expenses.

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 Audit, Risk and Improvement Committee Terms of Reference and Internal Charter were presented to the Council in April 2024.

ATTACHMENTS

Nil

10.3. STATEMENT OF INVESTMENTS - APRIL 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 30 April 2024.

RECOMMENDATION:**THAT COUNCIL:**

1. Note the report on Statement of Investments - April 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.

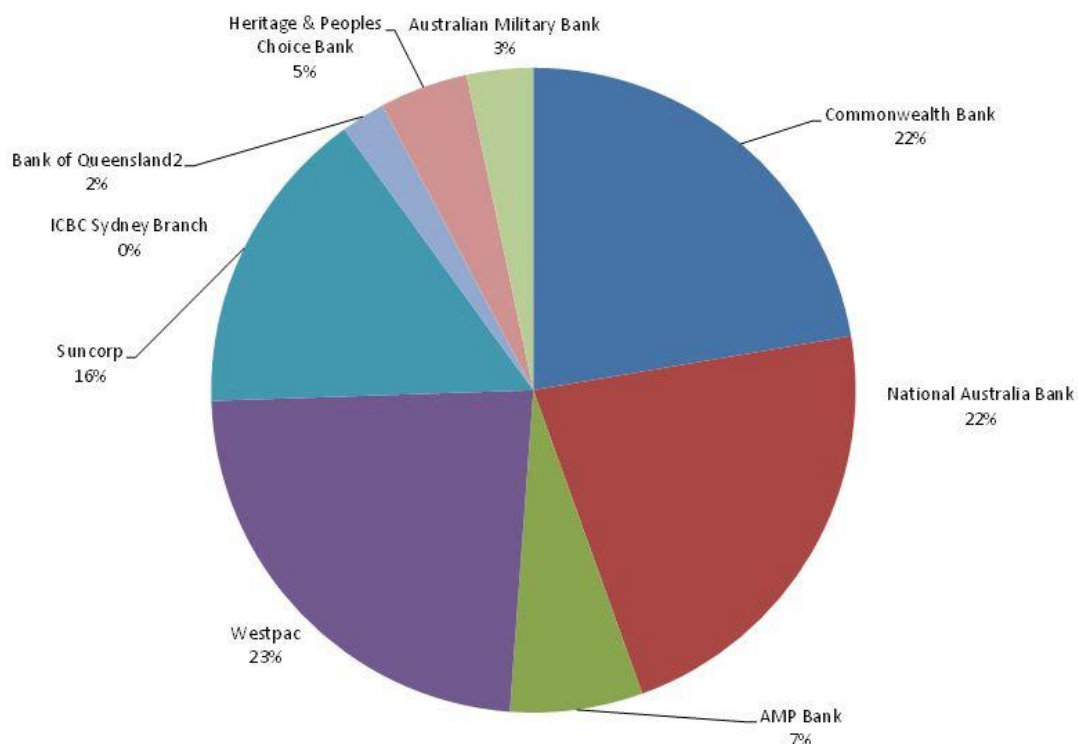
REPORT:

The following table contains a list of cash, at call investments and term deposits held by Council as at 30 April 2024.

Combined Cash & Investments Table		30/04/2024					
Cash & 11am at call Accounts	Branch	Current Month	Last Month	Movement	Type	Interest Rate%	Maturity Date
Commonwealth Bank	Tumut	\$ 5,139,756	\$ 5,379,996	-\$ 240,241	W/Acct	4.35%	
Commonwealth Bank	Tumut	\$ 4,893,757	\$ 4,875,576	\$ 18,181	At Call (BOS)	4.35%	
Commonwealth Bank	Tumut	\$ 19,607	\$ 17,955	\$ 1,652	Gen-Roth	4.35%	
<u>Sub Total Cash & 11am at Call Accounts</u>		\$ 10,053,119	\$ 10,273,527	-\$ 220,408		4.35%	
<u>Total Cash & At Call Investments</u>		\$ 10,053,119	\$ 10,273,527	-\$ 220,408		4.35%	
	Branch	Current Month	Last Month	Movement	Lodgement Date	Interest Rate%	Maturity Date
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
Westpac	916	\$ 2,000,000	\$ -	\$ 2,000,000	03/04/2024	5.07%	03/04/2025
Westpac	916	\$ 1,000,000	\$ -	\$ 1,000,000	03/04/2024	5.07%	03/04/2025
Westpac	916	\$ 2,000,000	\$ -	\$ 2,000,000	11/04/2024	5.13%	11/04/2025
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
Westpac	916	\$ 1,000,000	\$ -	\$ 1,000,000	03/04/2024	4.95%	15/10/2025
Suncorp	590	\$ 2,000,000	\$ 2,000,000	\$ -	22/12/2023	4.93%	22/12/2025
<u>Total TD's</u>		\$ 35,000,000	\$ 34,500,000	\$ 500,000		5.04%	
<u>Total Cash & Investments</u>		\$ 45,053,119	\$ 44,773,527	\$ 279,592		4.89%	

% of Portfolio

Snowy Valleys Council Total Cash and Investments - April 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 increased by \$279K in April 2024.

Major cash receipts received during April 2024 included:

- Transport NSW - Road Maintenance Contract - \$1.5M
- Transport NSW - Private Works - Mullengandra - \$868K
- Transport NSW - AGRN 1034 - NSW Severe Weather and Flooding 2022 - \$287K
- NSW Public Works - Bushfire Local Economic Recovery Fund - \$237K
- Department of Planning Housing and Infrastructure - Crown Lands - 2023/2024 Maintenance Contract - \$191K
- Junee Shire Council - Private Works - Lord Street Bridge, Junee - \$158K
- Department of Education - Community Childcare Fund Program - \$121K
- Department of Planning and Environment - Water - Khancoban Water Treatment Project - \$90K

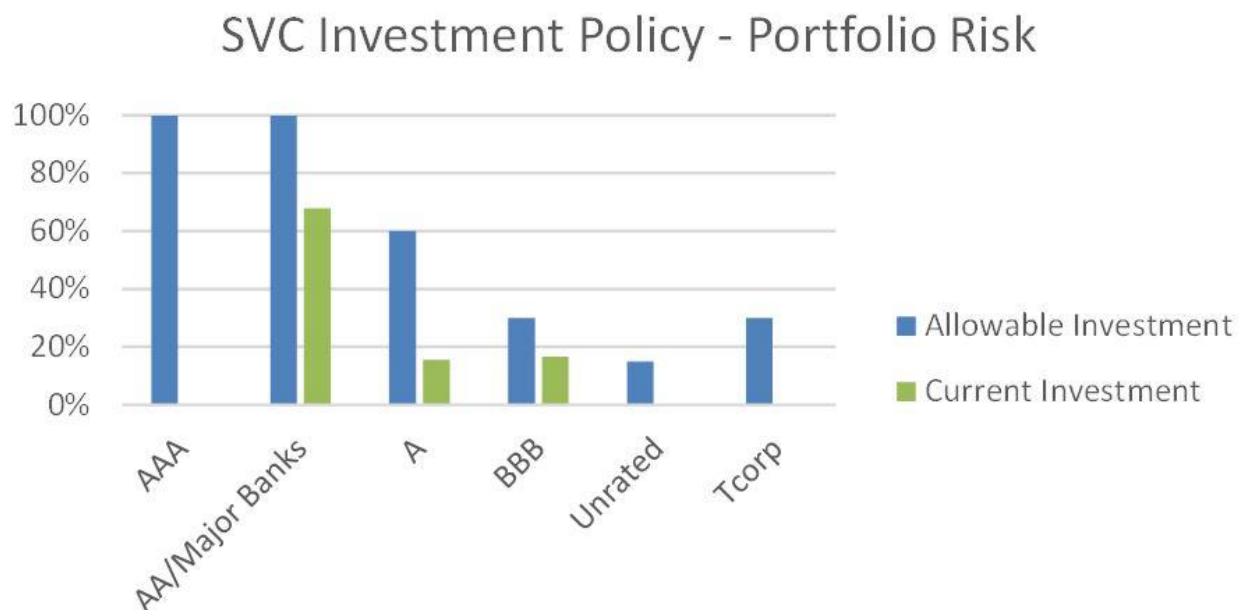
Main cash disbursements (excluding employee costs) during the month included:

- Private Works - Hume Highway Mullengandra - \$554K
- Road Maintenance - Waratah & Boundary Street Tumut Intersection - \$303K
- Roads to Recovery - Taradale Road Courabyra - \$228K

Council's *Investment Policy* requires Council officers to minimise investment risk by spreading investments across several institutions (Institutional credit framework) as well as within its investment portfolio (overall portfolio credit framework). These risk minimisation measures impact the achievable rate of return. Council

officers continue to monitor the investment market and regularly receive updates from Council's financial advisors.

This month the report includes a focus on portfolio risk, one of the three risks identified in Council's *Investment Policy*. Portfolio risk refers to the overall risk of the portfolio of investments, this includes the combined risk of each individual investment. The different components of the portfolio and their weightings contribute to the extent to which the portfolio is exposed to risk. To control the credit quality on the entire portfolio, Council limits the percentage of the total portfolio that can be held within any one credit rating category, this percentage is outlined in the *Investment Policy*.



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.

10.4. QUARTERLY BUDGET REVIEW AS OF 31 MARCH 2024

REPORT AUTHOR: COORDINATOR MANAGEMENT ACCOUNTING

RESPONSIBLE DIRECTOR: DIRECTOR COMMUNITY & CORPORATE

EXECUTIVE SUMMARY:

This report provides a summary of Council's financial performance against budget as of 31 March 2024. Council's projected result shows an increase of income by \$2.8M and an increase of expenditure by \$1.9M compared to the quarter two adopted budget.

