



**SNOWY VALLEYS COUNCIL MEETING
BUSINESS PAPER**

18 APRIL 2019

THE MEETING WILL BE HELD AT 2.00PM
IN THE TUMUT ROOM 76 CAPPER STREET TUMUT

Disclosure of Pecuniary Interests at meetings

- Item from Bluet Local Government Handbook

[14.125] A 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. The person must not be present at, or in the sight of, the meeting either at any time during which the matter is being considered or discussed or at any time during which a vote is being taken on any question relating to the matter (s 451). A Councillor who has declared a pecuniary interest in a matter before the council but has withdrawn from the meeting because of that declaration is not counted in considering whether the meeting is quorate for that matter.

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.

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.

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

Public Recording of Meetings prohibited without Council authority

A person may use any recording device, including audio and visual recording and any device capable of recording speech, to record the proceedings of a meeting of a council or a committee of a council only by the resolution of the council or committee.

A person may, be expelled from a meeting of a council or a committee of a council or using or having used a tape recorder without consent.

Livestreaming of Meetings

Please be aware that this meeting will be recorded and livestreamed.

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)

Residents, ratepayers, applicants, consultants or other persons may request to address Council in relation to any matter which is listed for consideration on a Council Agenda. A person will be permitted to address a meeting of the Council, if the Council so resolves.

- a) A Public Forum may be scheduled prior to each Ordinary Council Meeting.
- b) There is a time limit of five (5) minutes per speaker. One extension of time (maximum 1 minute) may be granted at the discretion of Chairperson. The subject matter only is to be discussed.
- c) Council may limit the number of speakers to address agenda items if there are a large number wishing to speak.
- d) Public Forum should not be used to raise questions, routine matters or complaints. Such matters should be forwarded in writing to Council where they will be responded to by appropriate Council officers.
- e) All requests to speak at a Council meeting must be received by the General Manager (or his or her delegate) no later than 12pm on the day of the Meeting and are listed in order of receipt. Accepting requests received after this time will be at the discretion of the Chairperson.
- f) Speakers on agenda items will be called to address Council by the Chairperson and must provide their full name and suburb of residence before speaking, so that these details can be recorded in the minutes.
- g) Councillor questions to speakers are at the discretion of the Chairperson and for clarification purposes only. Speakers are under no obligation to answer any question put to them.
- h) Speakers will be made aware that their address will be recorded and will be streamed live over the internet. The commencement of their public address will be their agreement of such recording.
- i) The Mayor/Chairperson has the discretion to withdraw the privilege to speak where a speaker makes inappropriate or offensive comments about another person.
- j) Speakers may use and distribute information; photos, maps etc. if submitted to and approved by the General Manager (or his or her delegate) by 12pm on the day of the meeting.



Thursday 18 April 2019
Snowy Valleys Council Chambers
76 Capper Street, Tumut
2.00pm

AGENDA

1. ACKNOWLEDGEMENT OF COUNTRY

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

2. APOLOGIES AND LEAVE OF ABSENCE

- Leave of Absence from Cllr Bruce Wright was granted on 21 March 2019 for this meeting.
- Request for Leave of Absence from Cllr Julia Ham for May's Council Meetings.

3. DECLARATIONS OF PECUNIARY INTEREST

Pursuant to Section 451 of the Local Government Act (1993), Councillors are required to declare any direct or indirect pecuniary interest in any matters being considered by Council.

4. PUBLIC FORUM

5. CONFIRMATION OF MINUTES

- 5.1 ORDINARY MEETING - 21 MARCH 20194
5.2 BUSINESS ARISING

6. CORRESPONDENCE/PETITIONS

7. NOTICE OF MOTION/NOTICE OF RESCISSION

8. MAYORAL MINUTE

- 8.1 COUNCILLOR REQUEST TO ATTEND THE REGIONS RISING NATIONAL SUMMIT –
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13. MEETING CLOSURE



SNOWY VALLEYS COUNCIL

LEAVE OF ABSENCE

General Manager
Snowy Valleys Council
76 Capper Street
TUMUT, NSW 2720

Dear Sir,

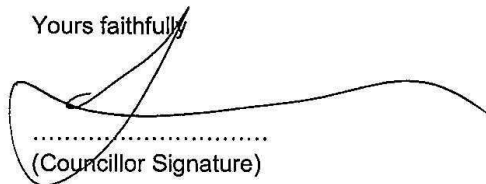
I wish to apply for leave of absence from the Council Meeting to be held on

Date: 16th May, 2019

I will be absent for the following reason/s:

work commitments
.....
.....
.....

Yours faithfully


.....
(Councillor Signature)

Julie Ham
Print Name

5. CONFIRMATION OF MINUTES

5.1 Ordinary Meeting - 21 March 2019

Recommendation:

That the Minutes of the Ordinary Council Meeting held on 21 March 2019 be received and confirmed as an accurate record

**THE MINUTES OF THE COUNCIL MEETING HELD IN THE SNOWY VALLEYS
COUNCIL CHAMBERS, BRIDGE STREET, TUMBARUMBA, ON THURSDAY 21
MARCH 2019 COMMENCING AT 2:00 pm**

PRESENT: Mayor James Hayes (Chair), Councillor Cate Cross, Councillor Julia Ham, Councillor Margaret Isselmann, Councillor John Larter, Councillor Geoff Pritchard, Councillor Cor Smit and Councillor Bruce Wright.

IN ATTENDANCE: General Manager Matthew Hyde, Director Assets and Infrastructure Matt Christensen, Director Internal Services Robyn Harvey, Acting Director Strategy, Community and Development Phil Stone and Executive Assistant Susan Ivill.

1. ACKNOWLEDGEMENT OF COUNTRY

An acknowledgement of the traditional custodians of the land was delivered by the Mayor James Hayes.

2. APOLOGIES

Apologies have been received and accepted from Cr Andrianna Benjamin and Cr Bruce Wright.

M48/19 RESOLVED that the request for leave of absence received from Cr Bruce Wright from the Council Meetings 18th April, 16th May and 20th June 2019 and from Cr Andrianna Benjamin from the Council Meeting 21st March 2019 be received and granted.

Cr Julia Ham/Cr John Larter

A moment of silence was observed in sympathy for the shooting victims who lost their lives recently in Christchurch.

3. DECLARATIONS OF INTEREST

Nil

4. PUBLIC FORUM

Nil

5. CONFIRMATION OF MINUTES

M49/19 RESOLVED:

That the Minutes of the Ordinary Council Meeting held on 21 February 2019 be received.

Cr Cate Cross/Cr Margaret Isselmann

5.1 BUSINESS ARISING

Nil

6. CORRESPONDENCE/PETITIONS

Nil

7. NOTICE OF MOTION/NOTICE OF RESCISSION

Nil

8. MAYORAL MINUTE

Nil

9. GOVERNANCE AND FINANCIAL REPORTS**9.1 NSW PUBLIC LIBRARIES CONFERENCE - NOVEMBER 2018**

M50/19 RESOLVED:
THAT COUNCIL:

1. Receive the Delegates report on the information received at the NSW Public Libraries Conference, November 2018 and note the report.

Cr Cate Cross/Cr Bruce Wright

9.2 STATEMENT OF INVESTMENTS - FEBRUARY 2019

M51/19 RESOLVED:
THAT COUNCIL:

1. Receive the Statement of Investments as at 28 February 2019.

Cr Julia Ham/Cr John Larter

M52/19 RESOLVED that Council move into committee of the whole for discussion.

Cr Bruce Wright/Cr Cate Cross

M53/19 RESOLVED that Council move out of committee of the whole.

Cr Bruce Wright/Cr John Larter

9.3 SNOWY VALLEYS COUNCIL FORENSIC REVIEW

M54/19 RESOLVED:
THAT COUNCIL:

1. Receive the report on the Forensic Review.
2. Note the findings and endorse the recommendation that this report be considered by the Audit Risk and Improvement Committee and any corrective actions be included in the Audit Matrix for ongoing management

and monitoring.

3. Pursue the recommendation to develop a Reserve Management Policy.

Cr Margaret Isselmann/Cr Bruce Wright

10. MANAGEMENT REPORTS

10.1 TUMUT YOUTH COUNCIL STRATEGIC PLAN ADOPTION

M55/19 RESOLVED: THAT COUNCIL:

1. Note the report on Tumut Youth Council Strategic Plan Adoption
2. Adopt the Tumut Youth Council Strategic Plan

Cr Cate Cross/Cr Julia Ham

M56/19 RESOLVED that Council move into Committee of the Whole for discussion.

Cr Julia Ham/Cr John Larter

M57/19 RESOLVED that Council move out Committee of the Whole.

Cr Julia Ham/Cr John Larter

10.2 DRAFT TOURISM BRANDING STRATEGY & MARKETING PLANS

M58/19 RESOLVED: THAT COUNCIL:

1. Note the completion of the Branding Strategy & Marketing Project, which includes the following draft documents:
 - a. Snowy Valleys Research Summary
This document lays out the process that was undertaken in developing the Snowy Valleys brand direction and marketing strategy, and the community feedback that help to shape that direction.
 - b. Snowy Valleys Marketing Strategy
This document discusses our target markets, and how we will reach them. Recommends brand and marketing activations, leveraging partnerships and key events.
 - c. Snowy Valleys Destination Brand Strategy
This document explains the positioning of the new Snowy Valleys destination brand. Discusses the brand ideas, principles, story, architecture – built upon further in the Brand Guidelines.
 - d. Snowy Valleys Brand Guidelines
This document explains the usage of the brand, the typography,

the brand voice, colours, photography styles and examples of applications of the brand.

e. **Snowy Valleys Signage Strategy**

This document offers a strategic perspective on signage and a higher level approach to wayfinding in the region. It provides principles and a hierarchy to consider in creating a signage action plan for the future. It also provides a brief audit of current town entry and visitor signage in the region.

2. Adopt the Snowy Valleys Marketing Strategy, Snowy Valleys Destination Brand Strategy and Snowy Valleys Brand Guidelines.
3. Approve the implementation steps for the Branding and Marketing Strategy, to be funded through the New Council Implementation Fund (NCIF) round 2 allocation of \$100,000, as follows:
 - a. \$40,000 to develop and launch new tourism website
 - b. \$40,000 for production of a suite of photography, videography and a video advertisement to fit the tourism brand
 - c. \$10,000 for start-up costs for new visitor merchandise for the Snowy Valleys
 - d. \$10,000 for creation of new activity guides, maps and region visitor guide (to replace Tumut Region & Tumbarumba Region Visitor Guides). The new Snowy Valleys Visitor Guide is expected to be cost neutral – the sale of advertising in the guide to cover the cost of design and printing.

Cr Margaret Isselmann/Cr Julia Ham

10.3 SILAGE WRAP RECYCLING

M59/19 RESOLVED:
THAT COUNCIL:

1. Receives the report for Silage Wrap Recycling from the Waste Management and Strategy Officer
2. Approves the initiation of the silage wrap recycling project
3. Authorises the General Manager to establish a variation to the current service agreement with Valmar Support Services and Tumut Shire Council
4. Fund the program for the remainder of the 2018/19 financial year through transfer of available funds from the Waste Services Reserve as part of the third quarter budget review

Cr Julia Ham/Cr Bruce Wright

11. MINUTES OF COMMITTEE MEETINGS**11.1 MINUTES - ABORIGINAL LIAISON COMMITTEE - 20 FEBRUARY 2019****M60/19 RESOLVED:
THAT COUNCIL:**

1. Receive the report on the minutes - Aboriginal Liaison Committee meeting held 20th February 2019 from the Acting Director Strategy, Community & Development.
2. Note the minutes of the Aboriginal Liaison Committee meeting held 20th February 2019.
3. Notes the following recommendations of the Aboriginal Liaison Committee:
 - a. Support the application to establish an Interpretive Indigenous Cultural Walk along the Murrays Crossing Travelling Stock Reserve.
 - b. Support the application to utilise Pioneer Hall at Tumbarumba Showground to establish a Cultural Information Centre.
 - c. Provide a letter of support for the application of dual naming of Mount Kosciuszko to Kunama Namadgi.
4. Calls for a report providing further details from the General Manager on the implications of the recommendations in point 3 by May 2019.

Cr Geoff Pritchard/Cr Julia Ham

11.2 MINUTES - TUMBARUMBA YOUTH COUNCIL COMMITTEE - 26 FEBRUARY 2019**M61/19 RESOLVED:
THAT COUNCIL:**

1. Receive the report on Minutes – Tumbarumba Youth Council Committee – 26 February 2019 from Acting Director Strategy, Community & Development.
2. Note the Minutes of the Tumbarumba Youth Council Committee meeting held on Tuesday 26 February 2019.

Cr John Larter/Cr Cate Cross

11.3 MINUTES - TUMUT RAILWAY PRECINCT COMMITTEE - 5 FEBRUARY 2019**M62/19 RESOLVED:
THAT COUNCIL:**

1. Accept the notes on the Tumut Railway Committee Meeting held 5 February, 2019 from the Director Assets and Infrastructure.

Cr Geoff Pritchard/Cr Bruce Wright

**11.4 TUMBARUMBA HISTORICAL SOCIETY - COMMITTEE MEMBERS
NOMINATION FORMS****M63/19 RESOLVED:
THAT COUNCIL:**

1. Accept the report on Tumbarumba Historical Society – Committee Members Nomination Forms from Director Internal Services.
2. Approve the nominations from Robert William Gay, Catherine Frew, Grace McEachern, Grant Harris, Peter Marshall, Ron Frew, Roslyn Gay and Terry MacGregor to the Tumbarumba Historical Society committee.

Cr Bruce Wright/Cr Julia Ham

**11.5 MINUTES - BATLOW DEVELOPMENT LEAGUE - 6 FEBRUARY 2019,
INCLUDING DRAFT TERMS OF REFERENCE****M64/19 RESOLVED:
THAT COUNCIL:**

1. Receive the report on Minutes - Batlow Development League – 6 February 2019, from Director Internal Services.
2. Note the Minutes of the Batlow Development League meeting held on 6 February 2019 with an amendment to General Business item – Library Institute Fee Structure, which should read Batlow Literary Institute Fee Structure.

Cr Cor Smit/Cr Margaret Isselmann

11.6 MINUTES - CIDERFEST COMMITTEE MEETING - 4 FEBRUARY 2019**M65/19 RESOLVED:
THAT COUNCIL:**

1. Receive the report on Minutes - CiderFest Committee Meeting held on the 4 February 2019 from the Acting Director Strategy, Community & Development.
2. Note the Minutes of the Ciderfest Committee meeting held on 4 February 2019.

Cr John Larter/Cr Cate Cross

11.7 MINUTES - FESTIVAL OF THE FALLING LEAF COMMITTEE - 13 FEBRUARY 2019**M66/19 RESOLVED:
THAT COUNCIL:**

1. Note the minutes of the Festival of the Falling Leaf Committee held on the 13th February 2019.
2. Approve the new committee membership application for Tracy Martin.

Cr Julia Ham/Cr John Larter

11.8 MINUTES - GLENROY HERITAGE RESERVE COMMITTEE - 2 FEBRUARY 2019 GENERAL AND 7 MARCH EXTRAORDINARY MEETING PLUS COMMITTEE MEMBER NOMINATIONS.**M67/19 RESOLVED:
THAT COUNCIL:**

1. Receive the report on the Minutes - Glenroy Heritage Reserve Committee – 2 February and 7 March 2019 from Director Internal Services.
2. Note the Minutes of the Glenroy Heritage Committee and Extraordinary meeting held 2 February and 7 March 2019.
3. Endorse the committee's choice to use Ben Blencowe Constructions as the builder of the Button Hut at the Glenroy Recreation Reserve.
3. Make the progress payments to the builder to be reimbursed by the committee for GST purposes.
4. Approve the nominations from Brenda Wiggett, Yvonne Albert, Kathy Lyons, Colleen McAuliffe, Neil Christie, Anne Thoroughgood to the Glenroy Heritage Reserve Committee.

Cr Bruce Wright/Cr Julia Ham

11.9 MINUTES - KHANCOBAN COMMUNITY COMMITTEE - 1 FEBRUARY 2019**M68/19 RESOLVED:
THAT COUNCIL:**

1. Receive the report on the Khancoban Community Committee from Director Internal Services.
2. Note the Minutes of the Khancoban Community Committee meeting held on 1 February 2019.

Cr Cor Smit/Cr Julia Ham

11.10 MINUTES - ROCK THE TURF COMMITTEE - 9 FEBRUARY 2019**M69/19 RESOLVED:
THAT COUNCIL:**

1. Receive the report on Minutes - Rock the Turf Committee Meeting held on the 9 February 2019 from the Acting Director Strategy, Community & Development.
2. Note the minutes of the Rock the Turf Committee meeting held on 9 February 2019.

Cr John Larter/Cr Cate Cross

11.11 MINUTES - TUMBAFEST COMMITTEE - 23 JANUARY 2019, 30 JANUARY 2019 AND 6 FEBRUARY 2019.**M70/19 RESOLVED:
THAT COUNCIL:**

1. Receive the report on Minutes – Tumbafest Committee – 23 January, 30 January and 6 February 2019 from Director Internal Services.
2. Note the Minutes of the Tumbafest Committee meeting held on 23 January 2019, 30 January 2019 and 6 February 2019.

Cr Julia Ham/Cr Cor Smit

12. CONFIDENTIAL

Nil

There being no further business to discuss, the meeting closed at 3.00 pm.

8. MAYORAL MINUTE**8.1 COUNCILLOR REQUEST TO ATTEND THE REGIONS RISING NATIONAL SUMMIT – CANBERRA**

REPORT AUTHOR: GENERAL MANAGER
RESPONSIBLE DIRECTOR: MAYOR JAMES HAYES

Purpose

To advise Council of Councillor Conference request and seek approval for attendance.

RECOMMENDATION:

That Council endorse the approval of the Mayor and General Manager under Section 7 of the Payment of Expenses and the Provision of Facilities to Mayor and Councillors Policy, the attendance of Cr Geoff Pritchard at the Regions Rising National Summit – Canberra on the 4th and 5th April 2019.

REPORT:

Governance is an important issue for Councils particularly Councillors and Directors. Council is committed to providing professional development/training opportunities to Councillors and staff.

The Regional Australia Institute (RAI) is calling on regional leaders, representatives from all levels of government, industry and academia to ensure they have the opportunity to attend the Summit in Canberra.

The theme of this year's Canberra summit is *Regional Futures*. Headlining the Canberra event is the Deputy Prime Minister, The Hon Michael McCormack MP who will provide his vision for Regional Australia, and launch RAI's new ***Future of Regional Jobs report***.

There will be a focus on **regional jobs, population, health and education**.

In addition, key regional themes will be presented through an interactive ***"policy hacking"*** session. Following this, the RAI will provide a plan of action that will be delivered to both sides of government.

The relevant Councillor policy is "Payment of Expenses and the Provision of Facilities to Mayors and Councillors", section 7 which permits the Mayor and General Manager to make a decision on a Councillor attending conferences between Council Meetings so long as the matter is reported to the following meeting. The Mayor and General Manager agreed that it would be beneficial for Council for Councillor Geoff Pritchard to attend and authorised his attendance on the 4th and 5th April 2019 at the Regions Rising National Summit.

Options

That Council does not endorse. The policy states that notification is sufficient for reimbursement of expenses.

Budget Implications

The conference will be held in Canberra 4th and 5th April 2019.

Conference registration fees are \$1,100 per person, \$718 for 2 nights' accommodation plus meals and incidentals. The balance of Cr Pritchard's budget is sufficient to cover the cost of the conference and travel.

Legal Statutory Implications

N/A

Risk Management – WHS and Public Risk

That Council does not endorse the attendance approved by the Mayor and GM.

Council Seal

No

Attachments

- 1 Regions Rising 2019 - Canberra Summit Program Schedule (under separate cover)



9. GOVERNANCE AND FINANCIAL REPORTS**9.1 2019 NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT CONFERENCE (16TH - 19TH JUNE) 'FUTURE FOCUSED'**

REPORT AUTHOR: EXECUTIVE ASSISTANT TO GENERAL MANAGER
RESPONSIBLE DIRECTOR: GENERAL MANAGER

EXECUTIVE SUMMARY:

To advise Council of the 2019 National General Assembly of Local Government Conference which will be held from Sunday 16th June to 19th June 2019 at the National Convention Centre Canberra.

RECOMMENDATION:**THAT:**

- 1. Councillors consider attendance at the National General Assembly Conference being held 16th – 19th June 2019 in Canberra.**
- 2. Councillors nominate a voting delegate for voting on motions during the formal business sessions.**

BACKGROUND:

Local Government plays a significant role in the national economy and Councils play critical roles in their local economies. Council's involvement in the National General Assembly of Local Government is vital in helping the Australian Local Government Association (ALGA) to maintain a strong focus on Local Government and to drive improved outcomes for Local Government at the national level.

REPORT:

The Australian Local Government Association's National General Assembly, held in Canberra, attracts more than 870 representatives from Councils across the states and territories.

The theme for the 2019 Conference is *Future Focused*.

The assembly will consider what councils can do today to get ready for the challenges, opportunities and changes that lie ahead.

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

Theme 4: Communication & Engagement

Delivery Outcomes

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

SUSTAINABILITY ASSESSMENT:**Financial and Resources Implications**

Councils 2019/20 Operational Budget provisions have been made for Councillors attendance at Conferences.

The following are balances for Councillor Training/Conferences:

YTD Councillor Conference and Training Budget 2019		
Councillor	Current YTD	Current Annual Budget
Mayor James Hayes	\$12,495	\$15,000
Deputy Mayor John Larter	\$10,412	\$12,500
Clr Andrianna Benjamin	\$8,330	\$10,000
Clr Cate Cross	\$8,330	\$10,000
Clr Julia Ham	\$8,330	\$10,000
Clr Margaret Isselmann	\$8,330	\$10,000
Clr Geoff Pritchard	\$10,148	\$10,000
Clr Cor Smit	\$8,330	\$10,000
Clr Bruce Wright	\$8,330	\$10,000

Costs and Benefits:

Registration per person – early bird (payment received by Friday 10 May 2019)	\$989
Networking Dinner – Australian War Memorial (Monday evening)	\$110
NGA Dinner, TBA	\$140
Accommodation approximately \$300 per night X 3	\$900

Cost per person (Councillor) \$2,129

Policy, Legal and Statutory Implications:

Approval is required under Council's policy for *Payment of Expenses and the Provision of Facilities to Mayor and Councillors*.

RISK MANAGEMENT – BUSINESS RISK/WHIS/PUBLIC:

N/A

OPTIONS:

That Councillors choose not to attend the Conference.