The second quarter budget review forecasted a surplus of \$16.6M including capital grants, and a surplus of \$414K excluding capital items on a consolidated basis. Capital items consist of income received for the purpose of building new or replacement assets and the offsetting of capital expenditure is not reported in the operating result. After the proposed adjustments in the attached quarterly report, the projected result is forecast to be a surplus of \$17.5M including capital revenues and a surplus of \$787K excluding capital revenues. Unrestricted cash reserves will need to be maintained carefully over the remainder of the financial year to ensure liquidity is maintained.

It is recommended that the Budget be varied in accordance with this report.

RECOMMENDATION:

THAT COUNCIL:

- 1. Receive and adopt the Quarterly Budget Review as at 31 March 2024; and**
- 2. Adopt the Revenue, Expenditure and Capital Budget adjustments as noted in the 31 March 2024 Quarterly Budget Review.**

BACKGROUND:

Clause 203 (1) of the Local Government (General) Regulation 2021 requires Council's Responsible Accounting Officer to prepare and submit a quarterly budget review statement to the governing body of Council.

The Quarterly Budget Review Statement is designed to reflect the information normally prepared annually as part of the financial statements on a quarterly basis. All Directors and Managers are required to monitor their budgets on a continual and frequent basis throughout the financial year and adjustments are recommended as required. The 2023/2024 annual budget was adopted on 29 June 2023.

REPORT:

Council adopts its original budget in June each year, forecasting the known income, operational expenses, and capital works for the coming financial year. The original 2023/2024 budget forecast a surplus of \$35.55M, including income received as grants for the purpose of building new or replacement assets. Funding received for capital items is reported in Council's overall operational result. When excluding funding received for capital grants, the original budget forecast a deficit of \$1.578M on a consolidated basis.

Through the Quarterly Budget Review process reported to Council, Council reviews and adjusts the original budget to manage variations that occur because of:

- Receiving grant funding
- Recognising increased/decreased expenditure and income
- Council resolving to adjust expenditure.

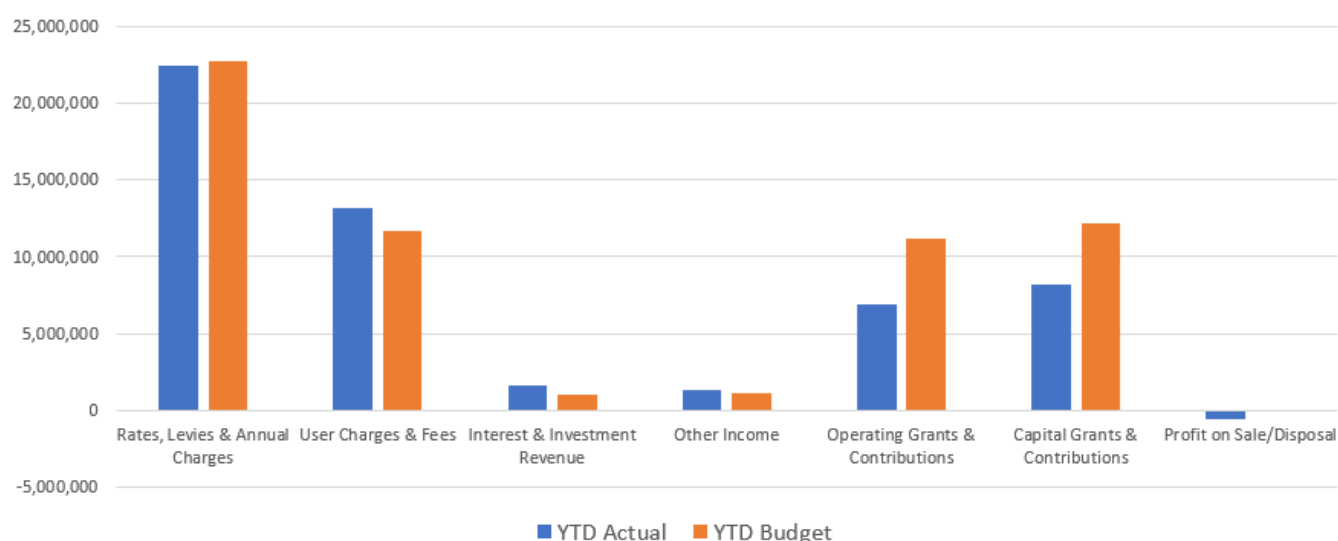
Summary of Council's operating position at end of March 2024

Council's income at the end of March 2024 was 11% under year-to-date (YTD) budget, while expenditure was 4% above YTD budget. A summarised financial report for Council is provided below for March 2024, comparing the operating YTD actuals against the YTD budget. This report provides the interim results for the financial year and represents the appropriate adjustments at the time of the report, noting that more adjustments will be made. The purpose of this report is to provide an indication of Council's financial performance at a particular point in time.

Consolidated Income Statement Summary as on 31st March 2024							
Description	Year to Date (YTD) March 2023/2024					Annual Budget	
	YTD Actual 24PJACT	2023/2024 24PJBD2	Var \$	Var %		Order Commit (PJ)	Annual Budget
Income							
Rates, Levies & Annual Charges	22,406,731	22,686,985	-280,253	-1.24%	●	0	22,686,985
User Charges & Fees	13,177,244	11,699,649	1,477,595	12.63%	●	0	15,599,428
Interest & Investment Revenue	1,654,883	968,877	686,006	70.80%	●	0	1,291,848
Other Income	1,335,839	1,111,315	224,524	20.20%	●	-386	1,481,749
Operating Grants & Contributions	6,871,445	11,186,996	-4,315,551	-38.58%	●	0	14,915,990
Capital Grants & Contributions	8,160,774	12,139,546	-3,978,772	-32.78%	●	0	16,186,022
Profit on Sale/Disposal	-551,994	0	-551,994	0.00%	●	0	0
Total Income	53,054,923	59,793,368	-6,738,445	-11.27%		-386	72,162,022
Expense							
Employee Costs	15,419,767	15,180,856	-238,911	-1.57%	●	46,532	20,241,206
Materials & Services	17,068,099	16,498,103	-569,996	-3.45%	●	2,055,035	21,996,631
Borrowing Costs	175,204	178,182	2,978	1.67%	●	0	237,566
Depreciation & Impairment	9,506,169	8,728,839	-777,330	-8.91%	●	0	11,638,451
Other Expenses	1,146,442	1,086,291	-60,151	-5.54%	●	61,400	1,448,401
Total Expense	43,315,682	41,672,271	84,987,954	-3.94%		2,163,121	55,562,254
Surplus/(Deficit)	9,739,241	18,121,097	-8,381,856	-46.25%		-2,163,507	16,599,768
Surplus/(Deficit) before capital grants & contributions	1,578,467	5,981,551	-4,403,085	-73.61%		-2,163,507	413,746

OPERATING INCOME

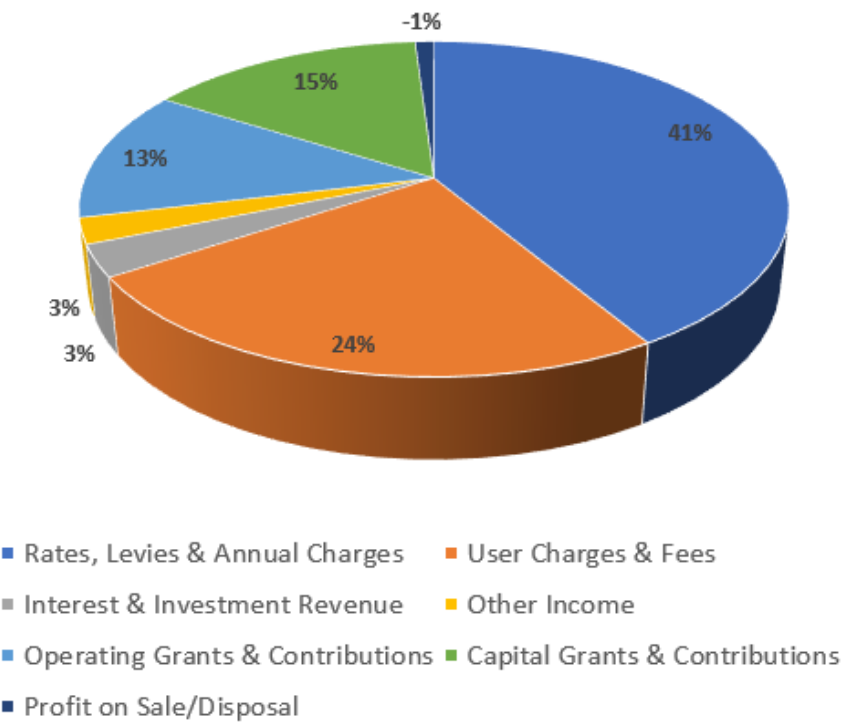
Performance of Income Year to Date (YTD) March 2024



Operating Income	Variance Analysis
Rates, Levies & Annual Charges	The income is on track to achieve the annual budget for the financial year.
User Charges & Fees	<p>User charges and fees collection revenue is over budget.</p> <p>Key service areas are:</p> <ul style="list-style-type: none"> • Childcare fees \$318K reduced as Family subsidies, offset increased Operational funding. • Growth & Development \$108K increased Fees (Approvals) due to increased development activity and commensurate increase in development. • Technical Services additional income \$30K from Visy Pipeline contract, offset by expenditure. • Waste Management increased waste recovery charges \$147K over expected income. • External Works \$3.5M additional Private Works contracts awarded to Council. • Increased Saleyard fees \$11K to reflect actual income received. • Remove / transfer \$70K from User charge for Gravel Pits income to Other Income.
Interest & Investment Revenue	<p>Financial markets continued their strong rally as of December as inflation continues to ease. Major bank deposit rates continued floating between 5-5.20 percent per annum for 12 months investments.</p> <p>The Council portfolio is directed to fixed term deposits 78% and remainder of the portfolio is held in cash 22% due to higher interest rate for short term investments and cash held in savings.</p> <p>Increased expected Interest income \$398K.</p>
Other Income	<p>Other income reduced by \$115K due to:</p> <ul style="list-style-type: none"> • Insurance claim received for Information Technology Cyber Incident \$21K, expenditure in previous year. • Khancoban Pre-School \$16K Donation received from Community. • Increased rental income from Rotary Place \$2K. • Increased Town Planning legal fees income \$95K costs awarded in Council's favour in the NSW Land and Environment Court, partially offset by increased legal expenditure. • Fleet operating income increased \$70K as Council awarded additional Private Works. • Reduced anticipated Land Sales from Snow View Estate \$500K. • Increased Rental income from Old Council Chambers (Tumbarumba) \$7K and Roths Medical Centre \$15K.

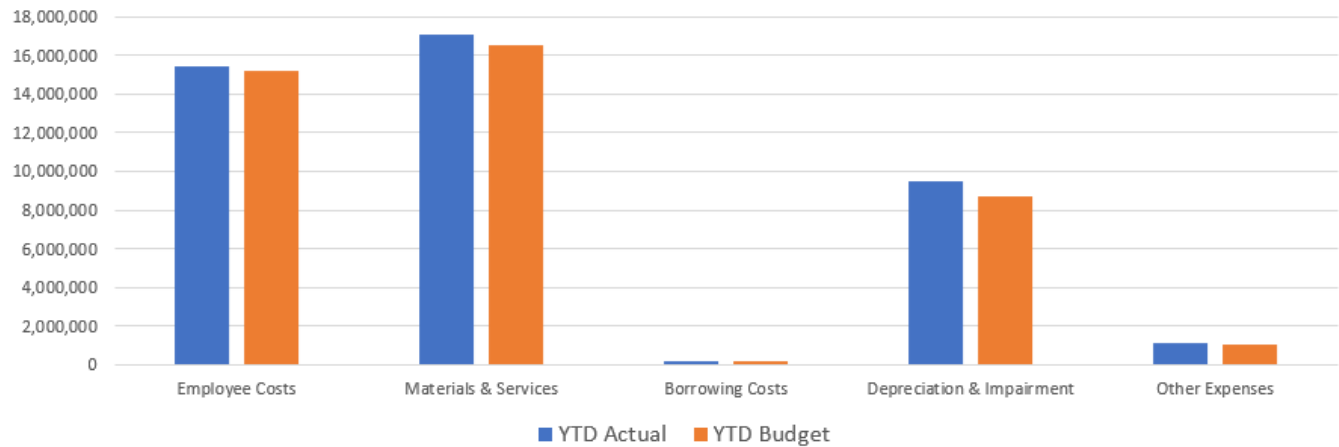
Operating Income	Variance Analysis
	<ul style="list-style-type: none"> • Additional income received Aerodrome \$3K. • Waste Management income increased \$86K, receiving additional waste recovery fees. • Add / transfer \$70K from User charges for Gravel Pits income to Other Income.
Operating Grants & Contributions	<p>Operating Grants and Contribution income reduced by \$1.7M, major variance identified during budget review are:</p> <ul style="list-style-type: none"> • Community Development \$32K additional grant funding received for Community activities. • Increased Childcare fees \$420K for Operational funding from Family subsidies. Removed Khancoban Pre-School funding \$83K, as currently not operating, due to staffing issues. • Emergency Management \$30K RFS contribution towards Workshop security fencing. • Additional Weed spraying grant funding expected \$26K to cover increased expenses. • Additional Library fees received \$5K. • Roads & Bridges Essential Public Asset Reconstruction Works Operating Funds reduced by \$2.1M as projects re-scheduled to 2024/2025.
Capital Grants & Contributions	<p>Capital Grants and Contribution income has increased by \$245K during Q3 budget review as;</p> <ul style="list-style-type: none"> ○ Roads & Bridges Essential Public Asset Reconstruction Works (EPARW) capital projects funding \$225K re-scheduled to 2024/2025. ○ Footpath projects under budget \$42K. ○ Swimming Pools Local Roads & Community Infrastructure Phase 4 (LRCI4) funding reduced by \$773K, these will be completed in 2024/2025. ○ Aerodrome project scoping commenced increased \$1M funding for 2023/2024. ○ Water Supply projects scoped \$285K grant funding for 2023/2024.

YTD Income Split by Activities (March 2024)



OPERATING EXPENDITURE

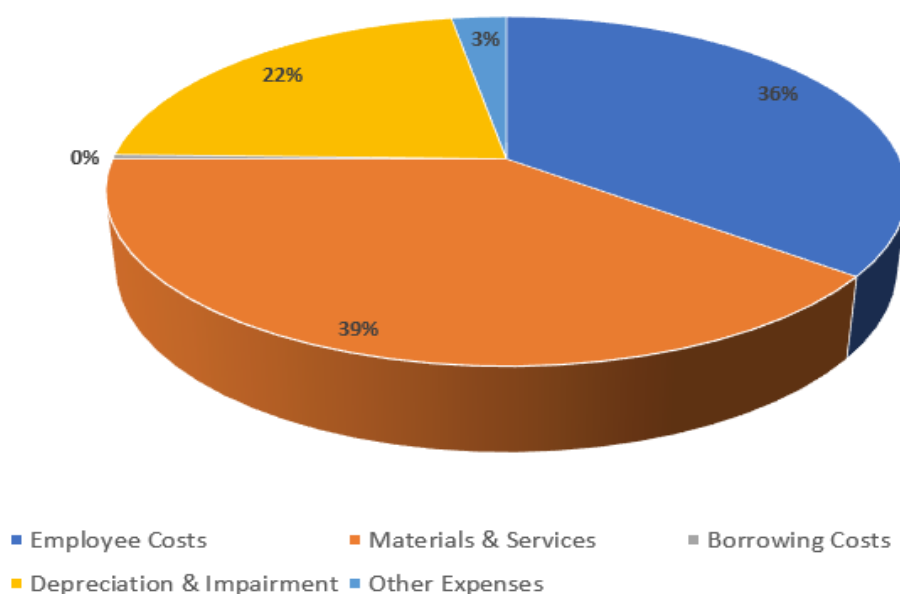
Performance of Expense Year to Date (YTD) March 2024



Operating Expenditure	Variance Analysis
Employee Costs	<p>Total Employee cost expenditure is below the QBR3 budget and expected to maintain below budget expenditures throughout the year. The Council is not able to fill the vacant positions and using contractors to fill the gap for the temporary basis. As a result, materials and services cost has increased the budgeted amount.</p> <p>The savings in salaries and wages has been offset, an increase in casual and relief salaries, due to the difficulty in attracting permanent staff.</p>