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Nil

Attachments

- 1 NGA 2019 Program [↓](#)


[HOME \(index.html\)](#)
[SPONSORSHIP \(Sponsorship.html\)](#)
[EXHIBITION \(Exhibition.html\)](#)
[PROGRAM ▼](#)
[MOTIONS \(Motions.html\)](#)
[REGISTRATIONS ▼](#)

2019 NGA PROGRAM

Download the Registration brochure here ([NGA19_Registration_Brochure.pdf](#))

Sunday 16 June 2019

8.00am Registration Opens

5.00pm **Welcome Reception**

Monday 17 June 2019

8.00am Registration Opens

9.00am **Opening Ceremony**

9.20am ALGA President's Opening

9.30am **Prime Minister Address**

10.00am ALGA President's Address

10.30am **MORNING TEA**

11.00am » **Keynote Address: How did Local Government Fair Post Election**

Karen Middleton

11.45am » **Panel of Mayors: Opportunities for Local Government Post Election**

12.30pm **LUNCH**

1.30pm » **Keynote Address: Crowd Powered Communities**

Steve Sammartino

Tuesday 18 June 2019

8.00am Registration Opens

9.00am » **Panel Session: Housing, Infrastructure and Population**

Andrew Beer, Dean of Research and Innovation UniSA - *The Role of Local Government in Housing Australians in the 21st Century*

Romilly Madew: CEO Infrastructure Australia – *Australia's Future Infrastructure Demands*

Robert Pradolin and Gary Spivak: TBA – *Why and how local government and the private sector should work together*

10.30am » **Keynote Address: Engaging with your Community into the Future**

Kylie Cochrane, Global Leader in Community Engagement

11.00am **MORNING TEA**

11.30am Debate on Motions

12.30pm **LUNCH**

1.30pm **Concurrent Sessions**

<https://www.nga19.com.au/Program.html>

11/04/2019

ALGA's National General Assembly Program

Page 2 of 3

2.30pm **Councils Using Technology to Excel**

3.00pm AFTERNOON TEA

3.30pm Debate on Motions

4.30pm Federal Minister for Local Government

4.55pm ALGA President Close

5.00pm Close Day 1

7.00pm NETWORKING DINNER, Australian War Memorial

» **Housing your Community**

TBC

» **Reducing Community Harm**

Dr Jón Sigfússon - Working with local government in alcohol and drug misuse in youth - a preventative approach from Iceland

Dr Erin Lalor - Local Drug Action Teams - an Australian community led approach to alcohol and drug misuse

» **Built Environment In Your Community**

TBC

» **Your Community, Your Environment**

TBC

3.00pm AFTERNOON TEA

3.30pm **Leader of the Opposition Address**

4.00pm Debate on Motions

5.00pm Close Day 2

7.00pm NGA DINNER, to be announced

Wednesday 19 June 2019

9.00am » **The Great Debate: Revenue, Cost Shifting, Rate Capping**

10.00am David Pich, CEO, Institute of Managers and Leaders - Leadership Matters

10.30am MORNING TEA

11.00am » **Keynote Address: Overcoming the Odds**

Kurt Fearnley

12.00pm ALGA President's Close - ALGA National Lobbying Priorities

12.30pm LUNCH

About ALGA

Sponsorship contact

<https://www.nga19.com.au/Program.html>

11/04/2019

ALGA's National General Assembly Program

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The Australian Local Government Association is the national voice of local government, representing 537 councils across the country. In structure, ALGA is a federation of state and territory local government associations.

[more](#)

(<http://alga.asn.au/?ID=42&Menu=41,81>)

Registration, accommodation and exhibition contact

Conference Secretariat:
Conference Co-ordinators



Postal address: PO Box
4994, CHISHOLM ACT
2905



Phone: 02 6292 9000
02 6292 9002



Email:
NGA@confco.com.au
(mailto:NGA@confco.com.au)

Limited sponsorship opportunities for the conference are still available. For more information, please contact Jill Brown, Director of Government Relations and National Events, ALGA



Phone: 02 6122 9436



Email:
jill.brown@alga.asn.au
(mailto:jill.brown@alga.asn.au)



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9. GOVERNANCE AND FINANCIAL REPORTS**9.2 CODE OF CONDUCT AND PROCEDURES FOR THE ADMINISTRATION OF THE CODE OF CONDUCT**

REPORT AUTHOR: COORDINATOR GOVERNANCE & RISK
RESPONSIBLE DIRECTOR: DIRECTOR INTERNAL SERVICES

EXECUTIVE SUMMARY:

Snowy Valleys Council is committed to fair dealing and high standards of ethical behaviour. The community places its trust in our Councillors, Council staff and Council delegates to ensure that they serve it faithfully and honestly and that they manage its resources in a sustainable and responsible manner.

The community is entitled to expect that the business of Council will be conducted with efficiency, impartiality and integrity and that the public will always have absolute priority over private interests.

Councillors, staff and delegates are required to observe the highest standards of honesty and loyalty to the Council and avoid any form of conduct that would bring Council, Councillors, staff or Council delegates into disrepute.

The Local Government Act 1993 requires every council to adopt a code of conduct that incorporates the provisions of The Model Code of Conduct for Local Councils in NSW.

A revised Model Code of Conduct for Local Councils in NSW and the associated Procedures for the Administration of the Model Code of Conduct were prescribed on 14 December 2018 prompting a review of the Snowy Valleys Council's existing Code of Conduct and associated procedures for its administration.

The Governance and Risk team prepared the revised documents for Council's review with a recommendation to adopt:

- Code of Conduct
- Procedures for the Administration of the Model Code of Conduct

There is no requirement under the Local Government Act 1993 for these documents to be placed on public exhibition and extensive internal consultation has been undertaken.

RECOMMENDATION:**THAT COUNCIL:**

1. **Receive the report on Code of Conduct and Procedures for the Administration of the Code of Conduct**
2. **Adopt the Code of Conduct SVC-RP-STY-001-02**
3. **Rescind the Code of Conduct SVC-RP-STY-001-01 as a superseded Policy**
4. **Adopt the Procedures for the Administration of the Code of Conduct SVC-RP-STY-002-02**
5. **Rescind the Procedures for the Administration of the Code of Conduct SVC-RP-STY-002-01 as a superseded procedure.**

BACKGROUND:

The 2018 Model Code of Conduct for Local Councils in NSW and the associated Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW were prescribed on 14 December 2018 by the NSW Office of Local Government.

Councils are required to adopt the new Model Code of Conduct and Procedures before 14 June 2019. The revised Code of Conduct and associated procedures will come into effect upon adoption.

It is important to note that any allegations that relate to behaviour or conduct that occurred prior to the new Model Code and Procedures being adopted by council, the previous version of the Model Code and Procedures will apply.

REPORT:

The Snowy Valleys Council Code of Conduct and Procedures for the Administration of the Code of Conduct are consistent with the Model Codes provided by the Office of Local Government.

Significant changes have occurred in the areas of social media, gifts and benefits and bullying and harassment.

The following table provides a comparison of the former and revised versions of the Office of Local Government's Model Code of Conduct.

Section	Former version	Revised version
General Conduct	Contained broad "principles-based" rules governing general conduct (but prescriptive rules governing binding caucus votes which have been retained in the new Code)	More prescriptive approach. New, clearer rules governing: <ul style="list-style-type: none"> • harassment and discrimination • bullying • work health and safety • land use planning, development assessment and other regulatory functions • behavioural standards in meetings
Pecuniary interests	Standards relating to the disclosure of pecuniary interests and the management of pecuniary conflicts of interest were prescribed under the Local Government Act (LGA) and Regulation.	These standards are now prescribed in the Model Code of Conduct. All ethical standards are now prescribed from the same source. The provisions now contained in the Model Code are largely the same as those that were previously contained in the LGA and Regulation. Key changes include: <ul style="list-style-type: none"> • council officials will now be obliged to update their publicly accessible returns of interests within 3 months of becoming aware of new interests (previously new returns only had to be submitted annually) • councillors will be required to disclose in their returns of interests whether they are a property developer or a close associate of one

Section	Former version	Revised version
Non-pecuniary conflicts of interest	Contains broad “principles based” rules governing disclosure and management of non-pecuniary conflicts of interests	As with the general conduct provisions, these rules have been rewritten to make them more prescriptive. The Model Code still distinguishes between “significant non-pecuniary conflicts of interest” (council officials must have no involvement in matters in which they have a significant non-pecuniary conflict of interest) and “less than significant non-pecuniary conflicts of interest” (council officials must disclose these but may still participate in decision making). However, the rules governing what constitutes a significant non-pecuniary conflict of interest have been made more prescriptive and much clearer.
Gifts and benefits	Contained a mixture of broad principles and strict rules governing around the acceptance of gifts or personal benefits. Gifts of more than token value must not be accepted but does not place a monetary value on these. There is no requirement to report the acceptance of a gift, unless it is of more than token value.	Rules governing gifts and benefits are now much more prescriptive: <ul style="list-style-type: none"> • There is a clearer definition of what is a gift or benefit • There is a monetary value of \$50 placed on gifts of more than token value • There is a prohibition on the acceptance of multiple gifts of under \$50 from the same person over a 12 month period where their aggregated value exceeds \$50 • The rules extend to gifts received by persons personally associated with the council official • All gifts must be reported regardless of value
Relationships between council officials	Contains prescriptive rules governing relationships and interactions between councillors and staff	These are largely unchanged but have been updated to reflect the new roles of mayor, councillors and general managers legislated in the 2016 amendments to the Local Government Act.
Access to information and council resources	Contains prescriptive rules governing access to information, use of council resources and information technology	These are largely unchanged but have been supplemented with new rules: <ul style="list-style-type: none"> • Councillors are precluded from requesting information about matters they have a conflict of interest in unless the information is otherwise publicly available • Social media – this should not be used for engaging in offensive, humiliating or threatening behaviour, making misleading or deceptive claims, breaching privacy or disclosing confidential information • There are new rules governing council record keeping which in

Section	Former version	Revised version
		effect, embed the requirements of the State Records Act into the Mode Code
Maintenance of the integrity of the code of conduct	Contains rules relating to the misuse of the code, taking reprisal action, disclosing confidential information about code of conduct investigations etc	The language in these has been slightly modified to address issues arising from previous Office of Local Government investigations and National Civil and Administrative Tribunal (NCAT) matters

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

Integrated Planning and Reporting Framework:

CSP Outcome 2028

Theme 4: Communication & Engagement

Delivery Outcomes

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

SUSTAINABILITY ASSESSMENT:

	Positive	Negative
Social	Community builds confidence and trust in council through ethical and transparent relationships and practice	Nil
Environmental	Nil	Nil
Economic	Nil	Nil
Governance	Council encourages Conduct that is in alignment with the Model Code of Conduct as prescribed by OLG. Procedures for the Administration of the Code of Conduct are in accordance with the Model Code as per section 440 and 440AA of the Local Government Act.	Nil

Financial and Resources Implications

There are no anticipated financial implications by adopting these documents. Code of Conduct training will be coordinated by HR for all staff and is covered within the training budget.

Policy, Legal and Statutory Implications:

Complies with *section 440 and 440 AA of the Local Government Act 1993* and is a legal requirement.

RISK MANAGEMENT – BUSINESS RISK/WHIS/PUBLIC:

By not adopting a Code of Conduct and the Procedures that are based on the Model Code of Conduct is a direct breach of section 440 and 440AA of the Local Government Act.

OPTIONS:

Should Council not adopt the draft as presented, relevant feedback can be incorporated and the document resubmitted for consideration.

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:**Internal Exhibition**

Both documents were presented to Councillors in the Councillor workshop on 7 March 2019. Councillors given the opportunity to discuss and questions answered as required. There were no changes required to the draft documents following this session.

Internal Exhibition was conducted and all staff were given the opportunity to review and provide feedback in the period of 8-15 March 2019. No feedback was received.

External Consultation

Community engagement is not required under the Act. The Code of Conduct is a legislative requirement and therefore mandatory. The majority of the clauses in the document are mandatory and cannot be altered.

Attachments

- 1 DRAFT Code of Conduct (under separate cover) [⇒](#)
- 2 DRAFT Procedures for the Administration of the Code of Conduct (under separate cover) [⇒](#)

9. GOVERNANCE AND FINANCIAL REPORTS**9.3 AUDIT, RISK AND IMPROVEMENT COMMITTEE - APPOINTMENTS AND TERMS OF REFERENCE**

REPORT AUTHOR: COORDINATOR GOVERNANCE & RISK
RESPONSIBLE DIRECTOR: DIRECTOR INTERNAL SERVICES

EXECUTIVE SUMMARY:

The Audit, Risk and Improvement Committee (the Committee) is an independent advisory Committee to Council.

The Terms of Reference for the Audit, Risk and Improvement Committee have been reviewed in accordance with the *Office of Local Government, Internal Audit Guidelines September 2010 (Internal Audit Guidelines)*. The Terms of Reference sets out the Committee's objective, authority, composition and tenure, roles and responsibilities, reporting and administrative arrangements. The revised Terms of Reference have been amended to reflect the procedure for the appointment of the Chair.

Council has undertaken a successful membership recruitment process and this report recommends the appointment of Mr Stephen Walker to the committee as an independent member and Ms Glenyce Francis to the Chair. The time and commitment of outgoing Chair Mr David Maxwell is commended and acknowledged.

A review of committee member remuneration recommends an increase in the fees paid to independent members, however the payment to the Chair is to remain unchanged.

RECOMMENDATION:**THAT COUNCIL:**

1. **Receive the report on Audit, Risk and Improvement Committee – Appointments and Terms of Reference from the Director of Internal Services**
2. **Adopt the changes to the Terms of Reference for the Audit, Risk and Improvement Committee**
3. **Appoint Stephen Walker as an independent member of the Audit, Risk and Improvement Committee until March 2021**
4. **Appoint Glenyce Francis as Chair of the Audit, Risk and Improvement Committee until March 2021**
5. **Approve the increase in remuneration for independent members of the Audit, Risk and Improvement Committee to \$400 (exc. GST) per meeting inclusive of preparation, attendance, travel time and expenses**
6. **Approve the remuneration for Chair of the Audit, Risk and Improvement Committee to remain at a base rate of \$3,000 (exc. GST) per annum inclusive of preparation, attendance, travel time and expenses**
7. **That Mr David Maxwell's contribution as outgoing Chair be formally acknowledged.**

BACKGROUND:

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

For the Committee to be most effective it is important that it is properly constituted of appropriately qualified independent members.

REPORT:**Review of the Terms of Reference**

The Terms of Reference for the Audit, Risk and Improvement Committee have been reviewed in accordance with the *Office of Local Government, Internal Audit Guidelines September 2010 (Internal Audit Guidelines)*.

The Terms of Reference sets out the Committee's objective, authority, composition and tenure, roles and responsibilities, reporting and administrative arrangements.

The revised Terms of Reference have been amended to reflect the procedure for the appointment of the Chair.

Recruitment and Selection of Independent Member

Chapter 4 of the *Internal Audit Guidelines* states:

"Committee members and the audit committee chair should be appointed by the Council. This could be done on the recommendation of a committee which has been convened by Council with power to interview and recommend unsuitable candidates. It is important that the process used is transparent and accountable."

The Chair of the Audit, Risk and Improvement Committee is critical to the overall effectiveness of the committee. The chair of the committee should be independent and should not be the Mayor or a member of Council. The Council should select an Audit, Risk and Improvement Committee Chair who:

- *Is knowledgeable of the duties and responsibilities of the position as outlined in the Audit, Risk and Improvement Terms of Reference, especially about local government, financial reporting and auditing requirements;*
- *Has the requisite local government, financial and leadership skills;*
- *Has the ability to build good relationships and*
- *Has strong communication skills*
- *The term of appointment by the chair should be specified by Council".*

Based on the guidelines given above, the following was the process undertaken by Council to recruit the independent members to the Audit, Risk and Improvement Committee:

A position for an independent committee member was advertised in the Tumut, Tumbarumba Wagga newspapers and online through LG Assist for a four week period finishing on 10 February 2019. There were six complete applications received from candidates with experience in risk management, finance and corporate services both locally and further afield.

The original advertisement was for the selection of two independent members. However section 4.3 of the *Internal Audit Guidelines* recommends an appropriate membership should be two-three independent members.

Based on this recommendation it was decided by Council to reduce our independent members to the recommended three, resulting in the appointment of just one independent committee member through this recruitment process.

A selection panel was established and consisted of the following:

- Andrew Fletcher (independent member – chair of numerous other regional Council's Audit, Risk and Improvement Committees)
- Mayor
- Director of Internal Services

Selection criteria included:

- Relevant professional qualifications
- Relevant professional knowledge and expertise
- Understanding of /experience in local government
- Understanding of the role of corporate governance in organisations
- Current/prior experience on similar committees

Shortlisting was conducted with four applicants being selected for the interview process. Interviews were conducted on 22 March 2019 by the selection panel listed above.

Three face to face and one video call interview was conducted. All three selection panel members concluded that Steven Walker was the preferred applicant.

The existing Chair was unsuccessful in his application for reinstatement to the committee during this process. Council acknowledges and thanks Mr Maxwell for his time and commitment during his term on the committee and wishes him well in future endeavours.

Mr Maxwell's departure required that a new Chair be selected from the two existing and one new committee member. After due consideration the selection panel determined that Ms Glenyce Frances was the preferred member for the new Chair position. Ms Frances has agreed to assume the role of Chair and this report seeks Council's approval of this recommendation.

Remuneration

The current remuneration for independent members is \$286.40 with independent members also able to claim travel expenses.

A review of other council fees have revealed that independent members for Audit, Risk and Improvement Committees can be paid \$700-\$1500 per meeting.

This report recommends an increase in independent member remuneration to \$400 (exc. GST) per meeting inclusive of preparation, attendance, travel time and expenses, which is line with other council fee structures.

There are no recommended changes to the existing base fee structure for the Chair being \$3000 (exc. GST).

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

Integrated Planning and Reporting Framework:

CSP Outcome 2028

Theme 4: Communication & Engagement

Delivery Outcomes

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

Operational Actions

4.5.6 Convene Internal Audit Committee meetings quarterly

SUSTAINABILITY ASSESSMENT:

	Positive	Negative
Social	Nil	Nil
Environmental	Nil	Nil
Economic	Audit, Risk and Improvement Committees assist Council to strive to ensure there is a risk culture and to improve efficiencies.	Nil
Governance	Selection of the appropriate qualified independent members to the committee and appropriate Terms of Reference are essential to support good governance and high functioning committees.	Nil

Financial and Resources Implications

There is no significant budget increase with these changes. The increase in remuneration will be offset by the decrease in committee members from four to three. The \$400 (exc. GST) allows for the travel costs being claimed by some members, but gives a more definitive amount to budget for in future years.

Costs and Benefits:

N/A

Policy, Legal and Statutory Implications:

Councils must take any relevant guidelines issued under section 23A of the ***Local Government Act 1993*** into consideration before exercising any of its functions. The *Internal Audit Guidelines, September 2010* have been issued under section 23A.

RISK MANAGEMENT – BUSINESS RISK/WHIS/PUBLIC

Risk Management is an important component of corporate governance. Risk Management is the responsibility of management with oversight by Council and the Audit, Risk and Improvement Committee. A key objective of the Audit, Risk and Improvement Committee is to ensure that processes and controls are in place to manage all types of risk. Ensuring that the Terms of Reference are current and appropriate will support that objective. Ensuring appropriately qualified and suitable independent members are selected so that the Audit, Risk and Improvement committee can function appropriately.

OPTIONS:

To increase the number of independent committee members to four, which is not a recommended suggestion of the *Internal Audit Guidelines*.

The fee to remain at \$286.40 per meeting as previously paid. This was not clearly identified and some members have been claiming travel and therefore different amounts have been paid per meeting to different members.

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Community engagement and communication not required.

Attachments

- 1 DRAFT Terms of Reference Audit Risk and Improvement Committee (under separate cover) [⇒](#)

9. GOVERNANCE AND FINANCIAL REPORTS**9.4 CUSTOMER SERVICE POLICY**

REPORT AUTHOR: COORDINATOR GOVERNANCE & RISK
RESPONSIBLE DIRECTOR: DIRECTOR INTERNAL SERVICES

EXECUTIVE SUMMARY:

Snowy Valleys Council strives to deliver high standards of customer service and this is reflected in our Community Strategic Plan and our Organisational Values.

This policy details how Council will deliver on our commitment to customer service. Our staff are committed to integrity, respect, openness and to having a customer focus with our work. We aim to reflect these values in our actions, whether dealing directly with our customers, or working together to deliver programs and services to our community.

This policy and the Customer Service Charter form the Customer Service Framework. .

Council's commitment to Customer Service includes a set of standards. It is intended to use these standards as an opportunity to measure and monitor our performance.

RECOMMENDATION:**THAT COUNCIL:**

1. **Receive the report on Customer Service Policy**
2. **Adopt the Customer Service Policy SVC-COR-PO-050-01**
3. **Rescind the Quality Customer Service Gov.13 (former Tumut Council policy) as a superseded policy**
4. **Rescind the Customer Service Policy TSC-COR-PO-083 (former Tumbarumba Council policy) as a superseded policy**

BACKGROUND:

Council's role is to provide a consistent level of professional services in a timely manner. The standards contained in this policy represent our minimum standards for the provision of the customer service for our community.

This policy also outlines the arrangements associated with our customers who are not satisfied with Council's service, and a process for staff who deal with customers who behave inappropriately.

REPORT:

The Customer Service Policy has been developed as part of the Customer Service Framework. This document outlines our values when dealing with both internal and external customers. The policy details how Council delivers on the commitment to customer service.

The policy provides guidance to our staff on our customer service standards, outlines the roles and responsibilities of staff and customers and provides a variety of mechanisms through which customers can provide feedback on our services and on the way in which their matter or enquiry is dealt with.

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

Theme 4: Communication & Engagement

Delivery Outcomes

4.4 Provide a high level of customer service to the community

Operational Actions

4.4.2 Develop and implement a Customer Service Framework

SUSTAINABILITY ASSESSMENT:

	Positive	Negative
Social	Council will ensure that we action in an open, honest and fair manner with our customers and treat them with respect and courtesy.	Nil
Environmental	Nil	Nil
Economic	By responding to our customers within the defined response times and keeping customers informed of the progress, ensures an efficient process within Council and stops double handling.	Nil
Governance		Nil

Financial and Resources Implications

There are no significant financial or resource implications expected in adopting this policy.

Policy, Legal and Statutory Implications:

This Customer Service policy supercedes Quality Customer Service Gov.13 (former Tumut Council policy) and Customer Service Policy TSC-COR-PO-083 (former Tumbarumba Shire Council).

RISK MANAGEMENT – BUSINESS RISK/WHIS/PUBLIC:

A Customer Service Policy sets down the standards for dealing with customers. There is a reputational risk in situations where customer enquiries are not managed well, or in a timely way.

OPTIONS:

Should Council not adopt the draft as presented, relevant feedback can be incorporated and the document re-submitted for consideration.

COUNCIL SEAL REQUIRED:

Not required.

COMMUNITY ENGAGEMENT AND COMMUNICATION:**Internal Consultation**

Internal consultation was undertaken within the Governance & Risk Team and the Customer Service Team in regards to the drafting of the Customer Service Policy.

The document went to the Executive Leadership Team for endorsement on 9th November 2018.

Internal exhibition was conducted on 20th November 2018 for 7 days and all staff were given the opportunity to review and provide feedback. No feedback was received.

External Consultation

The policy went on public exhibition for 43 days during the Christmas period from 21st December until 01 February 2019 with no submissions received.

Attachments

- 1 Customer Service Policy SVC-COR-PO-050-01 [↓](#)



Title	Customer Service Policy
Category	Council
Number & Version	SVC-COR-PO-050-01
Owner	Customer Service
Status	Draft
Endorsed by	General Manager via ELT
Approved by	Council
Effective date	<Insert effective date>
Due date for review	September 2020
Keywords	Customer Service

Disclaimer

*Please note that this policy may not be current as Snowy Valleys Council (Council) regularly reviews and updates its policies and procedures. The latest controlled version can be found in Council's Records Management System or contact Council's Coordinator Governance and Risk on policy@snowyvalleys.nsw.gov.au for a hard copy of the latest version. **A hard copy of this electronic document is uncontrolled.***

Where there is a delegation identified in this policy, the reader will need to confirm if an alternative delegation exists in the Delegations Register. To the extent that there is any conflict perceived between the delegation/s identified in this policy and of those contained in the Delegations Register, then the delegation/s in the Delegations Register takes precedence. The General Manager will, if necessary, be the sole arbiter in resolving any issues of conflict.