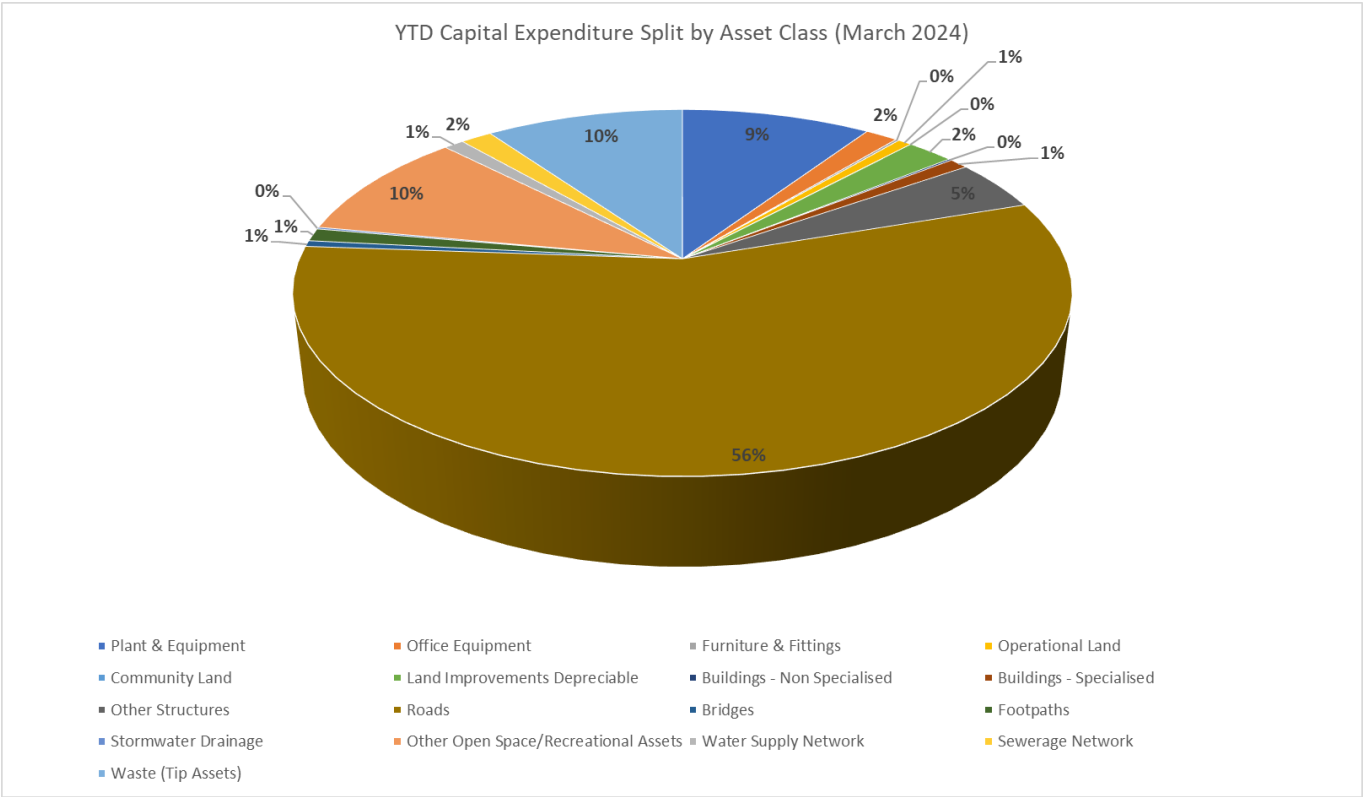
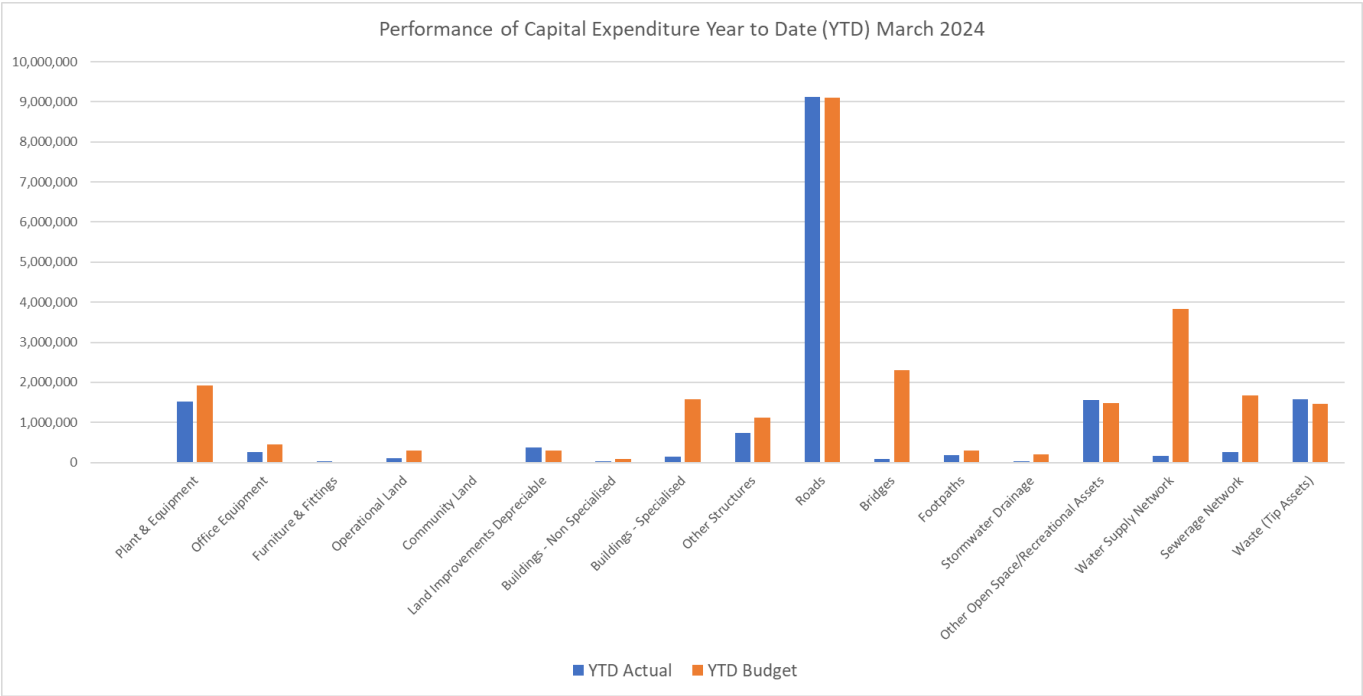
Operating Expenditure	Variance Analysis
Materials & Services	<p>Materials & Services expenditure is above the original budget, major adjustments include:</p> <ul style="list-style-type: none"> • Transfer \$525K budget from IT to Enterprise cost centre. • Community Development \$225K transfer current budgets from Governance to Community activities and increased additional grant funding received. • Growth & Development Town Planning increased \$148K Legal fees increased for litigation in NSW Land Environment Court, partially offset by increased income \$95K. • Roads & Bridges \$203K over budget due adjustment of Roads actual expenditure. • External Works increased budget \$2.9M, as Council awarded additional Private Works contracts, offset by increased income.
Borrowing Costs	<p>Borrowing cost expenditure is on track, minor adjustments corrected:</p> <ul style="list-style-type: none"> • Khancoban VIC \$21K loan repayments not budgeted, offset by income received. • Reduced Tumbarumba Caravan Park loan \$13K, over budgeted.
Depreciation & Impairment	<p>Asset depreciation processed during March, expenditure is on track. Plant asset depreciation has not yet been processed, as currently reviewing & updating new assets.</p>
Other Expenses	<p>Other expenditure quarterly result is slightly higher than budget \$74k due to:</p> <ul style="list-style-type: none"> • Budget \$140K transferred from Governance other expenses to Community Development Materials & Services. • Increased expenditure \$55K Fire Management Contribution services under budgeted.

YTD Expenditures Split by Activities (March 2024)



CAPITAL PROJECTS

Total capital expenditure as of March 2024 was \$16.17M which is only 38% of the total \$34.83M of capital budget approved during second quarterly budget review.



PROPOSED QBR3 ADJUSTMENTS

Summary below of capital projects adjustments of budget to reflect expected expenditure for 2023/2024. Project balances in brackets (\$xxx) have been transferred from 2023/2024 budget and added into 2024/2025 budget.

Notes	Details								
	\$ '000)								
1	Bridges								
	Re-scheduled majority of capital projects expenditure to 2024/2025 budget, fully grant funded Disaster Recovery Funding Arrangement (DRFA)								
	(532) DRFA Grahamstown								
	(257) DRFA Bombolee Creek								
	(108) DRFA Deans Bridge								
	(1,857) DRFA Walteea Bridge								
	(24) DRFA Butlers Bridge								
	(2,778)								
2	Buildings - Specialised								
	Re-scheduled majority of Swimming Pool, fully grant funded Local Roads & Community Infrastructure Phase 4 (LRCI4)								
	(298) SCF1 Tumut Pool								
	(317) LRCI4 Tumbarumba Pool								
	16 LRCI4 Batlow Pool								
	(148) LRCI4 Batlow Pool								
	(50) LRCI4 Khancoban Pool								
	(797)								
	(100) Tumbarumba Office Building maintenance, revenue funded - capital projects transferred to 2024/2025 budget								
3	Footpaths								
	Adjusted Footpath budgets to reflect actual expenditure, saving transferred to project Waratah & Boundary Street intersection in Roads								
	(16) Herbert Street Footpath				LRCI4 funding				
	5 Lambie Street Footpath				LRCI4 funding				
	(18) Capper Street Footpath				LRCI4 funding				
	(14) Forest Street Footpath				LRCI4 funding				
	(43)								
4	Land Improvements Depreciable								
	37 Adjusted Snow View Estate stage 3 to reflect actual expenditure funded from revenue								
5	Other Open Space/Recreational Assets								
	17 Increased budget SVC Itinerant Works to reflect actual expenditure Caravan Park reserve \$9,833.58 balance from revenue								
	36 Batlow Caravan Park Landscaping to reflect actual costs. Funded from Revenue								
6	Other Structures								
	450 Adjusted budget Tumbarumba Dam Wall to reflect anticipated expenditure, funded water fund reserve								
7	Roads								
	Roads adjusted budget to reflect anticipated final expenditure for 2023/2024. Projects items listed below:								
	EPARW Funded projects are fully grant funded, transferred to 2024/2025. Total grant funding over 2 years of \$7.1M remains unchanged.								
	Value	Project		Grant Funding					
	(800)	EPARW Projects Funding		EPARW projects budgets adjusted to reflect expected actuals for 2023/24, transferring balance to 2024/25					
	305	RERRF Projects Funding		REFFR projects budgets adjusted to reflect expected actuals for 2023/24, transferring balance to 2024/25					
	(17)	RLRRP Projects Funding		RLRRP projects budgets adjusted to reflect expected actuals for 2023/24, transferring balance to 2024/25					
	13	RosewoodBusShel - 520533		\$3,450 from Reserve, balance revenue funding					
	43	Waratah & Bound - 530080		LRCI4 funding transferred from Footpaths					
	(456)								
8	Water Supply Network								
	Water Asset projects re-scheduled and allocated into 2024/2025 budget. Funded from Water Fund								
	(458) Adjusted Water Capital projects to reflect expected expenditure, transfer variation to 2024/25 budget								
9	TechOne Uplift Phase 3								
	(250) TechOne Uplift project re-scheduled to 2024/2025 budget								
	(45) AP Automation								

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:

Monitoring of the Quarterly Budget Review enables timely financial management.

POLICY, LEGAL AND STATUTORY IMPLICATIONS:

Clause 203 (1) of the Local Government (General) Regulation 2021 requires Council's Responsible Accounting Officer to prepare and submit a quarterly budget review statement to the governing body of Council.

RISK MANAGEMENT / COST BENEFIT ANALYSIS:

Quarterly reporting allows Council to stay informed of the progress of the budget to actual income and expenditure.

OPTIONS:

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

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

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

ATTACHMENTS

1. Quarterly Budget Review 31 March 2024 (Under separate cover)

11. MANAGEMENT REPORTS

11.1. DISABILITY INCLUSION ACCESS REFERENCE GROUP DISSOLUTION

REPORT AUTHOR: COORDINATOR PLACE ACTIVATION

RESPONSIBLE DIRECTOR: DIRECTOR COMMUNITY & CORPORATE

EXECUTIVE SUMMARY:

This report seeks to dissolve the Disability Inclusion Action Reference Group (DIARG) Committee as an Internal Advisory Committee of Council and create a Disability Inclusion Action Reference Group (DIARG) as a Consultative Working Group of Council.

RECOMMENDATION:

THAT COUNCIL:

- 1. Dissolve the Disability Inclusion Access Reference Group as a Section 355 Advisory Committee of Council; and**
- 2. Create a Disability Inclusion Access Reference Group as a Consultative Working Group of Council.**

BACKGROUND:

The *Disability Inclusion Act 2014* (the Act) mandated the development of the Disability Inclusion Plan and Disability Inclusion Action Planning across NSW Government and local councils. The Act enshrines the principles of inclusion in legislation and holds government accountable to making real change in this area (*NSW Disability Inclusion Action Plan Guidelines 2022*).

As a 'public authority', Council is required to have a current Disability Inclusion Action Plan (DIAP). The current Disability Inclusion Action Plan was adopted in September 2022, M273/22. Snowy Valleys Council has been delivering on the current 2022 - 2024 DIAP and is in the process of completing the Year One (1) and Year Two (2) actions entailed in this document.

Council established the Disability Inclusion Action Reference Group (DIARG) Committee in 2017 in alignment with the first Snowy Valleys DIAP and has been operating as an Internal Advisory Committee of Council since this time.

M15/22 Resolved that the DIARG was an Internal Advisory Committee and Cr Trina Thomson would be the Councillor delegate.

REPORT:

The Snowy Valleys Council Disability Inclusion Action Plan (DIAP) states that the DIARG Committee are responsible for: "Accountability, ongoing monitoring, and evaluation of the Plan be overseen by the Snowy Valleys Disability Inclusion Action Reference Group (DIARG) comprising community, service providers and disability advocacy representatives." This is noted under the governance section of the DIAP (page 10).

The Disability Inclusion Reference Group (DIARG) Committee has been unable to reach a quorum since June 2023. The DIARG Terms of Reference states that meetings will be held bi-monthly, which equates to six quorate meetings per year. At this stage there have been 4 inquorate meetings and there is no possibility that six meetings can be held before June 2024, meaning that there has been a breach of the Terms of Reference.

There are currently eight (8) members on the DIARG Committee, including the Councillor delegate. One member has not attended for more than three consecutive meetings and not provided an apology or

received an approved absence, so will cease to be a member under Council's *Committee Operations Manual*. Further to this, in January 2024, one more member has resigned which was the last remaining member who identified as a Person with Disability (PwD). This member was also the Chair of the Committee and until a quorate meeting is reached, this position cannot be re-elected. This brings current membership down to six (6) members.

Council has been actively advertising for new members with no success. Attempts were also made to move the date and time of meetings to enable higher participation which was unsuccessful. The DIARG Committee have been unable to effectively advise and support Council or undertake duties related to the DIAP as a consultative group due to the lack of engagement.

Under Council's *Committees Operations Manual*, Council may dissolve a Committee if a Committee is not acting within its Terms of Reference.

It is proposed that the DIARG meetings are ineffective; with a quorum unable to be reached, decisions cannot be made or presented to Council for consideration. The DIARG Committee should also have representation by PwD or their carers and the Committee is not providing this core function or enabling Council to consult with PwD through this format.

Information provided by the Department of Communities and Justice Disability Council NSW has confirmed that Council is not legally required to have a Disability Committee but must undertake active consultation with the Community in relation to Accessibility needs when required. This can be undertaken by any method determined most appropriate by Council, eg. surveys at Community events, consultation with local business chambers, direct engagement with service agencies, Community forums or an informal consultative committee to engage PwD.

If Council ensures that consultation is actively undertaken through one or more of these methods, then it will meet its requirements. These alternative methods are also viewed to be more effective than the current Advisory Committee for engagement with the Community and can be undertaken as needed by all Council staff members who are responsible for actions within the DIAP.

It is proposed that Council maintain a Disability Inclusion Access Reference Group as a Consultative Working Group rather than an Internal Advisory Committee of Council. This allows for more flexibility of the members while still maintaining a contact group for consultation to meet the requirements of the DIAP as required. This will also aim to attract more members as the time commitment will be reduced and more informal to help engage PwD and their carers. Alternative methods of communication and engagement will be possible with a consultative group, i.e. via email, newsletters, surveys, direct reach-out and flexible timings which is better suited to PwD and carers.

Reports and recommendations will still be presented to Council as a function of the DIAP rather than through the Working Group.

An overview of the difference in Committee functions are outlined below:

Advisory Committees

Advisory Committees whose membership may include experts, professionals, government employees, community representatives and Council employees as well as Councillors. Advisory committees are often used by Council to obtain expert advice on complex matters.

Working Group

Working groups are groups of people, usually volunteers, that come together for a purpose including consultation and have a dedicated staff delegate. They are not required to follow a formal committee governance structure regarding reporting requirements, etc. There is no Councillor delegate required and no recommendations provided to Council via meeting minutes.

LINK TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

Integrated Planning and Reporting Framework:

Community Strategic Plan Theme

Theme 1 - Our Community

Community Strategic Plan Strategic Objectives

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

Delivery Program Principal Activities

1.1 Provide services that support our community in all stages of life

1.2 Provide and maintain community spaces that encourage activity and wellbeing

FINANCIAL AND RESOURCES IMPLICATIONS:

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

The DIAP has been brought into alignment with Council's *Integrated Planning and Reporting Framework* and coordination and reporting on the implementation of the DIAP 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 for the implementation of the DIAP, although it was costed in 2022 that the implementation would be estimated at \$879,640.00 for the 2022-2026 plan actions.

Costs associated with the delivery of the Plan's actions are dependent on the directorate of the responsible staff member.

There has been no budget allocated to the DIARG Committee operations, however incidental expenditure has been funded by the Community Development budget if required.

POLICY, LEGAL AND STATUTORY IMPLICATIONS:

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

RISK MANAGEMENT / COST BENEFIT ANALYSIS:

RISK CATEGORY	RISK/REWARD DESCRIPTION	COST/RISK	BENEFIT/ REWARD
Legal	Council is compliant in all aspects of disability practice and strongly advocates for PwD	Non-compliance	Compliant with <i>Disability Inclusion Act 2014</i>
Environmental & Public Health	Better understanding of the environmental and health issues faced by PwD	Lack of understanding and decision making resulting in poor outcomes for PwD	Improved services and inclusion
Financial	Greater expenditure on accessibility improvements	Financial and resourcing risk	Improvements to business, services and operations
People	Improved accessibility and support services, greater consultation undertaken and consideration	Increased vulnerable communities	Improvements to health and wellbeing
Stakeholder	Increased confidence in Council by PwD	Lack of confidence by PwD	Improved relationships and engagement

RISK CATEGORY	RISK/REWARD DESCRIPTION	COST/RISK	BENEFIT/ REWARD
Service Delivery	Improved Council staff understanding of PwD and decision making	Lack of understanding and decision making resulting in poor outcomes for PwD	Improved services and inclusion

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:

Advertisements were shared by Council on social media and in newspapers in February 2024 for people to join the DIARG Committee. There is also a page on Councils website at all times to attract new members.'

Consultation with the DIARG Committee has been undertaken at the February 2024 Committee meeting where possible alternatives for the functions of the DIARG Committee were discussed.

Consultation with the Department of Communities and Justice Disability Council NSW provided guidance on the requirements regarding a DIARG Committee in April 2024.

ATTACHMENTS

Nil.

11.2. TUMBARUMBA START STRONG PRESCHOOL - REQUEST FOR REFUND AND WAIVER OF DEVELOPMENT FEES

REPORT AUTHOR: EXECUTIVE MANAGER GROWTH AND DEVELOPMENT

RESPONSIBLE OFFICER: INTERIM GENERAL MANAGER

EXECUTIVE SUMMARY:

Council is in receipt of a request from the Tumbarumba Start Strong Preschool (TSSP) to refund development fees associated with an application to construct a preschool at 97 King Street, Tumbarumba.

The proponent has recently lodged a development application for a proposed 'centre-based childcare facility' and has paid the fees associated with the lodgement of the development application. The request seeks to refund the development fees and to waive other Council fees and charges associated with the application.

In the absence of a formal policy position of the Council relating to refunding or waiving of development fees for not-for-profit organisations, Council staff are unable to consider such requests under delegation and accordingly have forwarded the request to full Council for consideration.

RECOMMENDATION:

THAT COUNCIL:

- 1. Refund the related development application fee and notification costs of DA 2023/0155 (excluding state government levies being plan first levy and commissions and the planning portal lodgement fee). The total refundable amount being \$4,217.29 GST not applicable;**
- 2. Waive the Construction Certificate application fee where Council is nominated as the Principal Certifier including inspection fees and Occupation Certificate application associated with DA 2023/0155 (excluding State Government statutory fees such as Long Service Levy and Long Service Levy Commissions). The total amount waived being \$8,678 Inc GST;**
- 3. Waive the *Section 68 Local Government Act 1993* Approval fees associated with DA 2023/0155. The total amount waived being \$176 GST not applicable.**
- 4. Waive the *Section 138 Roads Act 1993* application fees associated with DA 2023/0155, being \$352 GST not applicable; and**
- 5. Record the donation of \$13,423.29 to the Tumbarumba Start Strong Preschool in the Snowy Valleys Council Annual Report for community donations.**

BACKGROUND:

The Tumbarumba Start Strong Preschool (TSSP) Committee was formed in February 2022 seeking to address early education shortages in Tumbarumba. The organisation made application to the New South Wales Government's Start Strong Program and was awarded a grant in August 2022 to develop a centre-based childcare facility.

The TSSP Committee is an incorporated not-for-profit organisation that is seeking to provide a facility which will address community shortfalls in adequate early education to the benefit of the local community. The establishment of the preschool will assist in both early education of children and also provide appropriate care to children whose parents are employed within the region or are otherwise actively engaged in the Tumbarumba area. Council's support of such a facility is expected to have broad positive impacts on the Tumbarumba local community.