1 PURPOSE

Snowy Valleys Council (Council) strives to deliver standards of customer service at the highest level and this is reflected in our *Community Strategic Plan* and our *Organisational Values*. This policy details how Council delivers on the commitment to customer service and how we measure our performance. This policy and the *Customer Service Charter* form part of the Customer Service Framework.

Council's role is to provide a consistent level of professional services in a timely manner. The standards contained in this policy are minimum acceptable standards for the provision of the customer service that incorporate Council's values. This policy also outlines arrangements associated with our customers who are not satisfied with Council's service, and a process for staff who deal with customers who behave inappropriately.

2 SCOPE AND APPLICATION

This policy applies to all customers, Councillors, Council officials, contractors and volunteers of Council.

The main objectives of this policy are to

- Ensure we deliver the service as outlined in the *Customer Service Charter*
- Provide customers with a choice as to how they provide feedback to Council about service provisions
- Provide a structure around responding to, recording, reporting and using feedback to improve customer service
- Outline customer rights and responsibilities.

In order to meet the customer service commitment, Council will ensure that all staff have access to a range of training and material to support their service delivery.

3 DEFINITIONS

Customer – Any member of the public as well as internal customers. An internal customer is any person who is employed by the Council, but also includes any contractors, volunteers, trainees, work experience students and consultants undertaking work for, or on behalf of the Council whether they are working in a full time, part time or casual capacity.

CRM – Customer Request Management, the request for a provision of service where a staff member creates a customer referral (known as a CRM request)

ECM - Electronic Records Management

Business Day – means a day when the Council is normally open for business. Monday to Friday, excluding public holidays.

Complaint – An expression of dissatisfaction with the Council's policies, procedures, charges, agents or quality of service.

4 CONTENT

4.1 OUR COMMITMENT TO CUSTOMER SERVICE

Council staff will work with and communicate with customers in accordance with our *Organisational Values* and with the following principles in mind:

OUR ORGANISATIONAL VALUES



- **Accountability** – we are responsible for our actions and commitments to customers, both internal and external, and continually look for ways to enhance the quality of service we provide.
- **Communication** – we talk to our customers about their individual service needs and listen to what they say. We respond to our customers within the defined response times and keep customers informed of the progress of their requests. If we cannot help for any reason, we will tell them why.
- **Integrity** – we action in an open, honest and fair manner with our customers and treat customers with respect and courtesy. Staff shall comply with Councils *Code of Conduct* in their dealings with customers and in particular conduct their exchanges with regard to the Codes key principles. Decisions and advice should be premised on relevant legislation and Council's administrative policies and procedures.
- **Professionalism** – we act in a professional manner at all times in dealing with our customers.
- **Teamwork** – we work together to achieve the right outcome. We will share information with colleagues where a referral to another staff member is required to fully answer the enquiry and to avoid asking the customer the same questions.

4.2 STANDARDS OF CUSTOMER SERVICE

Council recognises that our Customers may wish to contact Council in a variety of ways and we are committed to providing choice about how customers can access Council services. By establishing and communicating Customer service standards, customer expectations can be effectively managed and performance of service areas can be monitored. Councils Service Standards are:

By Phone:

- Answer your call within five (5) rings
- Aim to resolve your queries on the first phone call
- Respond to your phone messages promptly usually within one (1) business day
- Direct you to the correct person or department the first time
- Get back to you with information or updates on your query in a timely manner.

In Person

- Provide you with professional and efficient service at all times
- Listen carefully and identify your needs

- Provide answers and solutions to your enquiries without delay
- Accept responsibility to ensure timely processing of your requests.
- Provide a welcoming environment for you to conduct your business

Emails, Letters and Faxes

- Acknowledge receipt of your correspondence as soon as it has been received
- Respond in plain English
- Be comprehensive in explaining the Council's position on all issues raised
- Reply promptly in line with our service level commitment
- Provide you with a contact name and phone number of the person dealing with your request.

Website and Social Media

- Use plain English
- Provide up to date and accurate information
- Endeavour to make it user friendly.

Our performance is measured against key performance indicators and reported in the *Annual Report*

4.3 CUSTOMER FEEDBACK

To help improve our services Council encourages customer feedback in the form of complaints, compliments and suggestions. There is a Customer Feedback Form which can be used to document such feedback. This feedback to Council can be made by customers via:-

- In Person Tumbarumba Office: Bridge Street, Tumbarumba
 Tumut Office: 76 Capper St, Tumut
- Via Post Tumbarumba Office: PO Box 61, Tumbarumba, NSW 2653
 Tumut Office: 76 Capper St, Tumut, NSW 2720
- Via Email info@svc.nsw.gov.au
- Online www.snowyvalleys.nsw.gov.au/Contact-Us
- Telephone 1300 275 782

4.4 CUSTOMER RESPONSIBILITIES

Council requires that customers assist Council staff in our service delivery by behaving in a fair and reasonable manner:

- Treating staff with courtesy and respect
- Respecting the rights of other customers
- Being honest and accurate in information sought and supplied to Council
- Working with us to resolve problems
- Providing Council with feedback
- Respecting our community

At times some members of the public may act inappropriately toward Council staff or may make onerous demands on Council resources. Staff guidelines have been developed to enable staff to deal effectively with customers in such situations.

4.5 WHERE SERVICES CANNOT BE MET

When a member of the public is not happy with the level of service provided by the Council, that person has a right to make a formal complaint. Complaints from the public made to or about Council will be handled as per the *Complaints Management Policy*. Complaints from internal customers can be made as per the *Grievance Procedure*.

4.6 CUSTOMERS WHO CONSTANTLY RAISE THE SAME ISSUE WITH DIFFERENT STAFF

As per the *Complaints Management Policy*, there is a process for managing Unreasonable Complainant Conduct (UCC). UCC is any behaviour by a current or former Complainant which, because of its nature or frequency raises substantial health, safety, resource or equity issues for our organisation, our staff, other service users and complainants or the Complainant himself/herself.

5 RESPONSIBILITIES /ACCOUNTABILITIES

All Snowy Valleys Council customers, Councillors, Council officials, contractors and volunteers will be responsible for following this policy.

General Manager

- Endorsement of this policy and the consideration of resources towards its implementation

Directors

- Oversee the implementation of this policy within their Directorate to ensure consistency, fairness and equity

Division Managers

- Implementation of this policy within their division
- Monitoring of compliance with this policy
- Consider and make recommendations to the relevant Director in relation to this policy

People Culture and Governance

- Ensure this policy is communicated to all staff and is implemented fairly and equitably

6 RELEVANT LEGISLATION

Nil

7 RELATED POLICIES/DOCUMENTS

Code of Conduct SVC-RP-STY-001-01

Customer Service Charter

Complaints Management Policy SVC-COR-PO-037

8 RELATED FORMS

Customer Feedback Form SVC-COR-F-035

9 SUPERSEDING POLICY / PROCEDURE NUMBER AND TITLE

Quality Customer Service GOV.13 (former Tumut Council policy)

Customer Service Policy TSC-COR-PO-083 (former Tumbarumba policy)

10 REVISION HISTORY

Date	Version Number	Activity log	Resolution Number	Resolution date
05.01.2018	0	New		

11 CONTACT OFFICER

Position: Coordinator of Customer Service

Section: Customer Service

9. GOVERNANCE AND FINANCIAL REPORTS**9.5 STATEMENT OF INVESTMENTS - MARCH 2019**

REPORT AUTHOR: COORDINATOR FINANCIAL STRATEGY AND REPORTING
RESPONSIBLE DIRECTOR: DIRECTOR INTERNAL SERVICES

EXECUTIVE SUMMARY:

This report is to provide an overview of Council's cash and investment portfolio performance as at 31 March 2019.

Whilst our financial position as at the end of March 2019 is favourable, we are aware of significant expenditure on New Councils Implementation Fund Projects (NCIF) and Stronger Communities Infrastructure Fund Projects (SCIF) which is expected by 31 December 2019 due to completion of capital works programs.

RECOMMENDATION:**THAT COUNCIL:**

- 1. Receive the Statement of Investments as at 31 March 2019**

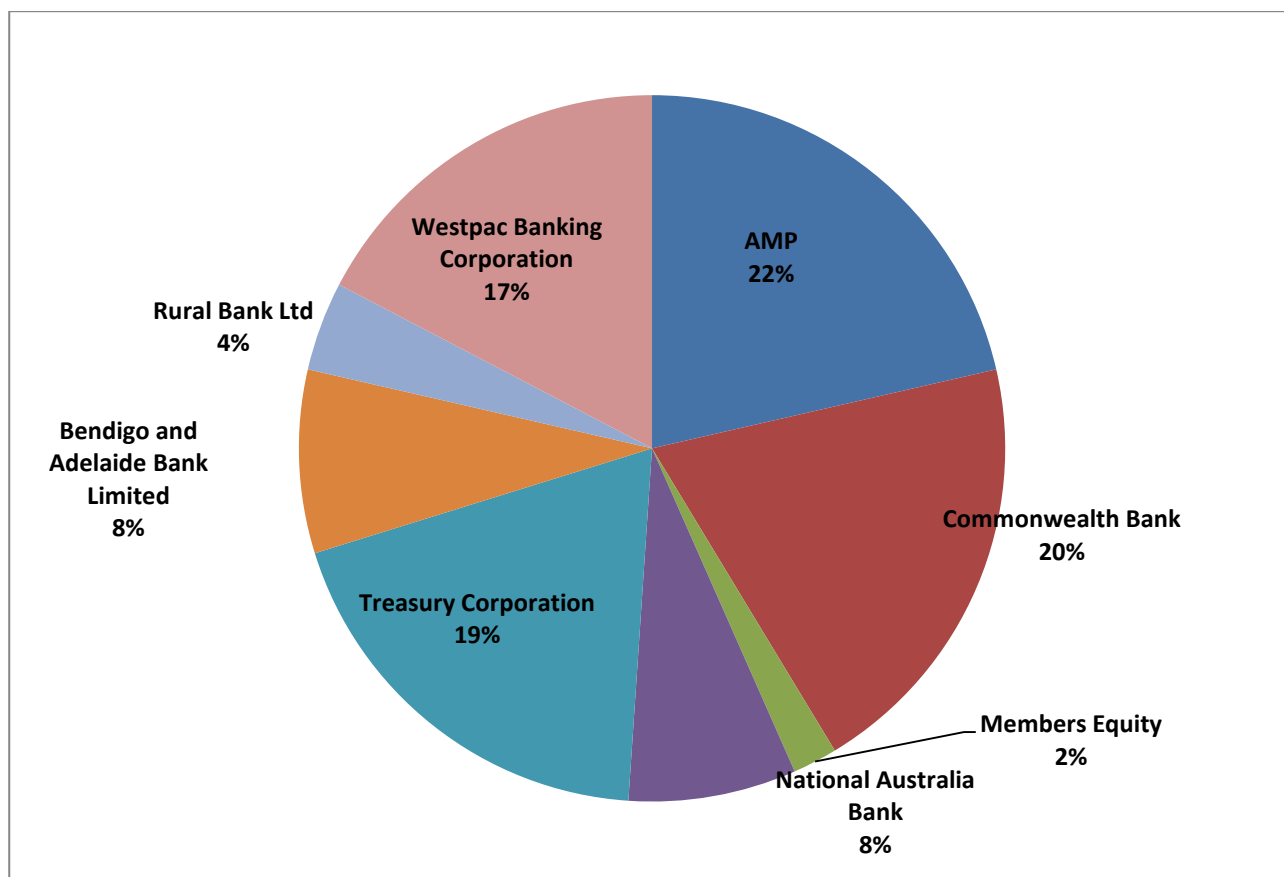
BACKGROUND:

Nil

REPORT:

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

Combined Cash & Investments Table							
31/03/2019							
Cash & 11am at call Accounts	Branch	Current Month	Last Month	Movement	Type	Interest Rate%	Maturity Date
Commonwealth Bank	IWD	\$ 34,784	\$ 5,754	\$ 29,031	IWD Gen	1.40%	
AMP	IWD	\$ -	\$ 520,524	-\$ 520,524	IWD BSA	1.80%	
AMP	IWD	\$ 1,000,000	\$ 1,000,000	\$ -	31d notice	2.30%	
National Australia Bank	Tumbarumba	\$ 359,101	\$ 124,431	\$ 234,669	W/Acct	1.50%	
Commonwealth Bank	Tumut	\$ 1,008,492	\$ 1,307,504	-\$ 299,012	W/Acct	1.40%	
Commonwealth Bank	Tumut	\$ 8,733,833	\$ 10,723,057	-\$ 1,989,225	At Call (BOS)	1.50%	
<u>Sub Total Cash & 11 am at Call Accounts</u>		\$ 11,136,210	\$ 13,681,270	-\$ 2,545,060		1.65%	
TCorp Investments (at Call)	Branch	Balanced Invested \$	Balanced Invested \$		Type	Monthly Interest Rate%	Financial Year Interest Rate (to date)
Treasury Corporation	CF -CashFund (1147	\$ 529,858	\$ 528,745	\$ 1,113	at call	0.21%	1.78%
Treasury Corporation	- ST IncomeFund (11	\$ 1,066,070	\$ 1,062,601	\$ 3,469	at call	0.33%	2.13%
Treasury Corporation	Tumut (1170)	\$ 3,263,453	\$ 3,235,075	\$ 28,378	MTGF	0.88%	3.65%
Treasury Corporation	Tumut (1171)	\$ 4,471,342	\$ 4,427,643	\$ 43,699	LTGF	0.99%	4.28%
<u>Sub Total TCorp Investments at call</u>		\$ 9,330,723	\$ 9,254,064	\$ 76,659		0.60%	
Total Cash & At Call Investments		\$ 20,466,933	\$ 22,935,333	-\$ 2,468,401		1.23%	
Term Deposits	Branch	Current Month	Last Month	Movement	Lodgement Date	Interest Rate%	Maturity Date
Bendigo and Adelaide Bank Limited	302	\$ 250,000	\$ 250,000	\$ -	12/03/2019	2.65%	12/09/2019
Bendigo and Adelaide Bank Limited	302	\$ 250,000	\$ 250,000	\$ -	12/09/2019	2.65%	12/09/2019
Bendigo and Adelaide Bank Limited	SCF-1	\$ 1,057,811	\$ 1,057,811	\$ -	12/07/2018	2.80%	8/04/2019
Bendigo and Adelaide Bank Limited	SCF-2	\$ 1,057,811	\$ 1,057,811	\$ -	12/07/2018	2.80%	8/04/2019
Westpac Banking Corporation	306	\$ 2,000,000	\$ 2,000,000	\$ -	23/07/2018	2.81%	23/05/2019
Bendigo and Adelaide Bank Limited	310	\$ 1,000,000	\$ 1,000,000	\$ -	29/08/2018	2.70%	29/05/2019
AMP	295	\$ 1,000,000	\$ 1,000,000	\$ -	14/09/2018	2.80%	14/06/2019
Rural Bank Ltd	305	\$ 2,000,000	\$ 2,000,000	\$ -	25/06/2018	2.91%	25/06/2019
National Australia Bank	TDCT 278	\$ 411,140	\$ 411,140	\$ -	27/06/2018	2.80%	26/06/2019
AMP	304	\$ 1,500,000	\$ 1,500,000	\$ -	17/07/2018	2.85%	17/07/2019
Westpac Banking Corporation	SCF-4	\$ 2,500,000	\$ 2,500,000	\$ -	23/07/2018	2.98%	23/07/2019
AMP	315	\$ 2,000,000	\$ 2,000,000	\$ -	29/10/2018	2.65%	26/07/2019
AMP	316	\$ 2,000,000	\$ 2,000,000	\$ -	0/01/1900	2.80%	20/08/2019
Westpac Banking Corporation	IF-1	\$ 1,000,000	\$ 1,000,000	\$ -	24/08/2018	2.90%	24/08/2019
Westpac Banking Corporation	312	\$ 1,000,000	\$ 1,000,000	\$ -	0/01/1900	2.90%	4/09/2019
Westpac Banking Corporation	313	\$ 2,000,000	\$ 2,000,000	\$ -	18/09/2018	2.90%	18/09/2019
AMP	277	\$ 2,000,000	\$ 2,000,000	\$ -	19/09/2018	2.80%	19/09/2019
National Australia Bank	314	\$ 2,000,000	\$ 2,000,000	\$ -	29/10/2018	2.73%	29/10/2019
National Australia Bank	SCF-3	\$ 1,000,000	\$ 1,000,000	\$ -	20/11/2018	2.75%	20/11/2019
AMP	SCF-5	\$ 1,000,000	\$ 1,000,000	\$ -	20/04/2018	2.75%	15/01/2020
Bendigo and Adelaide Bank Limited	IF 2	\$ 250,000	\$ 250,000	\$ -	16/01/2018	2.70%	16/01/2020
Bendigo and Adelaide Bank Limited	IF 2	\$ 250,000	\$ 250,000	\$ -	16/01/2018	2.70%	16/01/2020
Members Equity	311	\$ 1,000,000	\$ 1,000,000	\$ -	29/08/2018	2.70%	25/02/2020
Total TD's		\$ 28,526,763	\$ 28,526,763	\$ -		2.72%	
Total Cash & Investments		\$ 48,993,695	\$ 51,462,096	-\$ 2,468,401			



It is hereby certified that the above investments have been made in accordance with Section 625 of the Local Government Act 1993 and the regulations thereunder, and in accordance with the Snowy Valleys Council Investment Policy.

Council's cash and investments decreased by \$2.5m from the previous month.

Significant income during the month of March included:

- \$1.251m Roads to Recovery program grant

Major expenditure incurred during the month included expense payments for the following projects:

- Roads Maintenance Council Contracts – bitumen reseals \$606k
- Purchase of two garbage compactors - \$672k
- Purchase Front End Loader \$187k

The following changes occurred to our term deposit and cash holdings for the month of March as follows:

- Closure of the AMP Business Saver Account

On March 1, 2019 S&P Global Ratings lowered its longer term issuer credit ratings on AMP Bank Ltd to 'A-' from A and its short-term issuer credit rating to 'A-2' from 'A-1'. The reassessment of AMP was a result of AMP Group divesting from the life insurance business.

Under Council's Investment Policy exposure to an individual institution for the AMP resulted in the maximum percentage of an A1 bank of 25% to A2 with a maximum holdings of 20%. The policy does make allowance that if an investment is downgraded Council divest as soon as practical. As the AMP Business Saver was at call we were immediately able to redeem this cash account and reduce Council's exposure. The AMP 31 Day Notice Account has been recalled and expected to be returned during April.

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

Theme 4: Communication & Engagement

Delivery Outcomes

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

SUSTAINABILITY ASSESSMENT:**Financial and Resources Implications**

Investments are taken out based upon the best rate on the day and after consideration of spreading our risk across various institutions as per our Investment Policy and section 625 of the Local Government Act 1993 (NSW)

Costs and Benefits:

Financial Costs	Financial Benefits	Benefits	Opportunities
N/A	Increased revenue	Higher returns to ensure sustainability of Council	Higher returns on investments are always sought
N/A	Maximise return on investments	Funding of projects	Council reputation is supported by good investment decision making

Policy, Legal and Statutory Implications:

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

RISK MANAGEMENT – BUSINESS RISK/WHIS/PUBLIC:

Monthly reporting of investments keeps Council informed of the current cash situation and the return on investment.

OPTIONS:

N/A

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

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

9. GOVERNANCE AND FINANCIAL REPORTS**9.6 NCIF/STRONGER COMMUNITIES FUND EXPENDITURE - UPDATE**

REPORT AUTHOR: COORDINATOR FINANCIAL SERVICES
RESPONSIBLE DIRECTOR: DIRECTOR INTERNAL SERVICES

EXECUTIVE SUMMARY:

Snowy Valleys Council has received funding from the NSW Government as a merged council.

In 2016 Council received \$5M through the New Council Implementation Fund (NCIF) to help assist with the costs of amalgamation. This allocation is referred to as New Council Implementation Fund round 1 (NCIF1).

At the same time Council also received a further \$10M through the Stronger Communities Fund, of which \$1.4M was distributed through a small grants program to community groups across the Local Government Area (Stronger Communities Fund SCF) and \$8.6M were allocated to large scale infrastructure projects as the Stronger Communities Infrastructure Fund (SCIF).

In December 2018 Council received further funding of \$5.95M in a second round of New Council Implementation Funds (NCIF2) of \$2.82M and Stronger Communities Funds (SCF2) \$3.13M.

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

It is a requirement of the funding that a quarterly report is provided to Council on the status of the New Council Implementation and Stronger Communities Funds.

RECOMMENDATION:**THAT COUNCIL:**

- 1. Receive the report on the expenditure of the New Council Implementation Fund (Rounds 1 and 2), Stronger Communities Infrastructure Fund and Stronger Communities Fund (Rounds 1 and 2) from the Director Internal Services.**

BACKGROUND:

Upon merger, Snowy Valleys Council received \$15M in funding consisting of \$5M New Council Implementation Fund (NCIF1) and \$10M recognised as Stronger Communities Infrastructure Fund (SCIF \$8.6M) & Stronger Communities Fund (SCF1 \$1.4M).

In addition to the grant funding, projects defined in the original funding allocation have had their budgets bolstered by interest earned from the investment of these funds, which is currently \$224,584 for NCIF and \$344,702 for SCIF/SCF1. The interest provides funding for project management and administration support costs for the projects reducing the need to utilise the direct funding. This is advantageous for maximising value for the works that can be undertaken with the funding allocation and to maintain consistency in the way that we recognise the correct value of Council owned assets when capitalisation occurs.