The organisation has worked with Council in the identification of a site and has since identified a parcel of land at 97 King Street, Tumbarumba which is currently owned by Council and is considered to be surplus

land. The land is zoned RE1 and following submission of a development application in 2022, it was identified that the RE1 zone did not permit Centre-Based Child Care Facilities and, accordingly, the development application was withdrawn in 2023 and a planning proposal process was commenced to provide an additional permitted use (APU) on the site under Schedule 1 in the Tumbarumba Local Environment Plan 2012. The APU process has now been completed and the Local Environment Plan amendment 3 has now been gazetted in March 2024. As the APU has been finalised, the development application has now been approved subject to conditions in April 2024. A separate application for a construction certificate has now been lodged and is currently being assessed. There has been no payment of any fees for the construction certificate at this stage.

As the development application for a centre-based childcare facility was re-lodged with Council on 24 November 2023 and the proponent paid the fee in accordance with Council's adopted fees and charges for 2023/2024 being \$5,810.39, the proponent had formally written to Council on 6 November 2023 requesting that Council consider the refund of the development application fees and the waiving of other associated Council development fees.

The request was presented to the 14 December 2023 Ordinary Meeting of Council where Council resolved to request additional information in relation to whether development application fees were specifically accounted for in the funding deed under the Start Strong Grant. The TSSP has now provided additional information outlining that application fees were not included in the grant application or the funding deed. A copy of the funding deed has been included in the attachments in support of the application along with the annual report. The funding provided by the NSW Government totals \$1.9 million and the original construction cost was approximately \$2.6 million. The organisation has since worked to reduce the cost of construction through a reduction in the area of the building and removal of a number of elements including play equipment and ancillary items such as landscaping and fencing to ensure that the construction cost does not exceed the grant funded amount. In an attempt to meet any project cost shortfall, the organisation has also been seeking community support through fundraising and additional grant applications.

REPORT:

Council adopted its fees and charges for 2023/2024 in June 2023 which requires any applicant lodging a development application or an associated construction certificate with Council to pay the required fee based on the capital investment value of the development. Local Development Approval Fees and also Permits under the *Roads Act 1993*, are a set fee and are not based on the value of the development.

These fees are established by resolution of Council and are unable to be amended or waived under section 377 or section 378 of the *Local Government Act 1993* unless the Council has provided such delegation to the General Manager or the Council resolves to waive or amend the fees in particular circumstances. Accordingly, the applicant's request is beyond the delegation of the General Manager and by default any staff delegation.

The development application for the centre-based child care facility identifies that the capital investment cost will be \$2,756,399 and, accordingly, the expected application fees would be, if all applications are lodged within the 2023/2024 financial year period:

Fee Description	Fee amount
Development Application fee	\$4,041.29
State Government Plan First Levy and Commission	\$1,769.10
Community Participation Plan - Notification fees	\$176.00
Construction Certificate	\$7,321.00
State Government Long Service Levy and Commission - (Paid directly to the NSW Government by the applicant as of 1 November 2023)	Note only.
Inspection fees - (based on an expected 6 inspections)	\$1,089.00
Occupation Certificate Fee	\$268.00
Section 68 Certificate - Sewer / Water and Stormwater permits	\$176.00
Section 138 Permit - Works in the road reserve and Special Crossings	\$352.00

The applicant has paid the Development Application fee and notification fees being \$5,986.39 which includes the State Government Levies and Commissions (being items 1,2 and 3 above) and is requesting a refund of the Council fees being \$4,217.29 (Excluding State Government Levies and Commissions). The applicant is requesting however that the Construction Certificate, Inspection Fees, Occupation Certificate Fee and the Local Government Approvals and Section 138 Roads Act Permit Fees be waived by Council (Excluding State Government Long Service Levy and Commissions).

The request also seeks to have the costs associated with development contributions and Developer Services Plan (DSP) charges waived, however, the development will not trigger these contributions as there is no current contributions plan or developer services plan applicable to Tumbarumba. Accordingly, Council will not be required to consider waiving such contributions.

LINK TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

Integrated Planning and Reporting Framework:

Community Strategic Plan Theme

Theme 1 - Our Community

Theme 2 - Our Economy

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

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

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

Delivery Program Principal Activities

1.1 Provide services that support our community in all stages of life

2.4 Attract and support local business and industry

5.6 Proactively support and advocate for the needs of the community to other level of government and organisations

FINANCIAL AND RESOURCES IMPLICATIONS:

The costs associated with the refund or waiving of fees (excluding state government fees and levies) will be an opportunity cost of revenue for the Council of \$13,423.29.

The State Government fees including Planning Reform Fund (PRF) and Long Service Levy (LSL) and commissions will be required to be paid to the State Government. If Council would be required to be pay these costs, it would be a direct cost to the Council. From 1 November 2023, applicants are required to pay the NSW Government Long Service Levy Payments directly whilst Council continues pay the Planning Reform Fund Fee and Commission from the development application fee being \$1,769.10. The refund of any development application fee does not include this amount.

POLICY, LEGAL AND STATUTORY IMPLICATIONS:

Council's fees and charges are levied under the New South Wales *Local Government Act 1993*. There is no current delegation to the General Manager under section 377 of the *Local Government Act 1993* to vary, modify or waive such fees and, accordingly, Council will be required to consider any request for refund or waiving of a fee.

Council currently does not have a policy position for the consideration of waiving of fees for not-for-profit organisations, and accordingly, Council staff apply the fees in accordance with the adopted fees and

charges to all development lodged with Council. Council does, however, have the ability to refund or waive a fee should it resolve to do so at its discretion. Any resolution to provide a contribution should be recorded in the annual report as a donation.

Council's donations procedure requires any applicant to make a formal application to Council. Given that a formal letter has been provided to Council seeking the request that has been accepted by the Council and reported to the Council meeting in December 2023 for consideration, it is not expected that the organisation will be required to complete a new application under the procedure.

RISK MANAGEMENT / COST BENEFIT ANALYSIS:

RISK CATEGORY	RISK/REWARD DESCRIPTION	COST/RISK	BENEFIT/ REWARD
Financial	Reduction in revenue opportunity to cover services provided.	It is expected that the costs associated with the refund in development fees and waiving of Council fees for ancillary certificates and approvals would be \$13,423.29. This is an opportunity cost rather than a direct cost to the Council.	Providing financial support to the Tumbarumba Start Strong Preschool will ensure that important community infrastructure is developed to assist in meeting the immediate child care and early education needs of the community in Tumbarumba and the broader region.

OPTIONS:

Option 1:

THAT COUNCIL:

1. Refund the Council related development application fee and notification costs of DA 2023/0155 excluding state government levies being plan first levy and commissions and the planning portal lodgement fee. The total refundable amount being \$4,217.29 GST not applicable;
2. Waive the Construction Certificate application fee where Council is nominated as the Principal Certifier including inspection fees and Occupation Certificate application associated with DA 2023/0155, (excluding State Government statutory fees such as Long Service Levy and Long Service Levy Commissions). The total amount waived being \$8,678 Inc GST;
3. Waive the Section 68 *Local Government Act 1993* Approval fees associated with DA 2023/0155. The total amount waived being \$176 GST not applicable;
4. Waive the Section 138 *Roads Act 1993* application fees associated with DA 2023/0155, being \$352 GST not applicable; and
5. Record the donation of \$13,423.29 to the Tumbarumba Start Strong Preschool in the Snowy Valleys Council Annual Report for community donations.

Option 2

THAT COUNCIL:

Consider providing a lesser amount than the full refund of development application fees (excluding PRF and Commissions) and waiving a lesser amount than the full cost of Certificates and Permits with an alternative amount or percentage of the costs (excluding Levies and Commissions).

Option 3

THAT Council not refund the development application fees and not provide any waiving of its adopted fees and charges for certificates and ancillary approvals.

Option 1 is recommended.

COUNCIL SEAL REQUIRED:

No

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

Internal consultation has been undertaken with Council's Executive Leadership Team to discuss the likely costs and community benefit, associated with the facility.

External Consultation:

External consultation has been undertaken with the TSSP following Council's resolution in December 2023.

ATTACHMENTS

1. Tumbarumba Start Strong Preschool - Request for refund and waiver of development fees (Under separate cover)
2. Tumbarumba Start Strong Preschool - Annual Report 2022/2023 (Under separate cover)
3. Tumbarumba Start Strong Preschool - Funding Deed (Under separate cover)

11.3. TUMUT AERODROME ACCESS POLICY - FOR PUBLIC EXHIBITION

REPORT AUTHOR: DIRECTOR INFRASTRUCTURE & WORKS

RESPONSIBLE DIRECTOR: INTERIM GENERAL MANAGER

EXECUTIVE SUMMARY:

The *Aerodrome Access Policy* SVC-ENG-PO-089-01 has been reviewed to ensure the content aligns with the current *Part 139 Manual of Standards - Aerodromes*. The revised draft version of the policy is now ready for public exhibition. This is the first review and amended version of this policy which was adopted by Council on 18/06/2020.

RECOMMENDATION:

THAT COUNCIL:

1. **Endorse the Aerodrome Access Policy - SVC-ENG-PO-089-02 for public exhibition for a period of no less than 28 days;**
2. **Note if submissions are received during the exhibition, a further report will be provided to council; and**
3. **Adopt the Aerodrome Access Policy if no submissions are received on the day after the completion of the public exhibition period.**

BACKGROUND:

The Aerodrome Access Policy is intended to establish guidelines for users of the aerodrome to access and exit the site safely. The policy also enables Council to demonstrate its commitment to safety and appropriately manage risks inherent to aerodromes.