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

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

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

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

In accordance with the funding guidelines, this funding was committed by 31 December 2018 with project funds to be fully spent and acquitted by 30 June 2019. As there are no specific project allocations defined by a funding agreement per se for NCIF1, budget estimates may be reallocated where 'unders and overs' occur within the funding stream. This is reflected in variations to the reported budgets in the February report to Council. The current status of the projects for NCIF1 is as follows:

Project – Detail	Status	Budget \$'000	Actual \$'000
Organisation structure and salary system – Design new integrated organisation structure, lateral transfers of staff from previous councils. Design and implement Award compliant SVC salary system including an annual appraisal and performance review framework.	Finalised	\$220	\$220
Culture Program – development and implementation of a unified SVC culture program with a new set of values and behaviours and a program of activities to support the evolution of an SVC culture.	Finalised	\$99	\$99
SVC Website – updating content and the creation of a new website.	Finalised	\$83	\$83
Redundancies – both General Managers, three directors and one Support Officer.	Finalised	\$637	\$637
Community Engagement – included activities such as a Community Satisfaction survey, community engagement for the development of the Community Strategic Plan 2017-27.	Finalised	\$159	\$159
ICT Amalgamation Projects – creation of an ICT Amalgamation Strategy to consolidate existing network infrastructure, email exchange, domain, voice systems and video conferencing. Also includes disaster recovery plans to be updated and associated project management costs. This project has yet to be completed in full and is set for completion in June 19.	Ongoing	\$1,276	\$809
Enterprise System Consolidation – business system consolidation to enable a single source of data and full integration of work practices and procedures. The bulk of the consolidation has occurred with further requirements for a number of modules being finalised by June 19.	Ongoing	\$1,171	\$772
Corporate Identity and Branding – new brand and logo for Council including new uniforms, branding guidelines, online videos, development of the Destination Management Plan and Economic Development Strategy.	Finalised	\$422	\$422
Signage Replacement – replacement of signage with the local government area including town entry signs. To be completed by April 19 with branding report being received in December.	Ongoing	\$350	\$85
Service Reviews – service reviews undertaken and introduction of dashboards around key performance measures. To be completed as part of the integrated planning and reporting suite of documents to be adopted by June 19.	Ongoing	\$194	\$178

Project – Detail	Status	Budget \$'000	Actual \$'000
Project Management Officer – dedicated project manager to provide support and resources to ensure merger projects are delivered. This resource will continue until June 19.	Ongoing	\$427	\$281
Administration – includes travel and accommodation for staff and the Administrator to Sydney for workshops and meetings with Department of Premier and Cabinet during the first six months of the merger.	Finalised	\$13	\$13
Policy & Plan harmonisation – software tools purchased for the register of policies and delegations and a dedicated resource to develop and harmonise critical policies and a new policy framework.	Finalised	\$79	\$79
Forensic Audit – external review of accounting practices	Finalised	\$94	\$86
Total New Council Implementation Fund – Round 1			
- Initial Funding 5M + est. interest earned 200K	\$5,200		
- Additional interest earned (> estimate of 200K)	\$ 24	\$5,224	\$3,923

New Council Implementation Fund – Round 2

This funding is to be fully committed by 31 December 2019, with all projects to be completed by 30 June 2020. The status of the projects for this fund is as follows:

Project – Detail	Status	Budget \$'000	Actual \$'000
SVC Strategic Business Plans – Water, Sewer, Domestic, Waste, private works	Scope in development	\$400	-
Service level review and improvement program – incorporating the Sustainability Plan.	Commenced	\$450	\$18
Integrated Systems and Work Processes – 8 components have been scoped for this project: 1. Improve functionality of CRM; 2. Voice of the Customer survey; 3. PMO setup; 4. Governance – Development and implementation of Records Management Framework, Development of Volunteer Management Framework, Section 355 Management Framework and consolidation of volunteer documentation; 5. Enterprise Budgeting Training; 6. Corporate Communication Strategy; 7. Corporate Evaluation; 8. Business Systems Improvement.	Commenced	\$850	\$30
Preparation of new LEP (Local Environmental Plan) – awaiting quotes.	Scope in development	\$100	-
Preparation of DCP (Development Control Plan) – Project being delivered by consultants, Building & Environmental Services Today Pty Ltd. Final draft to be workshopped with the Councillors.	Nearing completion of final draft	\$100	\$14
Unification and Placemaking - the development of Place based plans that integrate town development activities around an agreed long term vision for Batlow and Adelong (and potentially other towns). This includes using an agreed place-based planning framework that	Scope in development	\$200	-

Project – Detail	Status	Budget \$'000	Actual \$'000
guides the delivery of a programme of capital projects and supporting place making events and activities.			
Culture Program and Capability Development – implement training and development to increase internal skills and capabilities. Includes; Australian Institute of Company Directors course for 6 Councillors and 6 SVC Staff; Resilience training for staff to be investigated.	Commenced	\$120	\$97
Client Business Environment Standardisation - Business Plan approved by ICT Steering Committee 16/01/2019.	Scoped	\$500	-
Rate Harmonisation (including Public Participation)	Scope in development	\$100	-
Total New Council Implementation Fund – Round 2		\$2,820	\$159

Stronger Communities Infrastructure Fund & Stronger Communities Fund - Round 1

This funding is to be fully committed by 30 June 2019, with all projects to be completed by 31 December 2019. An extension can be requested to the Office of Local Government in the event there is a delay in a project. The status of the projects for this fund is as follows:

Project – Detail	Status	Budget \$'000	Actual \$'000
Stronger Communities Fund Round 1 – 60 Community groups across the local government area given grants to assist with the particular aspirations of their members. These grants ranged from \$500 to \$50,000 and were approved by the Administrator in October 2017. As at March 2019, 59 of the projects have been acquitted; one remains in progress.	100% Funding has been outlaid: 98% Projects Complete	\$1,423	\$1,423
Adelong Creekscape – community consultation meeting held 11 th Feb where group voted for a two coat spray seal pathway. Overall masterplan in review.	Works commenced	\$515	\$99
Adelong Caravan Park – discussion with current lease on concept designs occurring. Audit to identify inherent compliance issues scheduled. The resulting report will detail the works required.	Awaiting Compliance Audit Report	\$267	\$4
Batlow Cannery – cannery purchased with demolition scope underway.	Works being scoped	\$500	\$251
Batlow Caravan Park – strategy to be developed. Audit to identify inherent compliance issues scheduled. The resulting report will detail the works required.	Awaiting Compliance Audit Report	\$723	\$5
Batlow CBD – community consultation complete with masterplan to be considered.	Concept	\$540	\$11
Brindabella Rd Future Plan – remaining funds yet to be reallocated to another project.	Complete	\$308	\$285
Jingellic Multi-use track – Works order issued to IWD. Project to be delivered in Winter.	Awaiting commencement	\$35	\$2
Khancoban Store – store purchased with designs underway for fitout suited for a potential SH2.0 Visitor Centre.	Detail	\$199	\$122

Project – Detail	Status	Budget \$'000	Actual \$'000
Khancoban Streetscape – Design being reviewed by landscape designer given the likely usage of the store by SH2.0.	Detail	\$395	\$3
Rosewood Beautification and Playground	Commenced	\$110	-
Rosewood Golf Club – awaiting final invoices.	Works Complete	\$236	\$176
Brungle Park seating	Complete	\$5	\$6
Talbingo Town Improvements – concept design completed.	Tender	\$200	\$18
Tooma Public Amenities – Amenities in place. Awaiting final invoices from contractor (Committed 69K).	Complete	\$80	\$9
Tumbarumba Showground – negotiations underway with groundworks/turf specialist contractor with target to complete the project in May. Concept for amenities in development. DA requirement assessment being undertaken. User group meeting held 6 March.	Tender	\$1,000	\$15
Tumbarumba Creekscape and Sportsground – first stages of project completed with remaining funds to be re-scoped.	Concept	\$425	\$40
Tumbarumba Playground – shade sail installed. Pricing of play equipment underway. Works to be carried out in winter.	Construction	\$80	\$23
Tumbarumba Mountain Bike Track – MOU with Cycle Tumbarumba executed. Works managed by group with target completion in June 2019.	Construction	\$40	\$10
Tumut Pool – DA requirement assessment being undertaken. Intent to procure as Design and Construct contract. Required to be completed prior to opening in late October for the 2019/20 season.	Concept	\$1,008	\$58
Tumut Montreal Theatre – roof replacement complete with amenities upgrade to be completed by June 19. Awaiting finalised plans so that quotes can be sourced for works.	Design	\$381	\$155
Tumut CBD and Car Parking – project delayed with concept plans to be reassessed.	Concept	\$1,760	\$4
Bull Paddock Carpark upgrade – improve parking area for patrons and coaches.	Design	\$130	-
IMPORTANT: the above project budgets include Administration, communication and project management – dedicated resources allocated to carry out and finalise projects. These costs are funded from investment interest on the grant funding estimated to be \$360K; actuals more likely to be \$400K; the 40K reflects the difference between original estimate of interest and the revised estimate. Utilise any extra interest for contingency.	Contingency	\$40	-
Total Stronger Communities Infrastructure Fund / Stronger Communities Fund – Round 1			
- Initial Funding 10M + est. interest earned 360K	\$10,360 \$ 40	\$10,400	\$2,719
- Additional interest earned (> estimate of 360K)			

Stronger Communities Fund - Round 2

This funding is to be fully committed by 31 December 2019, with all projects to be completed by 30 June 2020. The status of the projects for this fund is as follows:

Project – Detail	Status	Budget \$'000	Actual \$'000
Adelong Main Street Façade Improvements	Scope in development	\$100	-
Adelong Playground Equipment Upgrades	Scope in development	\$100	-
Adelong tourism projects/planning	Scope in development	\$25	-
Adelong Walking Tracks Signage	Scope in development	\$20	-
Adelong Wi Fi Upgrade - Scheduled for completion in May. Existing assets can be used to bounce signal.	Scope in development	\$10	-
Batlow Cannery Site Business Case	Scope in development	\$200	-
Batlow Playground Equipment	Scope in development	\$25	-
Batlow Tourism Project Planning	Scope in development	\$20	-
Town Wi Fi Upgrades: Tumut, Batlow, Brungle and Talbingo - Scheduled for completion in May. Existing assets can be used to bounce signal.	Scope in development	\$40	-
Jingellic Pedestrian Bridge over horse creek	Scope in development	\$30	-
Khancoban Pool Shade Sails - Installation complete. Remaining funds will be utilised to beautify other areas of the pool facility.	Awaiting invoice from contractor	\$40	-
Town Wi Fi Upgrades: Khancoban & Tumbarumba - Scheduled for completion in May. Existing assets can be used to bounce signal.	Scope in development	\$25	-
Talbingo Playground equipment	Scope in development	\$25	-
Tooma Amenity Appearance	Scope in development	\$30	-
Tumbarumba Carcoola Dining Room	Scope in development	\$80	-
Tumbarumba Historical Walking Tracks - Community group project. Funding deed between Council and Community Group has been issued. Project managers are meeting with group re the commencement of their projects.	Commenced	\$40	-
Tumbarumba Link with mountain biking	Scope in development	\$350	-
Tumbarumba Rail Trail additional funds – continuation of works initiated from iNSW Restart funding	Construction	\$800	-
Tumbarumba SVC tourism App	Scope in development	\$20	-
Tumut Jack Ryan Memorial and Centenary of WW1 Project – lighting and path to memorial.	Concept	\$10	-
Tumut Pump Track and Cycling initiatives	Tender	\$500	-
Ratepayer projects and initiatives (Yaven Creek Road)	Scope in development	\$490	-

Project – Detail	Status	Budget \$'000	Actual \$'000
Repositioning of Snowy Valleys Way - planning & implementation	Scope in development	\$50	-
Implementation of new SVC destination brand & marketing strategy	Scope in development	\$100	-
Total Stronger Communities Fund – Round 2		\$3,130	-

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

Integrated Planning and Reporting Framework:

CSP Outcome 2028

Theme 5: Our Infrastructure

Delivery Outcomes

5.2 Provide well maintained safe, vibrant and accessible community spaces and facilities

Operational Actions

5.2.1 Maintain and improve public facilities, buildings, amenities within

SUSTAINABILITY ASSESSMENT:

Financial and Resources Implications

Resources will be focused on completing the NCIF 1 & 2 and SCIF/SCF 1 & 2 projects to ensure all are completed within the required timeframes.

Costs and Benefits:

Expected benefits to the community include the provision of better infrastructure and services by the additional funding enabling the renewal of existing community assets or the construction of additional assets.

Policy, Legal and Statutory Implications:

Nil

RISK MANAGEMENT – BUSINESS RISK/WHIS/PUBLIC:

The expedited delivery of the major infrastructure projects has a risk of taking precedence over planned capital works for Council.

There is a risk that delays in project delivery may jeopardise funding deadlines. Risk mitigation strategies are undertaken as part of the project risk assessment phase.

OPTIONS:

Any remaining budget for the New Council Implementation Fund will be reallocated to be used against the Stronger Communities Infrastructure Fund as at 30 June, 2019 (or prior if outstanding projects have been completed under budget).

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

External Consultation was carried out in 2017 with all communities in the local government area being consulted. Community groups were given the opportunity to apply for a community grant of up to \$50K.

ATTACHMENTS

Nil

10. MANAGEMENT REPORTS**10.1 DRAFT 2019-2020 INTEGRATED PLANNING AND REPORTING DOCUMENTS FOR PUBLIC EXHIBITION****REPORT AUTHOR:** DIVISION MANAGER STRATEGY & PLACE**RESPONSIBLE DIRECTOR:** DIRECTOR STRATEGY, COMMUNITY AND DEVELOPMENT**EXECUTIVE SUMMARY:**

In 2009 the Local Government Act 1993 was amended to introduce Integrated Planning and Reporting, which places an obligation on all NSW Councils to develop a suite of long term planning documents based on comprehensive community engagement.

This report presents the draft Operational Plan (2019-2020), Draft Fees and Charges (2019-2020) and Draft Operational Budget (2019-2020).

RECOMMENDATION:**THAT COUNCIL:**

- 1. Receive the report on the draft Integrated Planning and Reporting documents.**
- 2. That Council endorses the following Integrated Planning and Reporting plans, and place on public exhibition for a period of 30 days, with submissions closing Friday 18th May 2019:**
 - a. Draft 2019-2020 Operational Plan;**
 - b. Draft Fees and Charges 2019-2020;**
 - c. Draft minor amendment to the Delivery Program;**
 - d. Draft Operational Budget 2019-2020;**
 - e. The updated draft Resourcing Strategy 2019-2029 including the:**
 - o Draft Long Term Financial Management Plan**
 - o Draft Workforce Management Plan**
 - o Draft Strategic Asset Management Plan**

BACKGROUND:

The Integrated Planning and Reporting legislation requires all NSW Councils to have:

- A ten year Community Strategic Plan
- A four year Delivery Program
- An annual Operational Plan
- A Resourcing Strategy including an asset management plan, a long term financial plan and a workforce management plan.

In line with the legislation, Council needs to provide an annual Operational Plan, Fees and Charges and Operational Budget that can be shared in draft form with the community for feedback ahead of adoption by June 2019. Where amendments are made to the Long Term

Financial Plan and Delivery Program, these must be shared and revised using the same process.

REPORT:

Draft Operational Plan 2019-2020

The draft Operational Plan 2019-2020 represents the second year of Council's commitment to implementing the Delivery Program 2018-2021, and in doing so, turning the community aspirations for the future (as captured in the *Snowy Valleys 2028* Community Strategic Plan) into activities and outcomes.

The draft Operational Plan 2019-2020 supports the draft Delivery Program 2018-2021 and specifies the detailed undertakings of Council's key functional areas, including projects and activities that will be conducted in the coming year.

The progress of Council's work across the year will be reported to the community through a half yearly update on the Operational Plan and in Council's Annual Report.

The Operational Plan has been developed through a number of workshops with Council staff and Councillors to identify high value, affordable and achievable actions that are funded through the 2019-2020 budget.

A list of the Operational Plan actions is attached for community engagement. A professionally designed version is in development and if available, will be substituted for this ahead of the Council meeting.

Draft Fees and Charges 2019-2020

The draft Fees and Charges 2019-2020 schedule sets out the fees that Council can charge for all services and programs. The draft Fees and Charges 2019-2020 Schedule has been prepared using a general 2.5% increase.

During preparation of this year's Fees and Charges, a number of changes have been made to further simplify and streamline fees and charges across the whole local government area. The three most significant proposed changes include:

- A simplified fee structure for all Hall Hire (including reduced hire fees and increased bonds) to support increased use and simplified operations. This includes recognising the importance of community group use and significantly reducing their hire costs.
- Harmonised fees across all Cemeteries to simplify processes and to sustainably fund cemetery operations and ongoing maintenance. This supports meeting community expectations around improving and maintaining cemeteries to an appropriate standard.
- A proposed increase in waste fees to fund critical infrastructure and facilities required to:
 - Increase recycling capabilities
 - Introduce green and organic waste bins and processing facilities
 - Support better waste behaviours (that can lead to reduced costs)
 - Reduce environmental impacts associated with waste

Minor amendment to Delivery Program 2018-2021

The Draft Delivery Program 2018-2021 provides the Snowy Valleys communities with a clear commitment by Council of those key activities that will be undertaken over the elected term.

These activities have been informed by the priorities in the Community Strategic Plan and will be reported on regularly and with accountability and transparency.

Snowy Valleys Council has previously identified the need to establish a new special rate variation past 2020-21, within its 2018 and 2019 Long Term Financial Plan as 'planned' scenario. A new special rate variation will maintain revenue which is in place under the current special rate variation, accounting for approximately \$650,000 per annum. If Council were to lose this revenue, it is likely to have no option but to reduce its expenditure by reducing services, given it already has a considerable gap to bridge between revenue and expenditure. Feedback from the community during the Service Level Review project was that the community values each of the services Council delivers. There are no clear opportunities to generate savings by reducing services given this community feedback.

To enable the application of a Special Rate Variation, Council must flag the intention to develop an application within its Delivery Program of which it will apply. The current Delivery Program does not consider a Special Rate Variation and therefore an additional page will need to be added to the adopted Delivery Program, as an addendum.

It is important to note that this addendum is an intention to apply only, and not necessarily to implement. The Special Rate Variation application process requires rigorous community consultation, and decisions of Council at multiple step in the process to continue with the application.

The addition of an addendum requires the updated Delivery Program to be open to public comment in parallel the other draft IP&R documents. The proposed amendment is one only one page and it is attached for reference.

Draft Operational Budget 2019-2020

The 2019-2020 draft budget outlines Council's committed expenditure for the forthcoming financial year. This budget iteration reflects Council's ongoing commitment to sound financial management. The forecast for the 2019-2020 financial year shows an improved deficit position compared to the Long Term Financial Plan adopted last year.

The operating budget indicates that Snowy Valleys Council will have an operating deficit (after capital grants) of \$4.08 million of which \$2.62 million will be incurred as a result of amalgamation expenditure.

The total 2019-2020 budgeted operating and capital expenditure (excluding depreciation) will be \$56.4 million, with total revenues expected to be \$42.7 million. The difference between the income and expenditure is funded from money previously allocated to reserves for specific purposes such as New Council Implementation Fund. Further information relating to the draft 2019-2020 budget can be found in the attached documents.

The updated draft Resourcing Strategy 2019-2029, made up of:

- *The Long Term Financial Management Plan*
- *The Workforce Management Plan*
- *The Strategic Asset Management Plan*

Draft Long Term Financial Plan 2019-2029

The draft Long Term Financial Plan (LTFP) is an important part of Council's strategic planning process. The LTFP is where Council projects the financial realities of its ability to contribute to the community's vision for the future. It outlines the pressures and economic drivers behind Council's expected long-term future. Expected growth rates are aligned with community expectations of service delivery and community projects and the social outcomes outlined in the Community Strategic Plan.

Council will seek to answer the following questions with the LTFP:

- Can we survive the pressures of the future?
- What are the opportunities for future income and economic growth?
- Can we afford what the community wants?
- How can we achieve these outcomes?

The LTFP must be for a minimum of 10 years and is updated annually in line with Council strategies and goals and is based on the operational budget contained within the operational plan for 2019-2020. It will also be reviewed in detail as part of the four-yearly review of the Delivery Program as part of the Community Strategic Plan.

The LTFP indicates that Snowy Valleys Council will have declining operating deficits until 2021-2022 (consolidated position) and 2023-2024 (General Fund).

The planned scenario aims to deliver Council's goals as set out in the Integrated Planning and Reporting documents. In this scenario, Council will endeavour to maintain existing service levels, hold a strong cash position and maintain sufficient reserves. It is the financial scenario that is assumed to be the most likely at this point in time, and is built upon historical data and underlying assumptions. The planned budget scenario for 2019-2020 becomes the operational budget for 2019-2020.

The goals of the Snowy Valleys Council LTFP are to achieve the following:

- Modest operating surpluses to insulate Council from unforeseen events across the three funds
- The provision of current service levels and where appropriate increased service levels to meet community expectations
- Reduce or eliminate the infrastructure backlog
- Maintain adequate levels of debt/equity funding
- A program of activity that see Council's assets appropriately leveraged for the long-term benefit of the Snowy Valley community
- Ensure appropriate levels of cash reserves are maintained for future projects and asset renewal management
- Ensure appropriate investment in the maintenance of assets

The Workforce Management Plan 2019 - 2029

Council's Workforce Planning is a continual process designed to ensure that the community's strategic goals, as set out in the Snowy Valleys 2028 Community Strategic Plan, are able to be met now and in the future. This draft plan aims to ensure that Council understands our current workforce and puts in place strategies now to ensure that it employs people with the best capabilities to inform and achieve its strategic direction, develop new and innovative approaches to Council issues within the workplace and deliver Council services effectively and efficiently.

The draft Workforce Management Plan 2018-2021 enables Council to predict and plan its future workforce needs and describes the high level framework required to guide and inform people management strategies over the next four years. Achievement of these strategies will be supported by operational action plans and frameworks to guide us towards our desired future state.

The draft Workforce Management Plan includes a review of the composition and status of the current workforce and an investigation in to our future needs. Contents of the plan are based on discussions with key stakeholder groups around future needs in their areas. Consideration is also

given to industry related matters, labour market supply and demand issues, skill shortages, ageing workforce, Council demographics, attracting and retaining a diverse workforce, improving productivity and creating a contemporary workplace. The updated Workforce Plan has been developed to include appropriate strategies and actions to address these challenges and opportunities.

Key focus areas are:

- Reviewing our structure, processes and systems to ensure efficacy, affordability and continued alignment with Councils strategic objectives and future needs;
- Contributing to Council sustainability through efficiencies and building on the capacity and capability of our workforce to prepare for future challenges
- Retirement projections and implementing strategies now to prepare Council for anticipated increase in turnover of staff over a 5 – 10 year period;

Draft Strategic Asset Management Plan 2019-2029

Council owns and maintains a large portfolio of assets, enabling our community to access and enjoy all the services and facilities that Snowy Valleys Council has to offer. The efficient management of these assets is vital to maintain safe, reliable and efficient services that help achieve the strategic priorities of the community as outlined in the Snowy Valleys 2028 Community Strategic Plan. The draft Strategic Asset Management Plan 2019-2029 forms part of Council's commitment to contemporary and best practice Asset Management.

Council's \$520M buildings and infrastructure asset portfolio is generally in good condition. Last year, Council reported only 1% (about \$9M) of assets in 'poor' condition and so in need of renewal. This is very good compared to most other councils. Analysis suggests none present an unacceptable level of risk if they were to remain in service in the medium term.

An asset management maturity assessment was undertaken as part of the strategic asset management plan development with a number of key improvements flagged. The maturity assessment generally identified Councils management systems of assets is quite sound, with improvements required in areas of capital works business case and justification and improvement in documentation of processes and procedures for asset operations.

A key focus for Council at this stage is establishing meaningful performance measures for its asset management activities linked to the available budgets. This will facilitate improved reporting on service level objectives and will leave Council well positioned to determine efficiency potential in service delivery and allow robust discussion in community consultation for service levels and budget.

Supporting plans for assets are currently being developed and are in initial draft. Council has broadened the application of 'asset management plans' to all services as with key issues addressed in the Plans are:

- What are Council's performance objectives for this service area / function?
- What does Council need to do to achieve these, when, and what will this cost? (this also includes identifying improvement actions / projects).
- Risks associated with providing the service
- Individual service improvement plan to increase quality, efficiency and reliability of the service

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

Integrated Planning and Reporting Framework:

CSP Outcome 2028

Theme 4: Communication & Engagement

Delivery Outcomes

4.1 Partner with local communities to create an ongoing culture of engagement to aid Council decision making

Operational Actions

4.1.2 Promote and build capacity of the community to access Council's

SUSTAINABILITY ASSESSMENT:

	Positive	Negative
Social	Ensuring adequate services are provided to the community and transparent planning provides confidence in Council's ability to deliver on the community's priorities.	The proposed fees and charges changes may be seen as having potential social impacts that will need to be captured and understood through engagement.
Environmental	Planning the provision of services that improve environmental outcomes within Council's area of influence	Environmental impacts will need to be identified and managed closely given the scale of developments outlined in the Operational Plan.
Economic	The plans assist in improving community and investor confidence in the region through demonstration of gradual improvement in delivery and of key economic initiatives.	There may be a perception that Council needs to more than an enabler in Economic Development and SVC's role will need to be clearly outlined.
Governance	This report is required to demonstrate to the community and government the appropriateness and transparency of Council's decision making processes.	The community sentiment may include an ongoing theme around rejection of 'over-consulting' that will need to be countered through demonstration of progress and decisive action.

Financial and Resources Implications

The adoption of these plans will incur associated expenses and resource implications for their successful implementation. These commitments are outlined in the budget provided.

Costs and Benefits:

The cost of these plans is outlined in the draft 2019-2020 budget.

The delivery of these plans will continue Council's delivery against the aims and aspirations of the Community Strategic Plan and Delivery Strategy.

Policy, Legal and Statutory Implications:

Council is required to adopt a full suite of Integrated Planning and Reporting documents before 30 June 2019.

RISK MANAGEMENT – BUSINESS RISK/WHIS/PUBLIC:

There is a risk that the draft plans provided with this report are not understood by the community and therefore, a detailed communications and engagement approach will be applied, as outlined below.

OPTIONS:

1. Council endorses the plans as presented and places them on public exhibition.
2. Council may opt to amend the plans and place them on public exhibition.
3. Council may opt not to endorse any of the plans presented at this time, being aware that Councils are mandated to have the plans adopted by 30 June 2019.

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:**Internal Consultation**

A project team was established to deliver the plans, consisting of subject matter experts, to ensure the plans are delivered within the statutory timeframe. Multiple internal workshops were held to develop high value Operational Plan actions and an appropriate budget. The consultation involved providing regular progress reporting to the executive team on content, decisions around inclusions, alignment to the budget and formatting of the document.

External Consultation

Plans will go out on Public Exhibition for almost five weeks after Council adoption. During this time, the following engagement methods will be applied:

- reconvening the Community Sounding Board to get structured feedback on the plans
- the Community Sounding Board to be reconvened on 11th May 2019.
- Council's "Have your say" online engagement platform will be promoted for the community to provide targeted feedback.
- targeted presentations are proposed to be offered to primary community representative groups that choose to invite SVC along to discuss the IP&R Plans.
- a targeted survey tool to gather specific feedback on structured questions.

To help engage a broad audience and gather meaningful feedback, Council will make use of Media Releases, Public Notices (Press), activation of an online engagement portal, release of short explanatory videos, radio Interviews, a Community Update article in the April edition and a range of social media posts.

The proposed communications and engagement schedule is shown below.

Week	Activities
Pre-campaign (w/c 7, 15 April)	Community Update summary/preview Scheduled radio discussion for the GM
Week 1 (short week) 18 April – 21 April)	Initial media release, upload of documents, load to engagement site, activate survey, complete initial interviews, and commence social media scheduled posts. Mayor's video activated.
Week 2 w/c 22 April (Easter/Anzac Day)	Scheduled social media posts (low level of activity based on holidays). Call to action posts, promote town engagement events.

Week	Activities
Week 3 w/c 29 April	Commence agreed town info sessions, continue social media, continue interviews. Highlight climate change actions in forum. Activate GM video and targeted OP theme graphics and videos.
Week 4 w/c 6 May	Commence agreed town info sessions, hold Community sounding board, complete follow up interviews and release
Week 5 w/c 13 May	Commence agreed town info sessions, share feedback received to date, complete social media program

Attachments

- 1 Draft Operational Plan Actions 2019/20 (under separate cover) ➡
- 2 DRAFT 2019-2020 Fees & Charges Schedule (under separate cover) ➡
- 3 Draft SVC Resourcing Strategy (under separate cover) ➡

10. MANAGEMENT REPORTS**10.2 RIVERINA REGIONAL LIBRARY ADVISORY COMMITTEE MEETING - MARCH 2019**

REPORT AUTHOR: DIVISION MANAGER COMMUNITY SERVICES
RESPONSIBLE DIRECTOR: ACTING DIRECTOR STRATEGY, COMMUNITY & DEVELOPMENT

EXECUTIVE SUMMARY:

This report provides an update on the information received at the March 2019 meeting of the Riverina Regional Library Advisory Committee held in Wagga Wagga.

RECOMMENDATION:**THAT COUNCIL:**

- 1. Receive the report on the Riverina Regional Library Advisory Committee Meeting, by the Acting Director Strategy, Community & Development held in Wagga Wagga in March, 2019.**

BACKGROUND:

The Riverina Regional Library (RRL) is the largest regional library service in NSW. It provides library services to approximately 137,700 constituents of 10 local government areas, those being the shires of Bland, Coolamon, Cootamundra-Gundagai, Federation, Greater Hume, Junee, Lockhart, Snowy Valleys, Temora and the City of Wagga Wagga. The service consists of 18 stationary library branches and a mobile library spread over an area of 47,830 sq km (which is around 70% of the total area of Tasmania and 6% of the total area of NSW).

The Riverina Regional Library Advisory Committee, comprising representatives from the 10 member Councils of RRL, meets twice per year to make recommendations to the Executive Council on regional library matters. The Executive Director of RRL reports to this Committee and acts as the conduit with the Executive Council.

REPORT:**Riverina Regionals Library Advisory Committee Meeting 27 March 2019.**

The agenda for this meeting is attached to this report.

This meeting was well attended by member Councils and the main aspects of the meeting is as follows;

Amplify

A presentation was given by Michael Scuttii, Team Leader Information, Literacy & Learning, Wagga Wagga City Library.

Amplify was developed in America to adapt audio recordings to text. The program delivers audio material from the State and Public libraries across New South Wales. Oral histories can be explored online paired with machine generated transcripts.

Trial locations in NSW Libraries were chosen, with Wagga Wagga Library being one of those sights.

The presentation showed adapted recordings of residents affected by the 2012 floods in Wagga Wagga. There is resource time needed to adapt to text. Voicebase is the software that underpins Amplify which does not transfer voice to text accurately, needing time to correct the text.

These adaptations can be viewed on RRL website.

The oral history needs to be digitised before conversion to text can occur. There could be possible funding available to Council Libraries to transfer voice recordings to text. There is also portable digitisation kits available for this purpose.

For Snowy Valleys Council, Tumut Family History Group and Tumbarumba Historical Society may be possible recipients of this funding if the opportunity arises.

Draft RRL Fees and Charges 2019 – 2020

Fees and charges were tabled, these have been forwarded to member Councils for their adoption into their Library fees and charges which Snowy Valleys Council has done.

Service NSW Kiosks

Information has been received by Snowy Valleys Council and the same information was tabled at the meeting for the “opt-in” installation of Service NSW kiosks. The kiosks have special specifications for space and connectivity.

Service NSW activities in regional areas is time consuming on staff to assist, especially those areas where there is low digital literacy.

There is a four year roll out for kiosks and Councils can opt in at any time during this period.

Batlow Library provides Service NSW activities. For Snowy Valleys Council this is the only Library it will effect. More investigation is needed into the fit out required and the financial and social benefits for Council and residents.

NSW Public Library Funding 2019/20 – 2022/23

The Liberal Government has promised \$60 million in funding for libraries for 2019 – 2023. What is not known is what Snowy Valleys Council and the other RRL member Councils will receive in funding.

Funding will be allocated on a per capita basis and weighted by the SEIFA index.

A strong message was given for Councils to 1. Maintain their current budget contributions due to not knowing what we will receive and 2. Will assist in keeping the pressure on State Government to increase and protect sustainable funding.

Renew Our Libraries (ROL)

The campaign team will continue to try to secure \$94 million targeted for funding, based on the main objectives of the campaign. The commitment of \$60 million over four years from the Liberal Government does not address funding beyond 2023.

The ROL team will seek a meeting with the Liberal government to discuss the main objectives of ROL, Double the Funding, Index the Funding and Protect the Funding.

Snowy Valleys Council should continue to support this campaign for sustainable funding that continues into the future.

ParentsNext Program

ParentsNext is an Australian Government 'engagement and referral' program to ParentsNext helps parents in receipt of Government income support payments with children under 6, to plan and prepare for future study or employment.

Participants in this program must meet a fortnightly participation plan. In some areas Libraries (participation in Story Time), has been part of these plans or families risk losing payments.

In addition some case managers have been using Libraries as a meeting point with their clients, and asking Library staff to identify if their clients have been in attendance.

This program has become an issue because the agencies case managing have not negotiated or contacted the Libraries affected. The use of Libraries in this way is in breach of state legislation, the NSW Library Act 2018, for the proper use of libraries.

The Australian Library and Information Association has written to the Minister for Jobs and Small Business in November 2018 raising concerns about this program. In January 2019 a response was received advising that the department had written to CEO's of all ParentsNext programs advising them of the need to establish relationships with services before referring.

There has not been any reports of Snowy Valleys Council Libraries being used for this purpose. The Acting Coordinator of Libraries Snowy Valleys Council has been informed of the program.

Australian Library and Information Association Presidency (ALIA)

Robert Knight, Executive Director of RRL, will assume the role of President of ALIA in May 2019.

ALIA has invited Robert, in his role as ALIA President to represent the Association at the International Federation of Library Associations World Library & Information Congress in Athens in August 2019.

Robert has been a leader of Library services in the Riverina Region for many years.

Member Council Report

Reports from member library programs and events was tabled. Across RRL there are innovative and exciting programs for all age groups. Snowy Valleys Council was well represented in these reports.

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

Integrated Planning and Reporting Framework:

CSP Outcome 2028

Theme 1: Towns and Villages

Delivery Outcomes

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

Operational Actions

1.2.10 Deliver new library programs for skills, technology and life long learning for the community

SUSTAINABILITY ASSESSMENT:

	Positive	Negative
Social	Membership with RRL Advisory Committee provides access to programs that have significant positive social impacts.	Nil
Environmental	Nil	Nil
Economic	Nil	Nil
Governance	RRL Advisory Committee meetings convene under Local Government procedures.	Nil

Financial and Resources Implications

Resources implication related to the involvement of Councillors and staff and time involved in attendance and travelling to and from the meetings.

These meetings occur twice a year.

Costs and Benefits:

Nil to report

Policy, Legal and Statutory Implications:

There are no policy, legal or statutory implications associated to this advisory group.

RISK MANAGEMENT – BUSINESS RISK/WHIS/PUBLIC:

Nil

OPTIONS:

Nil

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Not applicable.

Attachments

- 1 RRL Advisory Committee - Agenda Business Paper - 27 March 2019 (under separate cover) ➡

10. MANAGEMENT REPORTS**10.3 STATUS REPORT - CAPITAL WORKS PROGRAM 2018/19**

REPORT AUTHOR: DIVISION MANAGER INFRASTRUCTURE WORKS
RESPONSIBLE DIRECTOR: DIRECTOR ASSETS AND INFRASTRUCTURE

EXECUTIVE SUMMARY:

This report provides a snapshot of capital construction works currently being delivered by Councils Infrastructure Works Division across the Local Government Area.

Included in this report is a brief description of the status of the works along with photos showing the type of work being undertaken.

This report is not intended as an exhaustive list of all works and does not include projects in the development, planning and initiation phases.

RECOMMENDATION:**THAT COUNCIL:**

- 1. Receive and note this report providing a summary on the capital construction works currently underway across the Snowy Valleys Council Local Government Area**

BACKGROUND:

The construction works being undertaken this year includes a combination of essential infrastructure renewal works on assets that have reached the end of their useful life along with the delivery of major capital projects and grant funded projects.

To ensure value for money is achieved and construction works are undertaken in an effective and timely manner a combination of both internal and contract labour and equipment is being utilised to complete this years program.

The programming of capital construction works is built around achieving the adopted delivery program and operational plan which underlie the Community Strategic Plan.

The capital program for this year is valued in the order of \$19M, comprising of \$10.3M renewal works and \$8.7M in new capital works. This includes Stronger Community Infrastructure Fund Projects and the Tumbarumba to Rosewood Rail Trail Project.

It is intended that the status of capital projects will also be reported as part of the six monthly Integrated Planning and Reporting process.

REPORT:**Project:** Reconstruction of Wee Jasper Road – Stage 2

Scope of Works: Reconstruction of a 660 metre long section of Wee Jasper Road between Bombowlee Creek Bridge and the Tumut Aerodrome. Works include lowering of the crest to improve sight distances, sub-base correction, new road base, two coat spray seal, retaining walls, drainage, line making and signage.

Budget: \$620,000

Expenditure to date: \$569,393

Achievements to date:

- Relocation of services including a power pole located directly adjacent to the carriageway
- Extensive earthworks to lower the crest by almost 2 meters to improve sight distances
- Construction of a new concrete retaining wall
- Installation of stormwater drainage
- Correction of sub-base and installation of new road base
- Application of two coat spray seal

Future Works

- End treatment of retaining walls
- Line marking



Project: Brungle Road Remediation – Blackspot Project

Scope of Works: Remediation of the identified blackspot section of Brungle Road at Bombowlee about 1.0 kilometre northeast of Wee Jasper Road.

Budget: \$250,000

Expenditure to date: \$54,106

Achievements to date:

- Preparatory works complete
- Excavation of batters
- Treatment of subgrade

Future Works

- Installation of road base
- Sealing
- Line marking
- Signage



Project: Coppabella Road Reconstruction

Scope of Works: Reconstruction of a 2.6 kilometre long section of Coppabella Road including widening and adjustments to the vertical alignment.

Budget: TBC

Expenditure to date: \$704, 781.44

Achievements to date:

- Tree removal
- Replacement of drainage culverts
- Widening of the roadway
- Vertical realignment
- Pavement strengthening
- Sealing

Future Works

- Nil – works complete



Project: **Courabyra Road Reconstruction**

Scope of Works: Reconstruction of a 2.1 kilometre long section of Courabyra Road including the widening of the roadway.

Budget: \$485,000

Expenditure to date: \$471,619.92

Achievements to date:

- Refurbishment of batters and drainage
- Trimming of the existing pavement
- Stabilisation of the pavement to a depth of 200mm
- Sealing

Future Works

- Nil – works complete



Project: Heavy Patching – Tooma Road, Towong Road and Ournie Road,

Scope of Works: The heavy patching program at the southern end of the Local Government Area includes sections of Tooma Road near Paddy's River, 2.1 kilometre section of Towong Road and southern end of Munderoo-Ournie Road

Budget: \$189,492.07

Expenditure to date: \$173,492.07

Achievements to date:

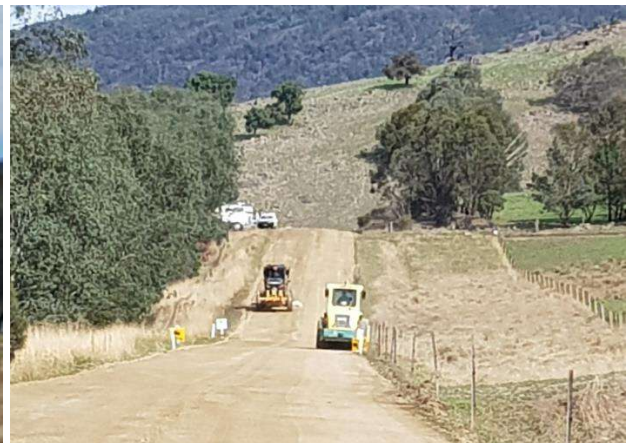
- Tooma Road – sections of pavement stabilisation and sealing complete
- Towong Road - sections of pavement stabilisation and base seal complete
- Munderoo – Ournie Road - sections of pavement stabilisation underway

Future Works

- Towong Road – 10mm reseal
- Munderoo – Ournie Road sealing



Munderoo Ournie Road – lime stabilisation



Pavement Stabilisation Works



Towong Road – base sealing

Project: Road Maintenance Program

Scope of Works: Delivery of the annual road maintenance program, this includes maintenance grading along with the maintenance of roadside drainage and vegetation.

Budget: \$1,200,000

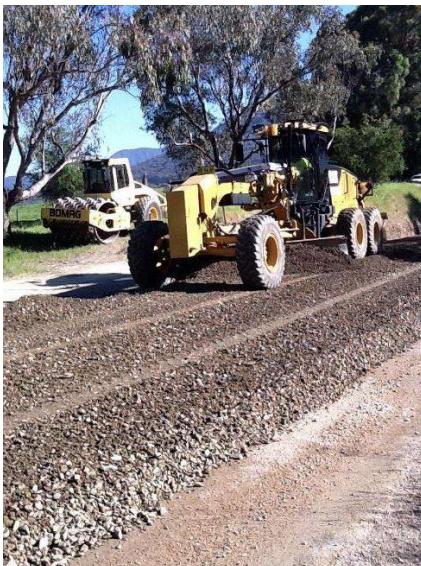
Expenditure to date: \$973,970.02

Achievements to date:

- Lower Bago Road table drain repairs
- Brungle and Brungle Creek and Darbalara Road areas - response to flood damage emergency repairs
- General local road repairs and programmed sealing jobs
- Private road maintenance works for Forestry, RMS and SnowyHydro
- Roadside noxious Weed spraying.
- Maintenance grading on Brungle Creek Road
- Maintenance grading Wee Jasper Road
- Maintenance grading Red Hill Road

Future Works

- Select maintenance grading and resheeting in the Brindabella area including Brindabella Road, Valley Road and Grace Lane - underway
- Table drain and edge repairs Old Tumbarumba Road
- Table drain and edge repairs Jingellic Road



Project: **Resurfacing of the Bull Paddock**

Scope of Works: Provision of quality playing surfaces

Budget: \$297,000

Expenditure to date: \$199,203

Achievements to date:

- Existing playing surface removed
- Initial playing surface shaping completed
- Completion of drainage
- Installation of irrigation system
- Final surface preparation
- Turf Sprigging
- Scarifying, oversowing and topdressing complete
- Maintenance during the turf establishment underway

Future Works

- Maintenance during the turf establishment phase (End April 2019)



Project: **Resurfacing of the Tumbarumba Sportsfield**

Scope of Works: Provision of quality playing surfaces

Budget: \$308,000

Expenditure to date: \$318,427 (expenditure to be reconciled)

Achievements to date:

- Existing playing surface removed
- Initial playing surface shaping completed
- Installation of drainage system
- Installation of irrigation system
- Final surface preparation
- Turf Sprigging
- Scarifying, oversowing and topdressing complete
- Maintenance during the turf establishment complete
- Facility in use and receiving positive feedback from the community

Future Works

- Nil – works complete
- Facility in use and receiving positive feedback from the community



Project:	Resurfacing of the Tumbarumba Showgrounds
Scope of Works:	Provision of quality playing surfaces and construction of new amenities
Budget:	\$1,000,000
Expenditure to date:	\$14,868

Achievements to date:

- Amenities
 - Concept design complete
 - Stakeholder consultation underway
- Surface Upgrade
 - Preliminary site establishment works
 - Existing surface removed
 - Surface shaping and drainage works commenced

Future Works

- Amenities
 - Preparation of DA submission
 - Tender for construction / fabrication of amenities building
- Surface Upgrade
 - Installation of drainage system
 - Installation of irrigation system
 - Final surface preparation
 - Placement of Turf
 - Maintenance during the turf establishment phase



Project: Tumbarumba – Rosewood Rail Trail

Scope of Works: Conversion of the original 21 kilometre long rail corridor between Tumbarumba and Rosewood into a 2.5-metre-wide multi-purpose trail.

Budget: \$5,700,000

Expenditure to date: \$474,228

Achievements to date:

- Management of the rail corridor transferred to Council
- Property boundary survey and plans completed
- Landowner consultation ongoing
- Designs for trail completed
- Bridge assessments complete
- Early site establishment works commenced ahead of schedule

Future Works

- Removal of the rail line infrastructure including sleepers and track for the majority of the trail
- Surface preparation and construction of sealed shared multiuse pathway
- Remediation of the rail bridges
- Interpretative and informative signage
- Associated infrastructure



Project: Adelong Creekscape – Construction of Pathway

Scope of Works: Construction of sealed pathway linking the Adelong Caravan Park with the Adelong Falls Walkway

Budget: \$515,000,000

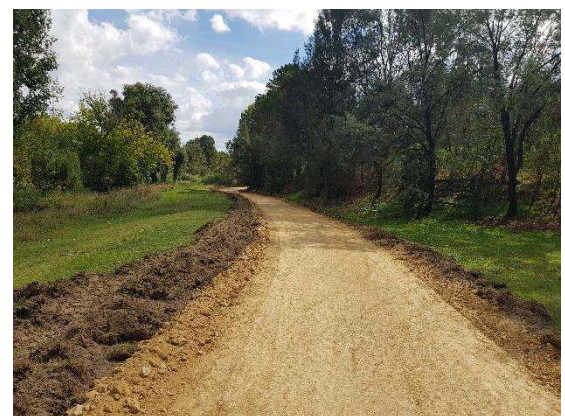
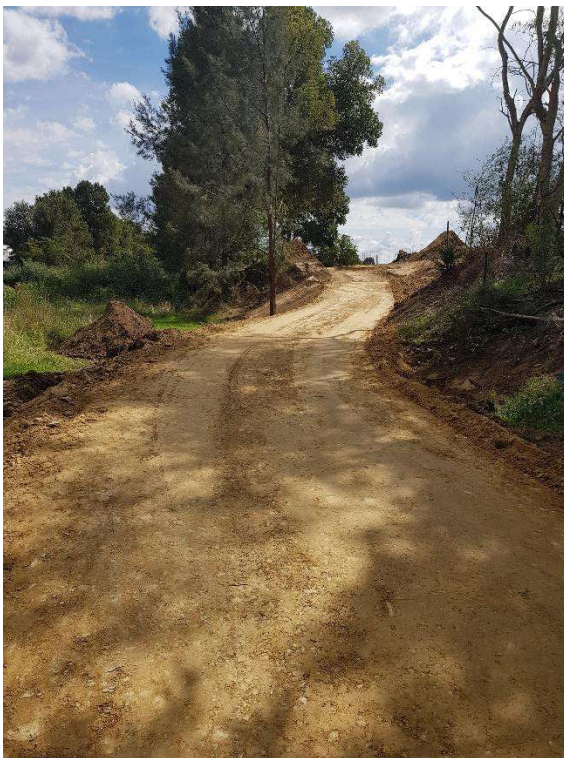
Expenditure to date: \$99,233.10

Achievements to date:

- Survey including boundary definition
- Designs for the pathway
- Fencing
- Formation for the pathway
- Drainage
- Installation of the sub-base

Future Works

- Placing of compacted gravel subgrade - underway
- Sealing – after winter
- Landscaping
- Detailed designs and cost plan for the development of the Creekscape



Project: **Gilmore Creek Bridge – Abutment Batter Protection (RMS)**

Scope of Works: Complete refurbishment of bridge abutment for HW4 –B5471

Budget: \$430,969

Expenditure to date: \$323,000

Achievements to date:

- Construction of massbloc retaining wall
- Installation of shotcrete to upper abutment
- Placing of rock armouring around bridge piers
- Construction of load bearing retaining wall.

Future Works

- Nil – works complete



Project:	Sandy Creek Bridge - Abutment Batter Protection (RMS)
Scope of Works:	Complete refurbishment of bridge abutments for HW4 –B5472 rock armouring of piers and abutments.
Budget:	\$170,874
Expenditure to date:	\$90,6000

Achievements to date:

- Placing of rock armouring around bridge piers
- Placing of rock armouring around bridge abutments

Future Works

- Nil – works complete



Project: Snowy Mountains Highway – Slope stabilisation works (RMS)

Scope of Works: Stabilisation of south west slope (HW4) adjacent to Gilmour Creek

Budget: \$553, 799

Expenditure to date: \$190,000

Achievements to date:

- Preliminary stabilisation works complete
- Placement of rock armouring underway

Future Works

- Completion of rock armouring



Project: Riverina Highway – Culvert Works (RMS)

Scope of Works: Reconstruction of a 1050mm diameter twin cell culvert across Riverina Highway near Howlong.