REPORT:

The *Aerodrome Access Policy* provides a framework for authorised personnel to access the airside areas of Tumut Aerodrome. The intent of the policy is to ensure compliance with the relevant regulations and legislation and to ensure safe operations at Tumut Aerodrome. The policy was first adopted by Council on 18/06/2020 and is due for review. A number of changes have been made in the draft review of this policy including:

1. The definition of 'Authorised Personnel' to align with the requirements of training/inductions set out in the Aerodrome Manual.
2. Removal of outdated information concerning risk under point 4.
3. Vehicle lighting requirements under point 4.1 to align with the updated *Part 139 Manual of Standards*.
4. Address the issue of motorbikes under point 4.1 as per issues reported on site and advice from the Civil Aviation Safety Authority (CASA).
5. Changes to vehicle roadworthiness requirements under point 4.1 to align with the updated *Part 139 Manual of Standards*.
6. Conditions for driving airside vehicles under point 4.1 to align with the Aerodrome Manual.
7. Move section on keys to point 4.2 to align with the preceding point.
8. Adjust the wording on high visibility under point 4.3 to improve readability.
9. Add section on animal control under point 4.4 to align with requirements set out in the Aerodrome Manual and CASA's *Part 139 Manual of Standards*.

10. Add section on small unmanned flying craft under point 4.5 to address aviation safety risks.

LINK TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

Integrated Planning and Reporting Framework:

Community Strategic Plan Theme

Theme 4 - Our Infrastructure

Community Strategic Plan Strategic 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:

Financial resources to implement this policy will be allocated from the annual Aerodrome Maintenance Budget

POLICY, LEGAL AND STATUTORY IMPLICATIONS:

In accordance with the *Community Engagement Policy* and the Draft Aerodrome Access Policy will be placed on public exhibition.

In constructing the policy the following legislation was considered:

- *Local Government Act 1993*
- *Work Health and Safety Act 2011*

Also considered were:

- Manual Of Standards (MOS) Part 139
- Australian Airports Association – Small Regional Aerodrome Handbook

RISK MANAGEMENT / COST BENEFIT ANALYSIS:

The Aerodrome Access Policy seeks to manage WHS risks to the public, Council staff and consequently the reputation of Council.

In addition to the policy, Council needs to enforce requirements, administrate key registrations, maintain physical barrier and signage assets, and take appropriate measures to manage increased risks due to large events.

OPTIONS:

1. Adopt as per recommendations set out in this report - preferred option.
2. Amend and endorse the Aerodrome Access Policy for public exhibition.
3. Decline the recommendations set out in this report

COUNCIL SEAL REQUIRED:

No

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

The Aerodrome Access Policy was presented to a formal Executive Leadership Team meeting and was placed on Internal Exhibition for 7 days closing 19 December 2023.

Public Exhibition:

The Aerodrome Access Policy, as per the recommendation of this report, shall be advertised for a minimum period of 28 days seeking community feedback. If any responses or submissions are received, they will be considered in a future report to Council.

ATTACHMENTS

1. DRAFT Aerodrome Access Policy (Under separate cover)

11.4. COMMUNITY GARDEN - SHEATHER ROAD KHANCOBAN - KUVA

REPORT AUTHOR: DIRECTOR INFRASTRUCTURE & WORKS

RESPONSIBLE DIRECTOR: INTERIM GENERAL MANAGER

EXECUTIVE SUMMARY:

Council has been approached by the Khancoban United Volunteers Association Inc (KUVA) to establish a Community Garden on Council owned land at Lot 1 DP 877188, at the intersection of Read Street and Sheather Road, Khancoban. The land is currently underutilised and contains some old, dilapidated play equipment and would be suitable for the establishment of a community garden.

RECOMMENDATION:

THAT COUNCIL:

1. **Approve the establishment of a Community Garden at Lot 1 DP 877188 at the intersection of Read Street and Sheather Road, Khancoban;**
2. **Approve that the Community Garden at Lot 1 DP 877 188 is managed under a Licence Agreement between Snowy Valleys Council and the Khancoban United Volunteers Association Inc (KUVA), a draft of which is attached to this report; and**
3. **Note that prior to any work commencing, community consultation on the establishment of the Community Garden will be undertaken which includes notifying all adjoining residents and property owners in Read Street and Sheather Road, Khancoban.**

BACKGROUND:

In 2023, Council was approached by the Khancoban United Volunteers Association Inc (KUVA) to establish a community garden on Council owned land at Lot 1 DP 877188, at the intersection of Read Street and Sheather Road, Khancoban.

The land is classified as Community Land and, under a temporary licence agreement, it is permissible to undertake activities such as the establishment of a Community Garden on this land.

Currently the land is underutilised and contains some old, dilapidated play equipment and would be suitable for the establishment of a community garden. The Khancoban United Volunteers Association Inc (KUVA) have provided Council with a plan and an undertaking that they will establish, manage and maintain the garden in accordance with the Draft Licence Agreement that is attached to this report.

Benefits of Community Gardens

Snowy Valleys Council recognises that community gardens are unique forms of open spaces which should be accessible to people of all ages and abilities in the community. The key benefits that Community Gardens bring are recognised as follows:

Health Benefits:

- Community gardens promote access for the community to fresh, organic and locally produced herbs, vegetables and fruit.

Learning Opportunities:

- Community gardening encourages learning through a knowledge-based system that fosters expertise in gardening and growing produce.
- Community gardens can serve as learning venues for community education, schools, and individuals with a passion for gardening.

Social Benefits:

- Community gardening is a social activity that involves shared decision-making, problem-solving, and negotiation.
- Community gardens also provide spaces for people to meet, fostering a sense of community and belonging.
- Community gardens, if well maintained by the garden members, demonstrate a high standard of community collaboration and partnering.
- Community gardens have the ability to build community capacity to run a variety of services and programs that Council cannot provide or fully fund from within its own resources.
- Community gardens can help build trust and relationships between Council and key stakeholders in the Community to strengthen Council's reputation as being truly representative of meeting the needs of the local community it serves.
- Community gardens can encourage community leadership that is built upon a strengths-based approach, focusing on existing community strengths and resources rather than a community deficits or needs approach.

Public Domain Improvements and Better Utilisation of Council's Public Open Space:

- Community gardens have the ability to transform under utilised public open space into vibrant and diverse spaces that can significantly improve the overall aesthetics and amenity of a neighbourhood.
- Community gardens also create opportunities for passive and active recreation.
- Community gardens can provide opportunities to optimise the use of Council's open space resources through catering for different community needs and encouraging a more diverse range of uses for public open space.
- Community gardens can also provide opportunities for wildlife and insect habitat as well as enhancing the natural environment.

REPORT:

The land that has been identified for the establishment of this Community Garden is located at the intersection of Read Street and Sheather Road, Khancoban and is dedicated as Lot 1 DP 877188. The land is currently classified as Community Land and is approximately 550m² in size and is bounded by roadway on two of its three sides and a residential property (No 3 Read Street) on the eastern side. The Khancoban Catholic Church ("St Joseph – the Worker") is located immediately to the west of the land at No 12 Sheather Street.

Currently the land is made up of a large, turfed area with some dilapidated play equipment which is unfit for purpose, a narrow meandering concrete footpath and two large trees located on the northern boundary. The land is fenced on two sides by a 1 metre high galvanized weld mesh fence with a small gate and a colourbond / weld mesh fence on the eastern boundary which bounds No 3 Read Street. Refer to photos.

Photo 1 – View looking towards the Boundary Fence at No 3 Read Street, Khancoban



Photo 2 – View looking at old, dilapidated play equipment



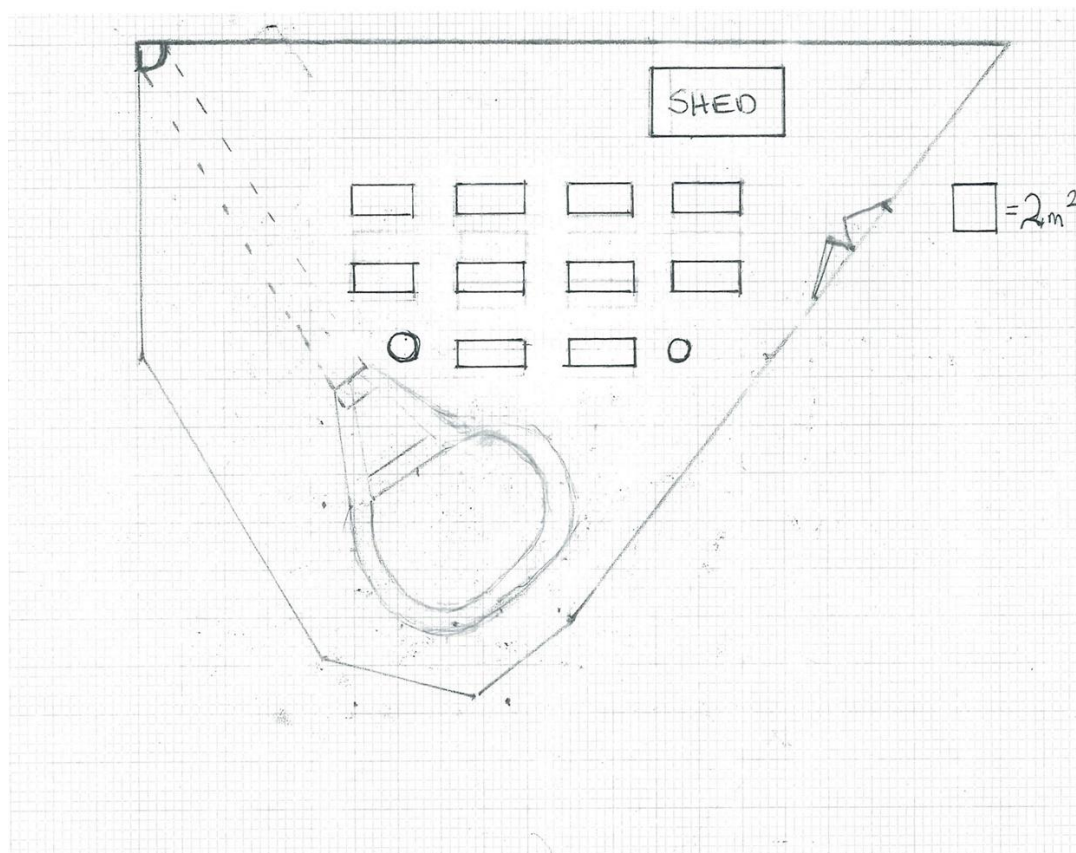
Photo 3 – View looking at the site from the intersection of Read Street and Sheather Road, Khancoban. The Khancoban Catholic Church (St Joseph the Worker) – No 12 Sheather Road is located to the right of the photo



Figure 1 - Aerial View of the site at the intersection of Read Street and Sheather Road Khancoban



Figure 2 - Schematic concept drawing of the Community Garden prepared by Khancoban United Volunteers Association Inc (KUVA) at Lot 1 DP 877188 - intersection of Read Street and Sheather Road, Khancoban



Photos 4-7 -Typical raised planter beds to be used in this Community Garden



Photo 8 - Image of the proposed shed to be used in the Community Garden. The shed is a Absco Shed 5.96m long x 3.00 Wide x 2.0m High – Iron sand Workshop Garden Shed – Triple Door.