Budget: \$101,503

Expenditure to date: \$113,000 (expenditure to be reconciled)

Achievements to date:

- Installation of culverts completed

Future Works

- Nil – works complete



Project: Riverina Highlands office Building Refurbishment

Scope of Works: Refurbishment of ground and first floor offices focused on maximising office space whilst creating an efficient and modern work space. Works incorporate fit out of the new office layout including furniture, flooring, customer service counter, kitchens and associated works.

Budget: \$650,000

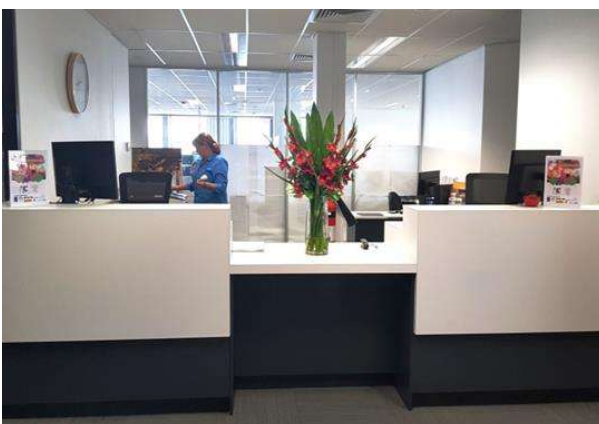
Expenditure to date: \$391,837

Achievements to date:

- Contractor appointed following Tender.
- Demolition of ground and first floor office areas.
- Fitout of ground floor office including furniture, kitchen and meeting rooms.
- Fitout of new customer service area including new entry.
- Alterations to A/C, lighting, electrical and data to accommodate new layout.
- Repurposing of GM and Mayor's first floor balcony into offices.

Future Works

- Fitout of first floor including walling, furniture, flooring and kitchen



Project: Sewer Main Rehabilitation

Scope of Works: Pressure cleaning and relining of approximately 1.6 kilometers of aging sewer mains in Khancoban, Tumbarumba and Tumut

Budget: \$415,000

Expenditure to date: \$2,441.69 00

Achievements to date:

- Pressure cleaning of mains
- CCTV in pipe condition assessments
- Relining of approximately 1.6 kilometres of mains using a PVC liner

Future Works

- This is an annual program with further relining works programmed for subsequent years



Project: Water Main Renewal Dalhunny Street

Scope of Works: Installation of a new water main in Dalhunny Street between Hill Street and Howick Street

Budget: \$20,000

Expenditure to date: \$27,089.34 (additional expenditure incurred due to excavation through rock – budget to be adjusted accordingly)

Achievements to date:

- Excavation and installation of new water main

Future Works

- Nil – works complete



Project: Sewer Vent Replacements

Scope of Works: Replacement of old concrete sewer vents with new stainless steel vents.

Budget: \$50,000

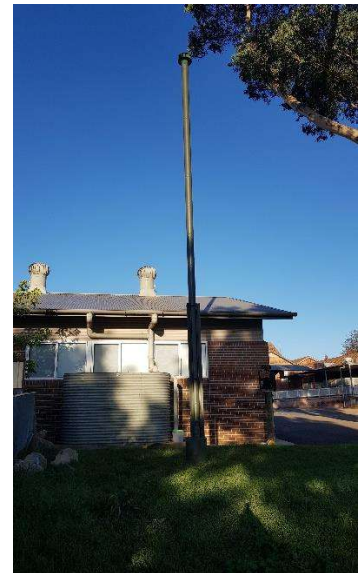
Expenditure to date: \$0 (expenditure to be reconciled)

Achievements to date:

- Removal of old concrete vents x 5
- Installation of new stainless vents

Future Works

- This work is part of a 5 year program to replace the concrete sewer vents identified as being in poor condition



Project: **Tooma Amenity Project**

Scope of Works: Improving amenity through the provision of toilet, picnic tables, barbecues and better access

Budget: \$80,000

Expenditure to date: \$78,719.28 (includes commitments)

Achievements to date:

- Supply and installation of composting toilet

Future Works

- Completion of remaining amenity improvement works



Project: **Jingellic Beautification Upgrade**

Scope of Works: Construct a multi-use track to connect the free camping ground on the Murray River adjacent to the hotel, past the school, around the showground and shop to the bridge crossing the Murray River.

Budget: \$35,000

Expenditure to date: \$1,998.52

Achievements to date:

- Site establishment works commenced

Future Works

- Completion of multi-use track



Project: Heavy Fleet Replacements

Scope of Works: Provision of a modern well maintained heavy fleet that is managed to optimise the economic and environmental sustainability of these assets and meets the operational needs of the organisation.

Budget: \$940,500

Expenditure to date: \$731,626

Replacements to date:

- Hino Street Sweeper MJ VT651 – delivered
- A1 CS400 Solar Traffic Lights - delivered
- Fuso Canter FG 4x4 Tipper Snow plow - delivered
- Cadia Jetsnake Charger Jetter – delivered
- Caterpillar 938Gii Loader – delivered
- Kubota KX040-4 Excavator - delivered

Future Replacements

- Fuso FM01A Tipper 8 ton (construction) – Call for tenders in April 2019
- Fuso Fighter Water Cart 8000l (Khancoban) – hold over to 2020

Project: Light Fleet Replacements

Project Manager: Mick Rusconi

Scope of Works: Provision of a modern well maintained light fleet that is managed to optimise the economic and environmental sustainability of these assets and meets the operational needs of the organisation.

Budget: \$380,000

Expenditure to date: \$377,082

Replacements to date:

- Replacement of 14 vehicles comprising of 7 work utes and 7 commuter vehicles

Future Replacements

- Replacement program completed for 2018/19

Other capital construction works programmed for delivery in 2018/19 include:

- Gocup Road (MR279) Section 5 (RMS Project)
- Yaven Creek Road
- Golden Gully Reserve Park Upgrade
- Lacmalac Road – Bombowlee Road Intersection
- Lowehears Lane
- Elm Drive
- Pioneer Street
- Boundary Street
- Grant Funded Projects

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

Theme 5: Our Infrastructure

Delivery Outcomes

5.2 Provide well maintained safe, vibrant and accessible community spaces and facilities

SUSTAINABILITY ASSESSMENT:

	Positive	Negative
Social	The construction works referred to in this report support the Operation Plan and Community Strategic Plan. In particular the works support the strategy to deliver and improve public amenities and infrastructure which meets an acceptable community standard.	Nil
Environmental	Construction works are undertaken in accordance with our Integrated Management System which includes a strong focus on ensuring positive outcomes for the environment.	Nil
Economic	Maintaining and growing Councils assets supports economic growth to the region.	Additional maintenance costs associated with building new assets.
Governance	Construction works are undertaken in accordance with our Integrated	

	Positive	Negative
	Management System which ensures compliance with the relative regulations and workplace requirements.	

Financial and Resources Implications

All works are programmed in accordance with allocated resources including budget.

Costs and Benefits:

NA

Policy, Legal and Statutory Implications:

Construction works are undertaken in accordance with our Integrated Management System which ensures compliance with the relative regulations and workplace requirements.

RISK MANAGEMENT – BUSINESS RISK/WHIS/PUBLIC:

Construction works are undertaken in accordance with our Integrated Management System which ensures compliance with the relative regulations and workplace requirements in particular risk management.

OPTIONS:

This is an information report only.

COUNCIL SEAL REQUIRED:

This is an information report only a Council seal is not required.

COMMUNITY ENGAGEMENT AND COMMUNICATION:

The status of construction works is regularly communicated through:

- Printed and radio media
- Social media
- Council website and news letters

10. MANAGEMENT REPORTS**10.4 TUMBARUMBA AIRSTRIP PROPOSED LEASE**

REPORT AUTHOR: SURVEY & DESIGN ENGINEER
RESPONSIBLE DIRECTOR: DIRECTOR ASSETS AND INFRASTRUCTURE

EXECUTIVE SUMMARY:

Council has received interest into the lease of land surrounding the Tumbarumba airstrip. It is proposed to use the land around the perimeter of the Tumbarumba Airstrip to grow a grass crop. The site has recently been cropped by Council and the Tumbarumba Flying Club together in a joint venture, proving financial viability.

Approval is sought from Council to the lease of the surrounding area through an Expression of Interest process for use as grass cropping. This lease will be subject to restrictions due to its interaction with an ALA (Aircraft Landing Area).

RECOMMENDATION:**THAT COUNCIL:**

1. **Receive the report on Tumbarumba Airstrip Proposed Lease from the Director Assets and Infrastructure.**
2. **Delegate authority to the General Manager to develop and pursue the lease of portions of the land (The northern portion of Lot 1 / DP828964 - currently being subdivided, Lot 3 / DP828964, Lot 4 / DP828964, Lot 5 / DP828964) as shown on the attached plans through expressions of interest.**
3. **Delegate authority to the General Manager to assess and determine successful expression of interest bids for lease of the site.**

BACKGROUND:

In 2017, Council sprayed the area bounding the Tumbarumba airstrip to enable the Tumbarumba Flying Club to prepare the area by removing rocks and ploughing. Council and the club planted a crop of rye grass. The crop was harvested late 2017 and sold by Council earlier 2018 for a small profit.

A request in October 2018 from the club to be allowed to continue this cropping independent of Council was rejected on the grounds of probity. Subsequently, Council has received further enquiry from the Tumbarumba Flying Club, requesting the matter be considered by Council again.

REPORT:

The site provides Council with an opportunity to gain a modest income which could be used to offset some of the costs of maintenance and improvements for the site. If the EOI process favours the Tumbarumba Flying Club, it is also an opportunity to support a local community organisation.

Previous issues of probity were with regard to no lease being in place for use of the land parcel. Whilst the Tumbarumba Flying Club is a small community organisation, officers were concerned that no competitive process had been put in place to select the Flying Club from undertaking what could be considered a commercial venture.

It is proposed that an expression of interest process will overcome these probity concerns.

The formal acceptance of this arrangement may imply a precedent for other organisations in other areas. Cropping could then be requested at Tumut Aerodrome or elsewhere. Such requests will need to be addressed case-by-case.

Airstrip Safety

Safety at the airstrip may be adversely affected by this activity if suitable controls are not implemented. It is suggested that the following points would be applicable to the lease agreement:

- An agreement is drawn up between the licensee and Council for the use of the site for cropping grasses.
- The agreement restricts the area of planting to be at least 7 metres outside gable markers (60m total width) to ensure safety of aircraft.
- Restrict area of fertilising/soil treatment to protect areas containing native vegetation (no soil improvements within Tree Protection Zone/drip zone).
- The Licensee will be liable for any tree or shrub damaged or killed as a result of nutrient poisoning, root damage, impact damage, or any other effect related to the activity. Liability shall include the costs associated with the removal and replacement of any dead tree or shrub, as well as reasonable actions to reverse or prevent further damage to a living tree or shrub.
- The Licensee shall provide evidence that they have a minimum of \$20 million in Public Liability Insurance which includes operation of harvesting machinery and does not exclude any activities which would be associated with these activities.
- The Licensee shall nominate a suitably experienced person to oversee and coordinate the site during preparing, planting, harvesting, and related activities to ensure the safety of all persons and that there is no conflict with flight activities. This will include constantly monitoring the radio and coordinating with aircraft.
- The Licensee is to bear all costs of this venture.
- The Licensee is to induct all staff / volunteers undertaking these activities and implement all mitigation measures necessary to control the risks including but not limited to those listed in this report in the Risk Management Table. This will include a risk assessment of the tasks performed and the surrounding environment and conditions.

Funds gained by the lease of the land could be used to improve and maintain the airstrip. With the funds, Council can ensure the current maintenance arrangements are sustainable and that it continues to care for the airstrip and related infrastructure, thus delivering better outcomes for the community. The funds can also contribute towards planned development of the site, reducing any additional costs to the budget in this area.

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

Integrated Planning and Reporting Framework:

CSP Outcome 2028

Theme 5: Our Infrastructure

Delivery Outcomes

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

SUSTAINABILITY ASSESSMENT:

	Positive	Negative
Social	Using lease income to further improve a community asset. Providing a community organisation the opportunity to create a more sustainable future through a business venture. This provides social benefits ensuring this organisation continues to operate and contribute to the community.	one foreseen
Environmental	None foreseen	Possible impact on existing native vegetation due to application of lime and superphosphate. Control measures required
Economic	Creates another income stream Council can contribute to this community asset. Provides economic opportunities for a community organisation to be financially viable.	None foreseen
Governance	Process of consideration is in accordance with Local Government transparency principles.	Possible safety risks associated with the conflict of uses of the land, which Council could be held liable for. Control measures required

Financial and Resources Implications

Proposal utilises non-monetary Council resources (land) which are not currently utilised. Should Council endorse the recommendation, cost of the creation of the lease agreement will be approximately \$500.

Costs and Benefits:

Nil

Policy, Legal and Statutory Implications:

The formal acceptance of this arrangement may imply a precedent for other organisations in other areas. Cropping could then be requested at Tumut Aerodrome or elsewhere. Such requests will need to be addressed case-by-case and allowing this use on this occasion should not represent a precedent.

Creation of a lease agreement will be undertaken by legal counsel to ensure agreement is legally binding for both parties. Safety of aircraft operations is paramount, and Council will seek to apply CASA guidelines for management of airstrips within the lease agreement.

RISK MANAGEMENT – BUSINESS RISK/WHs/PUBLIC:

Risk Management Table		
Risk Category	Details	Mitigation Measures
Work Health & Safety	Conflict with flight activities – crash/impact risk. Safety of volunteers/workers carrying out activities – injury resulting from: - Plant/machinery - Slips, trips & falls - Environmental/exposure - Manual handling	The licensee is to be responsible for the management of activities on the site, monitoring of radios, and management of aircraft movements. The licensee is to produce a risk assessment for the proposed activities and induct all volunteers/workers and persons on site to manage and mitigate all foreseeable risks.
Financial	If the licensee fails to harvest or maintain the site, Council may have to expend funds to maintain the site satisfactorily.	Draw up agreement with the licensee.
Environmental	Impacts on native vegetation through herbicide application, soil improvements and fertilisers.	The licensee is to be responsible for the protection of native plants and liable for any damages as a direct result of their activities.
Stakeholders	Risk of airstrip users being disadvantaged by the activity conflicting with flying activities.	Draw up agreement with the licensee.
Corporate Governance and Compliance	Lack of transparency & risks to compliance with policy/procedure.	Report is prepared to send to Council meeting and results are to be public.
Reputation	Risk to reputation derived from possible injury to persons undertaking the activity.	Procedures and restrictions put in place to ensure safety of all persons.

OPTIONS:

Agree to the proposal and seek EOI for the lease of bordering land around the airstrip for the purpose of grass cropping.

Reject the proposal – provide guidance/feedback.

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Consultation undertaken to understand the scope of the request, history of the site, and aviation requirements.

Internal Consultation

Director Assets and Infrastructure – provided technical advice, process input, and policy guidance

Coordinator Water & Wastewater – provided technical advice regarding airstrips

External Consultation

Secretary of the Tumbarumba Flying Club – provided clarification and background to the request via phone

External Communication

Council Officers will advertise the expression of interest for the lease of the land around Tumbarumba Airstrip.

Attachments

- 1 Drawing 10-07-001 Rosewood Airstrip Plan - sheets 1 & 2 [↓](#)

Lot 1 / DP828964

PROPOSED AREA FOR GRASS CROPPING

Lot 3 / DP828964

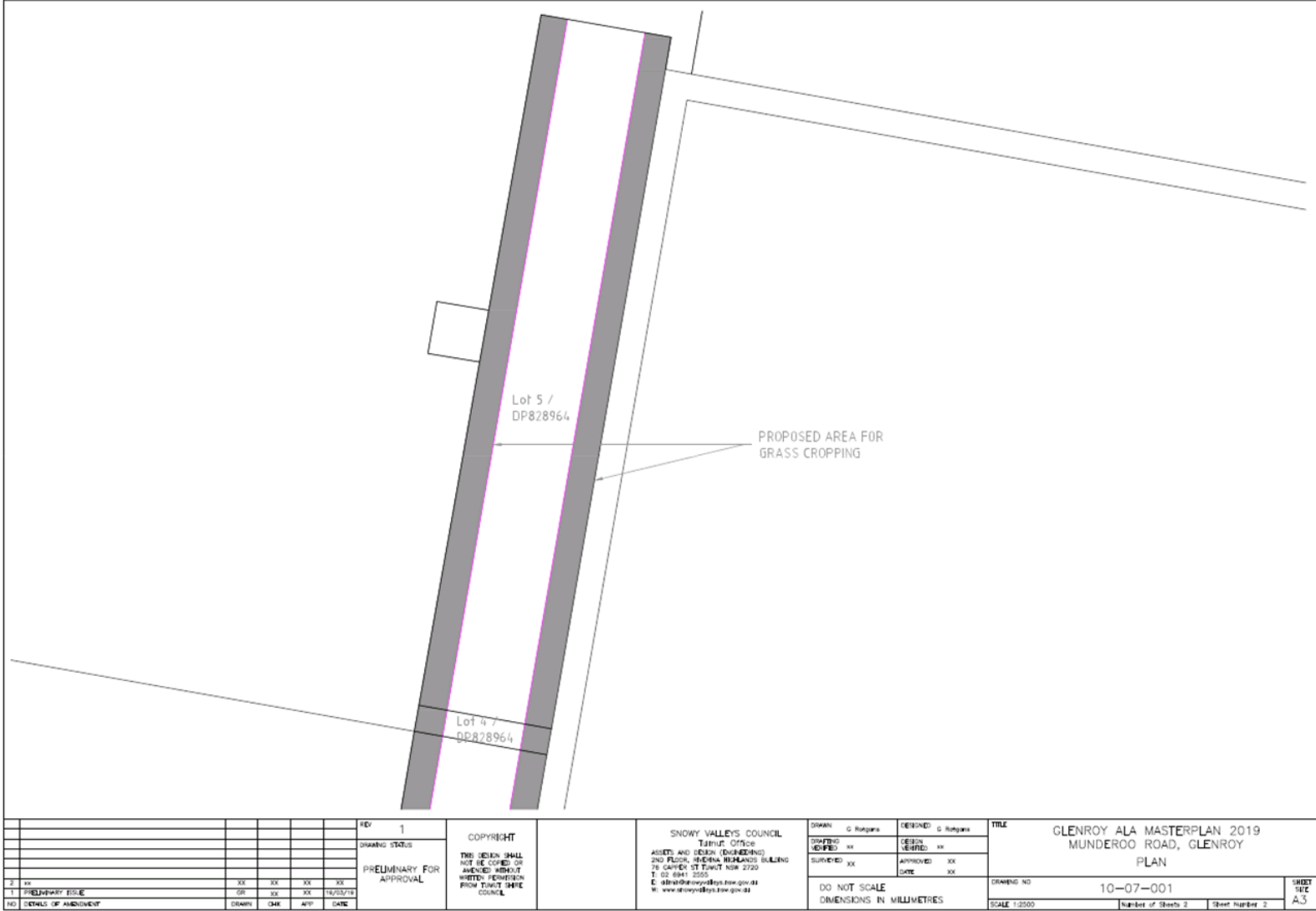
REV	1				
DRAWING STATUS					
PRELIMINARY FOR APPROVAL					
1. PRELIMINARY ISSUE	OR	XX	XX	16/03/19	
NO DETAILS OF AMENDMENT	DRAWN	CHK	APP	DATE	

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TITLE	GLENROY ALA MASTERPLAN 2019 MUNDEROO ROAD, GLENROY PLAN
DRAWING NO	10-07-001
SCALE 1:2500	Number of Sheets 2 Sheet Number 1

DO NOT SCALE DIMENSIONS IN MILLIMETRES	SHEET 107 A3
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Governance or Management Report and whether Confidential [choose one]



10. MANAGEMENT REPORTS**10.5 TUMUT CBD AND PARKING AMENITY**

REPORT AUTHOR: PROJECT DEVELOPMENT ADVISOR (CONTRACTOR)
RESPONSIBLE DIRECTOR: ACTING DIRECTOR STRATEGY, COMMUNITY & DEVELOPMENT

EXECUTIVE SUMMARY:

As part of the Stronger Communities Infrastructure Fund (SCIF) Round 1 Council received \$1,760,000 to deliver a Tumut CBD Development Accessibility and Amenity project.

Under the terms of the Funding Agreement the project is to be completed by 31 December 2019.

Council resolved to purchase land by private agreement or compulsory acquisition up to the budget allocation in order to construct a public car park on the land centred Wynyard St from Capper St to Fitzroy St and Russell St from Richmond St to Coles car park entrance, Tumut.

Council commenced negotiation with land owners prior to Christmas 2018, however have had difficulty in negotiating an agreed price and therefore commenced compulsory acquisition in accordance with Council's resolution. Given the amount of time in negotiation, it is considered that the construction timelines would compromise the funding agreement and therefore, an alternative solution is proposed:

1. Undertake a streetscape upgrade of parts of Tumut Central Business District (CBD):
 - a. Wynyard St from Capper St to Fitzroy St;
 - b. Russell St, from Richmond St, through Wynyard St to Coles car park entrance,
2. Upgrade to the Fuller St car park with wayfinding signage and
3. Wayfinding signage to all public toilets in the CBD

The project will include additional angle parking to increase the number of parking spaces within the CBD.

RECOMMENDATION:**THAT COUNCIL:**

1. **Receive the report on Tumut CBD and Parking Amenity to Acting Director, Strategy, Community and Development.**
2. **Cease the Snowy Valleys Council project to purchase Part Lot 22 DP1097085; and Part Lot 2 DP222218 Wynyard Street Tumut land**
3. **Proceed with a streetscape upgrade of a section of Wynyard St and Russell St Tumut:**
 - a. **Wynyard St from Capper St to Fitzroy St;**
 - b. **Russell St from Richmond St to Coles car park entrance; and**
 - c. **Wayfinding signage and upgrade to the Fuller St car park**
 - d. **Wayfinding signage to all CBD toilet facilities.**

BACKGROUND:

As part of the Stronger Communities Infrastructure Fund (SCIF) Round 1 Council received \$1,760,000 to deliver a Tumut CBD Development Accessibility and Amenity project.

Under the terms of the Funding Agreement the project is to be completed by 31 December 2019.

Council resolved to 'continue private negotiations with the owners of Part Lot 22 DP1097085; and Part Lot 2 DP22218 Wynyard Street Tumut, to purchase land by private agreement up to the budget allocation' in order to construct a public car park on the land centred between Russell St, Wynyard St, Fitzroy St and Merivale St, Tumut. If private negotiations failed to resolve the purchase of the Lots Council, resolved to compulsorily acquire the Land.

Council commenced negotiation with land owners prior to Christmas 2018, however have had difficulty in negotiating an agreed price and therefore commenced compulsory acquisition in accordance with Council's resolution. During this process, Council received legal opinion from the Office of Local Government (OLG) advising that the existing resolution is insufficient for acquisition purposes. To continue with the purchase of the land Council would need to enact a new Resolution. If Council were to recommence this process the acquisition and development would not occur prior to December 31, 2019; which falls outside the Funding Agreement. Given the amount of time in negotiation, it is also estimated that even if private negotiation were to succeed, the construction timelines would compromise the funding timeframes. Therefore, an alternative solution is proposed:

1. Undertake a streetscape upgrade of parts of Tumut Central Business District (CBD):
 - a. Wynyard St from Capper St to Fitzroy St;
 - b. Russell St, from Richmond St, to entrance to Coles car park;
2. Wayfinding signage and upgrade to the Fuller St car park, and
3. Wayfinding signage to all CBD toilet facilities



Figure 1: Areas highlighted in red outline the proposed area of the works.

The project will include additional parallel parking to increase the number of parking spaces within the CBD.

REPORT:

The project is currently being developed by the Project Development Advisor (contractor) and is in its Planning Stage.

The timeframe for the completion of the project is 31 December 2019

Timeframes

Stage	Deliverables	Responsible	Timeline
Planning	Design & Documentation completed	Project Manager	15 June 2019
Execution	Project Tender issued, Contractor appointed. Project completed	Project Manager	30 November 2019
Close	Project Reporting Completed	Project Manager	31 December 2019

Council received the Tumut CBD Development Accessibility and Amenity Funding in 2016. Under the terms of the Funding Arrangement all funds are required to be fully expended by December 2019.

The outlined project fits within the State Government Funding Agreement.

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

Theme 1: Towns and Villages

Delivery Outcomes

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

Operational Actions

1.1.1 Maintain visual appearances of town and village approaches in accordance with the approved service levels

SUSTAINABILITY ASSESSMENT:

	Positive	Negative
Social	Ensuring adequate services are provide to the community	Nil
Environmental	Ensuring car parking and linkages to the CBD provide sustainable solutions for the community	Nil
Economic	As the project is Grant Funded it provides a positive economic benefit to Council and the community	Nil
Governance	Council provides appropriate governance around the delivery of the project which ensures all processes and procedures are followed.	Nil
		Some members of the community may be,

	Positive	Negative
		disappointed in not proceeding with the original project and be critical of council

Financial and Resources Implications

As the project is Grant Funded maximum financial benefit is derived from the delivery of this project.

At this stage an Opinion of Probable Cost for streetscape works is approximately \$1.4 million. The upgrade to the Fuller St Car Park and signage will be designed to fit in with the remaining budget.

Costs and Benefits:

- Whole of Life Financial Benefits and costs to be derived from the project will be important as only on-going maintenance costs need to be considered.
- Expected benefits include reputational, community benefits will be derived from the addition of wayfinding signage and upgrade of the Fuller St car park.

Policy, Legal and Statutory Implications:

Nil

RISK MANAGEMENT – BUSINESS RISK/WHIS/PUBLIC:

A Business Risk of not complying with grant conditions will be realised if the project is not completed by the 31 December 2019.

There is also a reputational risk identified for council in not delivering on its commitments to the community

OPTIONS:

Council has the option to agree to the alternative proposal or continue the current project as originally resolved

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Community engagement and communication was undertaken in relation to this project as part of the Linkage works. The community expressed dissatisfaction with current parking and access arrangements.

ATTACHMENTS

Nil

11. MINUTES OF COMMITTEE MEETINGS**11.1 MINUTES - AUDIT RISK AND IMPROVEMENT COMMITTEE - 12 MARCH 2019**

REPORT AUTHOR: GOVERNANCE & COMPLIANCE OFFICER
RESPONSIBLE DIRECTOR: DIRECTOR INTERNAL SERVICES

RECOMMENDATION:**THAT COUNCIL:**

1. **Receive the report on the Audit Risk and Improvement Committee meeting from Director Internal Services.**
2. **Note the Minutes of the Audit Risk and Improvement committee meeting held on 12 March 2019.**

BACKGROUND:

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

REPORT:

At the March meeting of the Audit, Risk and Improvement committee meeting held on the 12 March 2019, the following agenda items were discussed.

- Declarations of Interest from committee members
- Minutes of the Audit, Risk and Improvement Committee from the meeting held 7 November 2018 were received. No business arising was brought forward.
- Agenda items:-
 - The committee received the report on the Conduct of the Audit for the year ended 30 June 2018.
 - The committee noted the report on the Audit findings shown in the engagement closing report.
 - The Management letters on the final phase of the audit was received and the committee noted the recommendations and management responses in the report.
 - The Audit Risk and Improvement committee noted that Council will evaluate and appoint a future provider of Internal Audit Services.
 - A report from Audit NSW office was provided to the committee who noted the report and the Auditor Generals conclusions and recommendations.
 - A quarterly report from the Safety Risk and Improvement committee, A Statewide 2017/18 Continuous Improvement Program and Risk Register was received.
 - Outcomes from the StateCover WHSD self-audit report and action plan was presented to the committee. The focus for improvement was noted.
 - The Audit, Risk and Improvement committee Matrix and Action Plan current status of actions was noted.

- Expressions of Interest for two independent external members for the committee have been called. Council has received a positive response this time and new appointments will be made before the May 2019 meeting.

The next meeting of the committee is set down for 1 May 2019 in Tumbarumba.

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

Integrated Planning and Reporting Framework:

CSP Outcome 2028

Theme 4: Communication & Engagement

Delivery Outcomes

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

Operational Actions

4.5.6 Convene Internal Audit Committee meetings quarterly

SUSTAINABILITY ASSESSMENT:

Nil

Financial and Resources Implications

Nil

Costs and Benefits:

Council are provided with a high level of confidence in the governance and financial management of the organisation.

Policy, Legal and Statutory Implications:

Council has established an Audit, Risk and Improvement Committee which functions under the guidelines issued in 2010 under the Local Government Act, 1993.

RISK MANAGEMENT – BUSINESS RISK/WHIS/PUBLIC:

The Committee understands and monitors the business of the council and the risks it manages on a daily basis.

OPTIONS:

Nil

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Nil

Attachments

- 1 Minutes - Audit Risk and Improvement Committee - 12 March 2019.pdf [↓](#)

THE MINUTES OF THE AUDIT, RISK & IMPROVEMENT COMMITTEE MEETING HELD IN THE TUMUT ROOM 76 CAPPER STREET TUMUT, ON TUESDAY 12 MARCH 2019**COMMENCING AT**

1pm

PRESENT:

David Maxwell (Chairperson), Glenyce Francis (External Member), Ian Chaffey (External Member), James Hayes (Mayor) and Julia Ham (Councillor)

IN ATTENDANCE:

Matthew Hyde (General Manager), Robyn Harvey (Director Internal Services), Sarah Pentland (Division Manager Finance & IT), Brook Penfold (Coordinator Governance and Risk), Phil Stone (Acting Director Strategy, Community and Development), Matthew Christensen (Director Assets and Infrastructure) and Shirley Williams-Enever (Governance and Compliance Officer)

BY TELEPHONE:

John Larter (Councillor)

OBSERVER:

Cate Cross (Councillor)

1. APOLOGIES

ARI.34 Apologies were received and accepted from Alyson Forsyth.

1.1 DELCARATIONS OF INTEREST

1. Ian Chaffey declared a non-significant pecuniary interest as the Father in Law of the Director Strategy, Community and Development. (Gus Cox) who is currently on leave.
2. David Maxwell declared a conflict of interest as an applicant in response to the Expression of Interest Independent External Member – Item 4.14.

2. MINUTES OF PREVIOUS MEETINGS**ARI.35 RESOLVED:**

That the Minutes of the Audit, Risk & Improvement Committee Meeting held on 7 November 2018 be received.

Julia Ham / Ian Chaffey

3 BUSINESS ARISING

Nil

4. AGENDA ITEMS**4.1 REPORT ON THE CONDUCT OF THE AUDIT****ARI.36 RESOLVED:**

The committee received the report on Report on the Conduct of the Audit for the year ended 30 June 2018.

Ian Chaffey / Glenyce Francis

Minutes of the Meeting of the Audit Risk & Improvement Committee held in the Tumut Room 76 Capper Street Tumut on Tuesday 12 March 2019

**4.2 ENGAGEMENT CLOSING REPORT
ARI.37 RESOLVED:**

1. The committee received the report on Engagement Closing Report for the year ended 30 June 2018 Snowy Valleys Council.
2. The committee noted the Audit Findings.

Glenyce Francis / Julia Ham

**4.3 MANAGEMENT LETTER ON THE FINAL PHASE OF THE AUDIT
ARI.38 RESOLVED:**

1. The Committee received the report on Management Letter on the Final Phase of the Audit for the Year Ended 30 June 2018
2. The Committee noted the Recommendations and the Management Responses provided.
3. The Committee requested the Recommendations and Management responses be transferred to the Audit follow-up Matrix plan.

Ian Chaffey / Julia Ham

**4.4 PROVISION OF INTERNAL AUDIT SERVICES
ARI.39 RESOLVED:**

1. The committee received the report on the Provision of Internal Audit Services.
2. The committee noted that Council will evaluate and appoint a future provider of internal audit services.

Glenyce Francis / Ian Chaffey

**4.5 INTERNAL CONTROLS AND GOVERNANCE 2018
ARI.40 RESOLVED:**

1. The Committee noted the report on Internal Controls and Governance 2018
2. That the Committee noted the Auditor Generals Conclusions and Recommendations and the management responses provided.

Dave Maxwell / Glenyce Francis

**4.6 QUARTERLY REPORT - SAFETY, RISK AND QUALITY COMMITTEE
ARI.41 RESOLVED:**

The committee received the Quarterly report on the Safety, Risk and Quality Committee.

John Larter / Glenyce Francis

**4.7 STATEWIDE CONTINUOUS IMPROVEMENT PROGRAM
ARI.42 RESOLVED:**

The Committee received the report on the Statewide 2017/18 Continuous Improvement Program.

Glenyce Francis / Julia Ham

**4.8 RISK REGISTER
ARI.43 RESOLVED:**

The Committee received the report on the Risk Register.

Glenyce Francis / Julia Ham

**4.9 OUTCOMES FROM STATECOVER WHS AUDIT REPORT 2018
ARI.44 RESOLVED:**

1. The Committee received the report on the Outcomes from StateCover WHS Audit Report 2018
2. The committee noted the Action Plan and acknowledge the focus on improving the areas which received a 'Poor' result prior to the next self-assessment audit.
3. The Committee be presented a quarterly update report.

Julia Ham / John Larter

**4.10 GOVERNANCE REPORT
ARI.45 RESOLVED:**

1. The committee noted the Governance Report

Ian Chaffey / Glenyce Francis

**4.11 ACTION REPORT TO THE AUDIT RISK AND IMPROVEMENT COMMITTEE
ARI.46 RESOLVED:**

1. The Committee received the information contained in the Action report
2. Noted the current status in regards to actions

Julia Ham / Glenyce Francis

**4.12 SNOWY VALLEYS AUDIT, RISK AND IMPROVEMENT COMMITTEE
MATRIX
ARI.47 RESOLVED:**

1. The Committee received the report on Matrix actions to 30 January 2019.
2. The committee noted current status of the recommendations.

Julia Ham / Glenyce Francis

**4.13 FORWARD MEETING PLAN
ARI.48 RESOLVED:**

1. The Committee confirmed the change of meeting date to be 1st May 2019 to be included in the forward meeting plan.
2. That the Legislative Compliance Register be added in the forward meeting plan.

Glenyce Francis / Ian Chaffey

Dave Maxell (Chairperson) vacated the chair and Glenyce Francis took the chair.

**4.14 ARIC EXPRESSION OF INTEREST INDEPENDENT EXTERNAL MEMBER
ARI.49 RESOLVED:**

1. The Committee noted that Expressions of Interest for two independent external members for the Audit, Risk and Improvement Committee.

Ian Chaffey / Julia Ham

**4.15 AUDIT, RISK AND IMPROVEMENT TRAINING OPTIONS
ARI.50 RESOLVED:**

The Committee noted the training options available.

4.16 GENERAL MANAGER CONFIDENTIAL REPORT - VERBAL

ARI.51 All staff left the room and the General Manager provided a verbal report to the Committee.

5 GENERAL BUSINESS

Nil

6 NEXT MEETING

The next meeting of the Audit, Risk and Improvement Committee will be 1 May 2019, in Tumbarumba.

There being no further business to discuss, the meeting closed at 3.30pm.

11. MINUTES OF COMMITTEE MEETINGS**11.2 MINUTES - SALEYARD COMMITTEE MEETING - 11 MARCH, 2019**

REPORT AUTHOR: COORDINATOR OPEN SPACE & FACILITIES
RESPONSIBLE DIRECTOR: DIRECTOR ASSETS AND INFRASTRUCTURE

RECOMMENDATION:**THAT COUNCIL:**

1. Receive the report on the Minutes of the Saleyards Committee Meeting held on the 11 March, 2019 from Co-ordinator Open Spaces & Facilities.
2. Note the Minutes of the Saleyards Committee meeting held on 11 March, 2019.
3. Adopt the following recommendation/s from the minutes:
 - a. calls an Extra-Ordinary Saleyard Committee Meeting to consider different operational models for the Tumut Saleyards

BACKGROUND:

The purpose of the Committee is to:

- Provide appropriate advice and recommendations on matters relevant to the Tumut Saleyards.
- Provide a forum for discussion on any saleyards related issues.

REPORT:

A copy of the Gundagai Shire Council Deed Licence to Gundagai Associated Agents was distributed to Committee members to open discussion with the Director Assets & Infrastructure.

An extraordinary meeting of the Saleyards Committee will be held in April so that the Committee members can have a look at this licence and discuss if this is something that the Committee would like to pursue with Snowy Valleys Council.

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

Theme 4: Communication & Engagement

Delivery Outcomes

4.1 Partner with local communities to create an ongoing culture of engagement to aid Council decision making

SUSTAINABILITY ASSESSMENT:

Nil

Financial and Resources Implications

Nil

Costs and Benefits:

- Potential to have a smoother running Saleyards with Agents being more accountable.

- Agents having more say and responsibility on the running of the Saleyards and the upkeep needed.
- More accurate stock recording with all users using the agents as a point of contact.
- Creating a harmonised relationship between Council and Agents.

Policy, Legal and Statutory Implications:

The Tumut Saleyards Committee is an advisory Committee of Council and operates under the adopted Terms of Reference.

RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:

It is still unclear how much stock is moving through the Saleyards and there is a high risk of the Saleyard running at a loss when factoring whole of life cost.

OPTIONS:

That Council: Recommendation that council calls an Extra Ordinary Saleyards Committee Meeting to consider different operational models for the Tumut Saleyards

1. Endorse the above recommendation.

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Nil

Attachments

- 1 Minutes - Saleyards Committee Meeting held 11 March 2019 [↓](#)

**MINUTES
SALEYARDS COMMITTEE**
MONDAY, 11 MARCH, 2019
MEETING COMMENCEMENT: 5:35pm

PRESENT:

Participants:	Present:	Apology:	Absent:
Cr John Larter			x
Coordinator Open Space & Facilities – Andrew Burke	x		
Michael Neyland - IWD			x
Rob Stubbs - Agent	x		
Kerry Kell - Producer	x		
Anthony Day - Producer	x		
Neil Hartshorn - Resident	x		
David McGruer - Producer	x		
Chris Annetts – Agent	x		

Council staff in attendance were Coordinator Open Spaces and Facilities, Interim Chair Rob Stubbs.

APOLOGIES: NIL

CONFIRMATION OF MINUTES:
SC.01 RESOLVED

That the minutes of the Saleyards Committee held on 03 September 2018 be accepted as read.

Neil Hartshorn / Anthony Day

BUSINESS ARISING FROM MINUTES:

Nil

DECLARATIONS OF INTEREST AND REPORTABLE POLITICAL DONATIONS

Nil

COMMITTEE REPORTS:

Nil

Tumut Saleyard Committee - Matter for February 2019

- The Director Assets & Infrastructure suggest this agreement currently as it is hard to monitor the Saleyards usage and that Council and the Committee need to investigate what needs fixing at the yards.

**MINUTES
SALEYARDS COMMITTEE****MONDAY, 11 MARCH, 2019****GENERAL BUSINESS:**

- Rob Stubbs would like to fix some overhead sprinklers and he also mentioned there are a few leaks that will also need to be fixed
- A copy of the Gundagai Shire Council Deed Licence to Gundagai Associated Agents was handed out for an open discussion with the Director Assets & Infrastructure.
- The question was asked "are there any issues at the Gundagai yards?" Discussion indicated, no it was fine and that Agents managed the operation of the saleyards.
- The committee discussed the closure of the bottom yards as they don't need to be used all the time.
- That the Coordinator for Open Spaces and Facilities meet with Rob Stubbs and IWD to look at what needs fixing.
- Snowy Valleys Council to have Mick Neyland from the IWD check all that all water pipes are ready for winter.
- Neil Hartshorn commented that if Snowy Valleys Council put the over to the Agents that the Agents would have to be careful of the EPA as they have said in the past they would close the yards in 5 mins. The EPA won't take council on but if the Agents have it could be closed down.
- Comments were made that Gundagai don't charge for stock to go thru the saleyards in Gundagai but the belief is they should, Snowy Valleys Council charge \$1.97 per head.
- Kerry Kell believes the saleyards should be user fee pa.
- Council could get a loan to fix the yards and the fees would cover the loan.
- There has been issues in the past to effluent but it is much better these days.
- Rob Stubbs thinks the saleyards should not pay rates as this is the biggest expense.
- Rob Stubbs will give the Coordinator for Open Spaces and Facilities contact details for the Elders accountant.
- Kerry Kell commented whatever way we move forward the users won't allow the yard to close and that all Agents need to be on board. Those other Agents don't attend the Committee meetings, it needs to be a level playing field all users have to pay.
- Locking up the yards is not the solution as it cost more to open them as you have to have someone on call and the yards need to accessible at all times.

• Rob Stubbs / Anthony Day

NEXT MEETING

The committee called for Extraordinary meeting to be held in April.

RECOMMENDATION

The Saleyards Committee would like to recommend to council that an Extraordinary meeting be held in April

• Rob Stubbs / Anthony Day

CLOSED:

The meeting closed at 6:25pm.

11. MINUTES OF COMMITTEE MEETINGS**11.3 MINUTES - TUMUT SPORTS COMMITTEE MEETING HELD 5 MARCH 2019**

REPORT AUTHOR: COORDINATOR OPEN SPACE & FACILITIES
RESPONSIBLE DIRECTOR: DIRECTOR ASSETS AND INFRASTRUCTURE

RECOMMENDATION:**THAT COUNCIL:**

1. Receive the report on the Minutes of the Tumut Sports Committee Meeting held on the 5 March, 2019 from Director Assets and Infrastructure.
2. Note the Minutes of the Tumut Sports Committee meeting held on 5 March, 2019
3. Adopt the following recommendation/s from the minutes:
 1. Approve the nomination and re-nomination from James Carberry - Tumut & District Cricket Association, Liz Crampton - Tumut Netball Association, Jeremy Taituave - Whole Community Wellness Centre, Phil Green - Tumut Clay Target Club Inc. and Bernadette Cahill - Tumut Lawn Tennis Club for the Tumut Region Sports Committee.

BACKGROUND:

The Snowy Valleys Council Tumut Region Sports Committee meets once every four months to discuss the matters relating to our local sporting groups in the local community. Providing appropriate advice and recommendations on matters relevant to sport and recreation in the Tumut region.

They provide a forum for discussion of sports and recreation issues and advise Council on the level of service preferred regarding the maintenance of sporting facilities. They also assist new or struggling Clubs to survive and grow if deemed appropriate to promote sport and recreation in the Tumut region.

REPORT:

1. Member protection information officer course training.

The Tumut Sports Committee discussed the possible Protection Officer course training. Most Sports Committees have a Member Protection Officer. Those that don't will discuss this matter and get back to Council within 2 weeks if they would like to accept the offer of the Member Protection Information Officer course training.

2. Bull Paddock Upgrade

The Co-ordinator for Open Spaces and Facilities gave the Committee an update on the upgrade works letting the sports Committee know that there was a delay in the works commencing due to extreme weather over the summer period. The works have not be completed and we are in the post construction stage.

3. Sports Field Usage

The Co-ordinator for Open Spaces and Facilities advised the Committee members that bookings need to be made for usage of all facilities.

4. Fees and Charges

The Committee would like more information and believe that more work is involved before this matter can be discussed further.

5. Tumut Region Sports Committee

The Committee recommended that instead of there being just one Snowy Valleys Sports Committee they would welcome the idea of two (2) sub Committees working under the umbrella of Snowy Valleys Council Sports Committee. The Tumut Region Sports Committee also mentioned that if this was to happen Snowy Valleys Council would need to increase the sports capital projects grant funding and the two (2) sub Committees would come together once a year for the Sports Capital Grant Funding.

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

Integrated Planning and Reporting Framework:

CSP Outcome 2028

Theme 4: Communication & Engagement

Delivery Outcomes

4.1 Partner with local communities to create an ongoing culture of engagement to aid Council decision making

SUSTAINABILITY ASSESSMENT:

Financial and Resources Implications

No impacts from recommendation

Costs and Benefits:

Nil

Policy, Legal and Statutory Implications:

The Tumut Sports Committee is an advisory Committee of Council and operates under the adopted terms of reference.

RISK MANAGEMENT – BUSINESS RISK/WHIS/PUBLIC:

Nil

OPTIONS:

Nil

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Nil

Attachments

- 1 Minutes - Tumut Region Sports Committee Meeting held 5 March 2019 [↓](#)

**MINUTES
SPORTS COMMITTEE**
TUESDAY, 05 MARCH, 2019
MEETING COMMENCEMENT: 5:40pm

PRESENT:

Participants:	Present:	Apology:	Absent:
Clr Andrianna Benjamin (Delegate)	x		
Coordinator Open Space & Facilities – Andrew Burke	x		
Adelong Swim Club & Adelong Horse Activity Group			x
South West Slopes Sporting Field Archers			x
Batlow Swimming Club & Batlow Ladies Hockey			x
Little Athletics			x
Tumut Netball Association	x		
Tumut Rugby League Club			x
Tumut Minor League			x
Tumut Rugby Union Football Club			x
McAuley Catholic Central School			x
Tumut Public School			x
Tumut Clay Target Club Inc	x		
Batlow Tennis Club		x	
James Hayes	x		
Tumut Junior Cricket Association			x
Tumut Hockey Association	x		
Tumut District Cricket Association	x		
Lizabeth Smith			x
Tumut Lawn Tennis Club	x		
Tumut Basketball Committee	x		
Tumut Eagles Football Club			x
Tumut Pony Club			x
Tumut Valley Canoe Club			x
Riding For Dis-Abled			x
Tumut Swimming Club			x
Adelong Cricket Club			x
Tumut Golf Club			x
Whole Community Wellness Centre	x		

APOLOGIES:

TRSC.03 RESOLVED that the apology from Karen Collins be received and leave granted

Bernadette Cahill / James Carberry

CONFIRMATION OF MINUTES:

TRSC.04 RESOLVED that the minutes of the **Sports Committee** held on **04-September-2018** be accepted as read.

Jason Beavan / Bernadette Cahill

**MINUTES
SPORTS COMMITTEE****TUESDAY, 05 MARCH, 2019****BUSINESS ARISING FROM MINUTES:**

- That the remainder of the sports grant fund be allocated to fund the new roller for Tumut Junior and Senior Cricket Club.

Resolved at 27 September 2018 Council meeting.

- James Hayes has a quote for the bitumen surface for cycling track around the wetlands but no funds to go with it.