Note: In the future, the KUVA community group has indicated that they would like to install a couple of slimline rainwater tanks at either end of the shed which would be dependent on grant funding.

Plantings and produce proposed to be grown

The KUVA community group has indicated that the plantings for this community garden will typically be vegetables, leafy greens, herbs and beneficial flowering plants. Fruit to be grown will predominantly be only shallow rooted fruiting plants such as strawberries and blueberries.

Typical Images of Community Gardens with mixed herbs and vegetables



Typical Images of Community Gardens with mixed herbs and vegetables and berries

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

Theme 1 - Our Community

Community Strategic Plan Strategic Objectives

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

Delivery Program Principal Activities

- 1.1 Provide services that support our community in all stages of life
- 1.2 Provide and maintain community spaces that encourage activity and wellbeing

FINANCIAL AND RESOURCES IMPLICATIONS:

There are no ongoing financial implications for Council in the establishment of a Community Garden at the site identified in this report – the intersection of Read Street and Sheather Road, Khancoban.

Council has incurred costs of \$2,000 for the time associated with preparing the draft Licence Agreement.

Council is not requesting any ongoing licence fees or charges from the Khancoban United Volunteers Association Inc (KUVA) in association with the Community Garden.

POLICY, LEGAL AND STATUTORY IMPLICATIONS:

Roads Act 1993 (NSW) Part 9, Division 2

Roads Act 1993 Section 153

Crown Land Management Act 2016

Workers' Compensation Act 1987

Local Government Act 1993

Draft SVC Temporary Licence Agreement for the use of Community Land

RISK MANAGEMENT / COST BENEFIT ANALYSIS:

The risk to Council in permitting this activity to be undertaken on Community Land is managed through the terms and conditions that the Community Group (The Khancoban United Volunteers Association Inc) must abide by under the temporary Licence Agreement that Council has prepared for this activity.

OPTIONS:

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

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

All adjoining property owners to the proposed Community Garden Site in Read Street and Sheather Road, Khancoban are to be consulted prior to any work commencing. The consultation is to be by way of a written survey sent to all adjoining property owners seeking their support or non-support for the establishment of a community garden on this site. No work is to commence on the garden unless there is majority community support for the project.

ATTACHMENTS

1. DRAFT Temporary Licence Agreement between Snowy Valleys Council and The Khancoban United Volunteers Association Inc (KUVA) (Under separate cover)

12. MINUTES OF COMMITTEE MEETINGS

12.1. MINUTES - YOUTH COUNCIL COMMITTEE - 11 APRIL 2024

REPORT AUTHOR: COMMUNITY DEVELOPMENT OFFICER

RESPONSIBLE DIRECTOR: DIRECTOR COMMUNITY & CORPORATE

EXECUTIVE SUMMARY:

The Youth Council Committee is an Advisory Committee to Council to provide appropriate advice and recommendations on matters relevant to Youth in the Snowy Valleys Local Government Area and to provide a forum for discussion of Youth issues. The Youth Council Committee will report to Council following Committee meetings.

RECOMMENDATION:

THAT COUNCIL:

1. **Note the minutes of the Youth Council Committee held on 11 April 2024; and**
2. **Adopt the following recommendation/s from the minutes:**

2a. Adopt the Youth Council Committee Terms of Reference - SVC-TofR-008-03

BACKGROUND:

Council resolved (M270/20) at the November 2020 meeting to maintain the Youth Council as an Advisory Committee of Council. In January 2022, Council resolved (M15/2022) that Cr Sam Hughes be appointed Councillor delegate and the Community Development Officer position as the Staff delegate of the Youth Council Committee.

During 2023, Council undertook a recruitment campaign and has successfully approved seven (7) voting members and one (1) Adult Facilitator/ Volunteer, resolution (M185/23) at the September 2023 meeting and (M240/23) at the November 2023 meeting.

The Youth Council Committee currently has seven (7) voting members and one (1) adult facilitator/volunteer. In line with Council's *Committee Operation Manual*, Committees can elect a minimum of three (3) and a maximum of twelve (12) voting members.

REPORT:

At the Youth Council Committee meeting held on 11 April 2024, key agenda items were discussed, and details are included in the attached minutes.

Review Youth Council Committee Terms of Reference

The Committee undertook its final review of the Youth Council Committee Terms of Reference and agreed to recommend that Council adopt the Youth Council Committee Terms of Reference.

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

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

FINANCIAL AND RESOURCES IMPLICATIONS:

Cost's associated with the Youth Council Committee will be allocated to the youth development budget.

POLICY, LEGAL AND STATUTORY IMPLICATIONS:

The *Local Government Act 1993*, Section 375, requires Councils to keep full and accurate minutes of meetings.

Snowy Valleys Council's *Committee Operations Manual*.

RISK MANAGEMENT / COST BENEFIT ANALYSIS:

Nil.

OPTIONS:

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

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

N/A

ATTACHMENTS

1. Minutes - Youth Council Committee - 11 April 2024 (Under separate cover)
2. 20211019 - REVIEW Youth Council Committee Terms of Reference - SVC-TofR-008-03 (Under separate cover)

12.2. MINUTES - BATLOW CIDER RAIL TRAIL STEERING COMMITTEE - 17 APRIL 2024**REPORT AUTHOR: ECONOMIC DEVELOPMENT OFFICER****RESPONSIBLE DIRECTOR: DIRECTOR COMMUNITY & CORPORATE**

EXECUTIVE SUMMARY:

The Batlow Cider Rail Trail Steering Committee (The Committee) is a newly established Steering Community Committee of Council which will meet on a quarterly basis. As per the NSW Government's Rail Trails Framework, the Committee has been formed to provide a forum for discussion of planning issues, advice and recommendations on strategic matters relevant to the Batlow Cider Rail Trail. This report seeks adoption of the Batlow Cider Rail Trail Steering Committee Meeting Minutes from 17 April 2024 and endorsement of committee members.

RECOMMENDATION:**THAT COUNCIL:**

- 1. Note the Minutes of the Batlow Cider Rail Trail Steering Committee Meeting held on 17 April 2024;**
- 2. Endorse the appointment of the following Committee members as voting members:**
 - a. Tony Cross**
 - b. Dave Purcell**
 - c. Anne Hallard**
- 3. Adopt the Batlow Cider Rail Trail Steering Committee Terms of Reference SVC-TofR-043-01;**
- 4. Appoint Cr Sam Hughes as the Councillor delegate on the Batlow Cider Rail Trail Steering Committee; and**
- 5. Appoint the Economic Development Officer as the Staff delegate on the Batlow Cider Rail Trail Steering Committee.**

BACKGROUND:

In December 2023, M264/23 resolved that Council establish the Batlow Cider Rail Trail Steering Committee. The Batlow Cider Rail Trail Steering Committee is a Community Committee formed to provide a forum for discussion of planning issues, advice and recommendations on strategic matters relevant to the Batlow Cider Rail Trail.

The Committee follows the NSW Government's Rail Trails Framework for the development of the Batlow Cider Rail Trail.

The proposed Batlow Cider Rail Trail is a 5,600m trail beginning at Banksia Avenue (proposed trail head in the Tracks and Trails Masterplan) past the Batlow Caravan Park, following the rail corridor to Wybalena. The trail is proposed to then extend from the rail corridor at Wybalena and veer along Herrings Road to link to the Apple Thief Cider House.

The proposed lease for the rail corridor, is for the 4,400m from Banksia Avenue to Wybalena.

REPORT:

At The Batlow Cider Rail Trail Steering Committee meeting held on 17 April 2024, key agenda items were discussed, and details are included in the attached minutes.

Committee Membership:

Committee membership applications were received from Tony Cross, Dave Purcell and Anne Hallard.

The Committee recommends that Council appoint Tony Cross, Dave Purcell and Anne Hallard as voting members of the Batlow Cider Rail Trail Steering Committee and notifies the applicants of the outcome.

A Chairperson will be determined at the next meeting.

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

1.2 Provide and maintain community spaces that encourage activity and wellbeing

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

FINANCIAL AND RESOURCES IMPLICATIONS:

Nil

POLICY, LEGAL AND STATUTORY IMPLICATIONS:

NSW Rail Trails Framework

RISK MANAGEMENT / COST BENEFIT ANALYSIS:

Nil

OPTIONS:

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

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Council advertised and called for expressions of interests in February 2024 for four weeks on Councils website, local newspapers and social media for Community to apply to become members of the Batlow Cider Rail Trail Steering Committee.

ATTACHMENTS

1. 20240417 - MINUTES - Batlow Cider Rail Trail Steering Committee - 17 April 2024 (Under separate cover)
2. 20240424 - DRAFT - Terms of Reference - Batlow Cider Rail Trail Steering Committee - SVC-TofR-043-01 (Under separate cover)

13. CONFIDENTIAL

14. MEETING CLOSURE