DECLARATIONS OF INTEREST AND REPORTABLE POLITICAL DONATIONS

Nil

COMMITTEE REPORTS:**1. Member protection information officer course training.**

The Tumut Sports Committee discussed the possible protection officer course training and most sports committees have a member protection officer but those that don't will discuss this matter and get back to Council in 2 weeks if they would like to accept the offer of the Member protection information officer course training.

2. Bull paddock upgrade.

The Coordinator for Open Spaces and Facilities gave the Sports Committee and update on the upgrade works letting the Sports Committee know that there was a delay in the works commencing due to extreme weather over summer but the works have now been completed and we are in the post construction stage.

3. Sports fields usage.

The Coordinator for Open Spaces and Facilities advised the Sport Committee members that bookings need to be made for usage of all facilities.

4. Fees and charges

The Tumut Region Sports Committee would like more information and believes more work is involved before this matter can be discussed further.

5. Tumut Region Sports Committee.

The Tumut Region Sports Committee recommended that instead of just one Snowy Valleys Council Sports Committee they would welcome the idea of two sub committees working under the umbrella of Snowy Valleys Council Sports Committee. The Tumut Region Sports Committee also mentioned if this was to happen Snowy Valleys Council would need to increase Sport Capital Projects Grant funding and the two sub committees would come together once a year for the Sports Capital Grant Funding.

6. Tumut Region Sports Committee Nomination Forms

The following applications have been received from interested community members for nomination and re-nomination to the Tumut Region Sports Committee;

**MINUTES
SPORTS COMMITTEE****TUESDAY, 05 MARCH, 2019**

- James Carberry – Tumut & District Cricket Association
Reasons for Membership: Member of the Tumut & District Cricket Association.
- Liz Crampton – Tumut Netball Association
Reasons for Membership: Member of the Tumut Netball Association
- Jeremy Taituave – Whole Community Wellness Centre
Applicant Qualifications: Personal Trainer
Reasons for Membership: Member of the Whole Community Wellness Centre. Other Comments: Fitness/Boxing.
- Phil Green – Tumut Clay Target Club Inc.
Applicant Qualifications: Treasurer & Public Officer
Reasons for Membership: Local Tumut Sporting Club. Other Comments: Ongoing/Renewing membership.
- Bernadette Cahill – Tumut Lawn Tennis Club
Applicant Qualifications: Tumut Lawn Tennis Club Committee Member, Registered Coach and Publicity Officer.
Reasons for Membership: Representative for the Tumut Lawn Tennis Club.

1. RECOMMENDATION

That Council approve the nomination and re-nomination from James Carberry - Tumut & District Cricket Association, Liz Crampton – Tumut Netball Association, Jeremy Taituave – Whole Community Wellness Centre, Phil Green – Tumut Clay Target Club Inc. and Bernadette Cahill – Tumut Lawn Tennis Club for the Tumut Region Sports Committee.

GENERAL BUSINESS:

- The Tumut Region Sports Committee would like an update on how the projects that were funded by the Sports Capital Grant Funding are up to.
- The Tumut Region Sports Committee would like a copy of the advocacy plan and promote the multi-purpose centre.

NEXT MEETING

The next meeting will be held on 4 June 2019

CLOSED:

The meeting closed at 7:15pm.

11. MINUTES OF COMMITTEE MEETINGS**11.4 MINUTES - BATLOW DEVELOPMENT LEAGUE MEETING - 13 MARCH 2019 AND COMMITTEE MEMBER NOMINATION**

REPORT AUTHOR: GOVERNANCE & COMPLIANCE OFFICER
RESPONSIBLE DIRECTOR: ACTING DIRECTOR STRATEGY, COMMUNITY & DEVELOPMENT

RECOMMENDATION:**THAT COUNCIL:**

1. Receive the report on the Batlow Development League minutes from Acting Director Strategy, Community and Development.
2. Note the Minutes of the Batlow Development League meeting held on 13 March 2019.
3. Receive a report at a future Council meeting with assessment of the following recommendation/s from the minutes:
 - a) Recommendation:
Council look into appropriate signage at RV Park in Memorial Park. This is to state where they can camp, dates the park is available and the length of time they can stay.
 - b) Recommendation:
SVC immediately cease using Glyphosate on Yellowin Road, Memorial Avenue including the swimming pool, pending correct investigation of risk management and environmental health.
 - c) Recommendation: SVC to discontinue use of Glyphosate immediately and a full investigation be undertaken as to what safe alternatives in relation to weed spraying there are across the shire and a full report be sent to BDL.
4. Approve the nomination of Angelika Dickinson as a committee member to the Batlow Development League committee.

BACKGROUND:

The Batlow Development League (BDL) committee was established with the objective of providing civic leadership to the Batlow community and to stimulate the ongoing economic, social and cultural prosperity of the community of Batlow.

The Batlow Apple Blossom Festival committee and the Batlow Ciderfest committees are sub-committees of the BDL.

REPORT:

The Batlow Development League met on the 13 March 2019, and discussed the following matters:

- Minutes of the previous meeting were accepted.

- Business arising from the minutes discussions included the letter sent to SVC regarding the BDL wish list and Draft Literary Institute Fees structure sent to Council for consideration.
- Treasurer's report accepted and a copy attached to this report.
- Correspondence received was the SVC Business Paper and information on "My Community Projects".
- General Business discussion were focused on:
 - Caravan Park portable structures and audit
 - Cannery site – Expressions of Interest for development are being considered. A proposal for a tour of the site on the Sunday after Ciderfest.
 - My Community Project is a project run by NSW Government and funds on offer can be up to \$200,000 per project. BDL interests in a grant to help with the clean-up of the cannery site and will discuss details at the next meeting.
 - Hides Park Sound Shell – BDL would like to be able to use materials from the old cannery site in the sound shell for nostalgic reasons.
 - Parks Upgrade – BDL believes that HV Smith and Tac H Parks are in urgent need of an upgrade.
 - There was nothing to report on the Brindabella Road project.
 - Considerations of a pedestrian crossing and a disability car park as part of the CBD Masterplan.
 - It was noted that Council is considering free hall hire option.
 - New signage is required for the RV Parking and a recommendation has been made to Council.
 - BDL has approached the Men's Shed to organise a Hangi annually
 - The issue of use of weed spraying in public places was raised by an attendee and the committee made recommendations to council on this matter.
 - The committee considers the toilets at the Literary Institute still require an upgrade and possibly the installation of cameras to deter vandals.

Next meeting will be held on 3 April 2019

An application for committee membership was received from Angelika Dickinson as a member of the Batlow Development League committee.

Angelika has had 30 years administration experience and her reason for this membership in her interest in the Batlow Community. To endorse this membership application endorses Angelika as a voting participant in the BDL committee meetings.

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

Integrated Planning and Reporting Framework: CSP Outcome 2028

Theme 4: Communication & Engagement

Delivery Outcomes

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

Operational Actions

4.5.9 Provide support to volunteer groups and section 355 committees

SUSTAINABILITY ASSESSMENT:

Nil

Financial and Resources Implications

Nil

Costs and Benefits:

Provides ongoing Economic, Community, Social and Cultural prosperity to Batlow and its environs.

Policy, Legal and Statutory Implications:

Local Government Act, 1993.

RISK MANAGEMENT – BUSINESS RISK/WHIS/PUBLIC:

Nil

OPTIONS:

Nil

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Nil

Attachments

- 1 Minutes - Batlow Development League Meeting Minutes - 13 March 2019 [↓](#)

BATLOW DEVELOPMENT LEAGUE
GENERAL MEETING 13th March 2019
MEETING COMMENCED: 7.00 pm



PRESENT: T Billing, R Billing, T McDonald, K Dawson, D Wiltshire, P Stone SVC, R Sweeney, K Walker, S Komios, A Dickinson, M Sedgwick, M Isleman SVC

APOLOGIES: K McLaren, C Dawson, H Tietze, C Smit, D Killeen.

MINUTES:

It was RESOLVED that the Minutes of the **Batlow Development League (BDL)** meeting held on 6th February, 2019 be accepted as read.

Moved: D Wiltshire/Seconded K Dawson/Passed

TREASURER'S REPORT:

It was RESOLVED that the Treasurer's Report of the **BDL** accounts to 13th March, 2019 be accepted as tabled.

Moved C Agate/Seconded D Wiltshire/Passed

CORRESPONDENCE:

SVC Meeting Business Papers October 2018
My Community Projects

BUSINESS ARISING

Letter sent to SVC re wish list
Draft Literary Institute Fees Structure sent to council for consideration

GENERAL BUSINESS

Caravan Park:

Portable structures may be cabins or toilet block. If caravan park site is moved to a different location, the buildings can be transported there. The audit has started.

Cannery Site:

The Cannery Office is still part of the cannery site. Expressions of interest in developing the site are still being considered. Council are looking for best use of the land and that the site will be used to invigorate the Batlow community. It would be good for the community to have a tour through the buildings before they are demolished. Rotary would like to do tours on the Sunday after Ciderfest. P Stone said he was happy to go to council to take BDL through.

Recommendation: BDL supports Rotary in taking tours through the cannery on the Sunday after Ciderfest:

Moved: M Sedgwick/seconded: K Dawson/Passed

My Community Projects:

This is run by the NSW Government and can be up to \$200000 per project. BDL maybe look at getting a grant to help with the clean up of the cannery site. Opens on 2nd April 2019 and closes on the 15th May 2019. This will be discussed further at the next meeting.

Hides Park Sound Shell:

BDL would still like to be able to use material from the cannery site. It may be more expensive than going with new materials but feel it is worth the cost for nostalgic reasons.

Parks Upgrade:

H V Smith and Toc H Parks need to be upgraded urgently. Hopefully \$25000 allocated by council will go towards this.

Brindabella Road:

Nothing further to report.

CBD Masterplan:

Council considering putting Pedestrian Crossing on Batlow Road into funding. Should know more in the next four to six weeks. Perhaps have a disability car space in front of IGA, Post Office or Library. Access is the first priority as gutters are too high from Doctors surgery down past the IGA supermarket. RMS should have more information on this.

Council Business Papers:

Council is debating on having all Halls hire free.

RV Parking:

New signage is required.

Recommendation: Council look into appropriate signage at RV Park in Memorial Park. This is to state where they can camp, dates the park is available and the length of time they can stay.

Moved D Wiltshire/Seconded T Billings/Passed

BDL has been approached by the Talbingo Mens Shed to host a Hangi every second year. The same people will cook it. All agreed it was a good idea. R Billing will contact them.

K Walker spoke re poison used by SVC for spraying weeds on roadsides and footpaths. Can SVC investigate if they are safe or maybe use hand tools to remove the weeds. P Stone stated that there was a large amount of bushland to be managed but as a rule glyphosate was not used in town areas. He will investigate further. K Walker volunteered to mow the roadside down Yellowin Road.

Recommendation: SVC immediately cease using Glyphosate on Yellowin Road, Memorial Avenue including the swimming pool, pending correct investigation of risk management and environmental health.

Moved K Walker/seconded D Wiltshire/Passed

Recommendation: SVC to discontinue use of Glyphosate immediately and a full investigation be undertaken as to what safe alternatives in relation to weed spraying there are across the shire and a full report be sent to BDL.

Moved C Agate/seconded K Dawson/Passed

S Komios spoke about Transition Towns and is starting up Batlow Transition. Maybe they can become a sub committee of BDL down the track. More will be spoken about it at the next meeting. BDL members can learn more by looking up the website transitionnetwork.org.

J Wilkinson was incorrectly sent a letter from council stating she was a voting member of the BDL.

Public Toilets at Literary Institute still need renovating as previously requested. Perhaps install cameras to deter vandals.

Meeting Closed at 9.15 pm.

Next Meeting Wednesday April 3rd 2019, at 7 pm in Batlow RSL Club

BATLOW DEVELOPMENT LEAGUE
MONTHLY FINANCIAL REPORT
13th March 2019

Apple Blossom Festival:	Opening Balance	\$ 20,328.31
	Income	\$ Nil
	Expenditure	\$ Nil
	Balance As At 28/02/19	\$ 20,328.31
CiderFest:	Opening Balance	\$ 32,437.55
	Income	\$ 2,715.07
	Expenditure	\$ 66.00
	Balance As At 28/02/19	\$ 35,086.55
CiderFest Fixed Deposit		\$ 25,000.00
Literary Group:	Opening Balance	\$ 2,179.84
	Income	\$ Nil
	Expenditure	\$ Nil
	Balance As At 28/02/19	\$ 2,179.84
Development League Main Account:	Opening Balance	\$ 2,769.62
	Income	\$ 1.15
	Expenditure	\$ 82.50
	Balance As At 28/02/19	\$ 2,688.27

Prepared by Col Agate – Treasurer Batlow Development League 2019.

11. MINUTES OF COMMITTEE MEETINGS**11.5 MINUTES - KHANCOBAN COMMUNITY COMMITTEE MEETING - 5 MARCH 2019**

REPORT AUTHOR: GOVERNANCE & COMPLIANCE OFFICER
RESPONSIBLE DIRECTOR: DIRECTOR INTERNAL SERVICES

RECOMMENDATION:**THAT COUNCIL:**

1. **Receive the report on the Khancoban Community Committee minutes from Director Internal Services.**
2. **Note the Minutes of the Khancoban Community Committee meeting held on 5 March 2019.**

BACKGROUND:

The Khancoban Community Committee is a Section 355 committee and also the parent committee managing the following subcommittees:

- Khancoban Community Hall committee – Responsible for management of hiring, bookings, key allocation, collection of money and supervisory cleaning after an event.
- OP-Shop committee – Who fundraise from operations of an Opportunity shop in Khancoban for community benefit and to provide funding for assets in the town of Khancoban
- Artisans Group - Artisan workshop - a gallery and workshop space. Where the residents display painting, needlecraft, quilting, scrapbooking, photography and woodturning.
- Khancoban United Volunteers Association running from the Community Transaction Centre – Providing Computer and internet access for residents under the Broadband for Seniors Program, Photocopying and printing services, Publication of the local community paper, the Khancoban Echo, Australian Taxation Office agency services

The Khancoban Community Committee encourages participation in the community for residents and members of all committees. The community provides funding to support a more vibrant Khancoban town centre while providing tourist facilities and attractions in the village.

REPORT:

The following items of business were discussed at the committee meeting held on 5 March 2019.

- Treasures report was tabled showing a closing balance for the hall at \$13, 930.09. Artisan, Term Deposit, CTC and Op Shop Reports were generally rejected due to format being unacceptable.
- The purchase of Quick books will streamline all accounts in order to create a more efficient treasurers report in the future.
- Correspondence in – Details of the structure of committee form SVC
- Correspondence out – Worksop for committee members, Terms of Reference to be defined. Suggested Economic Development roles to be followed up at next meeting

- Agenda items of discussion were:
- The pricing of clothing for the workshop
- Meeting to be held on the first Wednesday of the month
- Attendance at grant report writing workshop
- Roster of the Artisans Group
- Grant application for the new community noticeboard
- Archiving of old “Echoes” documents
- Changes for the KUVA space
- Khancoban website to be updated when marketing department comes together.
- Pricing for the Khancoban Jottings
- KUVA building
- Positive responses about the mural
- Any comments for the Rose Garden to be submitted to Council

Next meeting to be held 3 April 2019.

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

Integrated Planning and Reporting Framework:

CSP Outcome 2028

Theme 4: Communication & Engagement

Delivery Outcomes

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

Operational Actions

4.5.9 Provide support to volunteer groups and section 355 committees

SUSTAINABILITY ASSESSMENT:

Nil

Financial and Resources Implications

Nil

Costs and Benefits:

Nil

Policy, Legal and Statutory Implications:

Local Government Act 1993

RISK MANAGEMENT – BUSINESS RISK/WHIS/PUBLIC:

Nil

OPTIONS:

Nil

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Nil

Attachments

- 1 Minutes - Khancoban Community Committee meeting - 5 March 2019 [↓](#)



Minutes held at K.U.V.A Office on the 5 of March 2019.

Present: Leslie Barlee, Glenda Barlee, Ann Tempest, Jenny Browne, Jane Chen, Ina Evans, Ron Aarons, Jasmine Cremona, Cor Schmit, Narelle Perry, Julia Ham.

Apologies: Robyn Harvey (SVC), AnnMaree DeWit, Alby DeWit, Louise Werrett.

President opens meeting at 9:00am

Lesley thanked everyone for attending.

Preschool painting has been handed over to and Kylie.

Walking Tracks – Ann Tempest

Anti Graffiti Painting.

Mural widely recognised through facebook. Gabrielle Curtin putting into Newsletter. Ron to follow up.

Phone bill per month is under \$60.

AED installed outside Chemist– paid for by Snowy Hydro. Jasmine to follow up on teaching session time and date by Ambulance Victoria and advertise it.

Ann Tempest moved minutes, Seconded by Ina Evans. Carried.

Treasurer's Report

Hall: \$13 930.09

Artisan, Term Deposit, CTC and Op Shop Reports were generally rejected due to format being unacceptable .

Ron moves for the purchase and use of the Quickbooks program to streamline all accounts under K.U.V.A. in order to create more efficient treasurer's reports. Julia's addendum is to bring someone in to educate treasurers in its use. Seconded by Jenny. All in favour. Carried.

Correspondence in:

Phone bill: \$56.34

Shirley Williams Enever's email detailing the 355 which everyone now has a copy of.

Julia suggested writing letters to council to change name officially.

Julia to investigate naming further. Held over to next meeting.

Correspondence out:

Lesley Barlee resignation letter put off until next meeting.

Glenda suggests workshop for roles within committee.

Terms of reference to be further defined. Julia to follow up.

Julia suggests economic development roles.

Glenda moves that council follows up for workshop within next month. Seconded by Jasmine.

Correspondence moved by Leslie. Seconded by Jasmine. Carried.

Agenda Items:

Clothes donated to the OpShop belong to OpShop and should not be sold elsewhere. Items to be priced accordingly and to volunteer's discretion. Leslie suggests a system be put in place as guide to volunteers for higher priced items.

Moved by Glenda, Seconded by Ina. All in favour. Carried.

Ron moves for meetings be moved to first Wednesday of each month. Seconded by Narelle. Carried.

Lesley moves signatories attend workshop to learn how to apply for grants. Seconded by Ron. Carried.

Ron has applied for Australia Post grant of \$ 500 to go towards paper for local newsletter Khancoban Jottings.

Broadband for Seniors held over until next meeting.

Free WiFi to be held over until next meeting.

Roster for K.U.V.A office – contact Tumbarumba Artisan for their suggestions on rostering system.

Glenda moves to apply for grant for a new community noticeboard. Seconded by Ron. Carried.

Old Echos to be archived. Jasmine to investigate collection and archiving electronically.

Ann moves to create a space within K.U.V.A for craft get-togethers with a calendar for activities offered. Glenda suggests quarterly meet'n greets for new locals be held within the space and to make the area more community inclusive as there is very few meeting places our townspeople have. Ron suggests working bee be held before next meeting to accomplish this. Moved by Leslie. Seconded by Jasmine. All in Favour. Carried.

Khancoban website to be updated when the marketing department comes together next month.

Prices for advertising in Khancoban Jottings to be set at \$45 per year for business card size, \$90 for quarter page or \$5 per for an advertisement in individual monthly issue. Pricing to be invoiced at

beginning of financial year with no refund if advertisers decides not to continue during July/June period.

Ron moves for a date to be set for the school, preschool and community to receive training in the use of AED by Ambulance Victoria. Seconded by Jasmine. Carried.

Ron moves to put together an Easter Raffle. Proceeds to go to K.U.V.A. Seconded by Ann.

Ron will provide building maintenance for guttering above mural.

Mural photo to go into next edition of the Cartoscope Map.

Julia assured the committee there is no talk of selling the K.U.V.A building.

General Business:

Julia affirms there has been a positive response to the new mural.

Complaints or comments for the Rose Gardens to be into Council before the end of March.

Date of next meeting set for Wednesday 3rd of April at 9:00am.

President closes meeting at 10:40.

11. MINUTES OF COMMITTEE MEETINGS**11.6 MINUTES - TALBINGO PROGRESS & RATEPAYERS ASSOCIATION - 6 MARCH 2019**

REPORT AUTHOR: GOVERNANCE & COMPLIANCE OFFICER
RESPONSIBLE DIRECTOR: DIRECTOR INTERNAL SERVICES

RECOMMENDATION:**THAT COUNCIL:**

1. Receive the report on the Minutes of the Talbingo Progress and Ratepayers Association (TPRA) from Director Internal Services.
2. Note the Minutes of the Talbingo Progress and Ratepayers Association meeting held on 6 March 2019.
3. Adopt the following recommendation/s from the minutes:

- a. Recommendation:

That Council write to NSW Forestry Corp. requesting a 12 months schedule of actual truck movements on the Talbingo - Batlow link road.

- b. Recommendation:

1. That Council provide to Talbingo Progress & Ratepayers Association the recently collected traffic data from Miles Franklin Drive.
2. That a request by Council be passed on to the Traffic Committee to assess the 100 kph section of Miles Franklin Drive for safety with the possibility of reducing the speed to 80 KPH.

- c. Recommendation:

That a request by Council be passed on to the Traffic Committee to assess the safety of the Junction of Grove, Ryan and Clayton Streets with the possibility of converting the existing Give-Way sign to a Stop sign.

BACKGROUND:

The Talbingo Progress and Ratepayers Association objectives are to provide civic leadership to the Talbingo community and to stimulate the ongoing economic community, social and cultural prosperity of the community of Talbingo and its environs.

REPORT:

At the meeting of the Talbingo Progress and Ratepayers Association the following items of business directly relating to Council were discussed:

- Business arising from the previous minutes include:
 - Council were asked to confirm if the project for the Jack Bridle Cycle/Pathway to be sealed and wheelchair assessable would commence in May or June.

- Holiday waste arrangements were successful. Council has been asked to continue to lobby the NSW Government to re-introduce waste disposal facilities in KNP for the period between Christmas and January.
- Access to Batlow link road closed over the Christmas period even though there was logging happening in the area. The committee is recommending that Council write to NSW Forestry Corp requesting a 12 month schedule of truck movements on the Talbingo-Batlow link road.
- Cemetery for Talbingo still waiting on information from Lands Department.
- Talbingo Library Amenities Meeting – ongoing discussions.
- Street and Public Tree Plantings – Policy due for release in early 2019.
- Playground adjacent to Shopping Centre – start date and budget to be confirmed by Council.
- Miles Franklin Toilet block upgrade – Confirmation needed on upgrade plans.
- Draft Terms of Reference – Council is working with all committees over the coming months to develop new TOR's.
- Discussion on the Snowy 2.0 project. No longer using barges from the Talbingo dam spillway, but the spillway will be closed for other unrelated reasons.
- Speed limits along Miles Franklin Drive – there was a suggestion to lower the speed limits due to walkers and cyclist using this section of road. This report includes a recommendation for this matter to be referred to the Local Traffic Committee for assessment.
- A proposal was tabled for a stop sign to be erected at the junction of Grove, Ryan and Clayton Streets for safety reason. This recommendation has been included in this report.
- The Treasurers report was distributed showing a closing balance of \$10,633.84.

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

Integrated Planning and Reporting Framework:

CSP Outcome 2028

Theme 4: Communication & Engagement

Delivery Outcomes

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

Operational Actions

4.5.9 Provide support to volunteer groups and section 355 committees

SUSTAINABILITY ASSESSMENT:

Financial and Resources Implications

The Talbingo Progress and Ratepayer Association have a positive bank balance of \$10,633.84 as recorded in the minutes.

Costs and Benefits:

Nil

Policy, Legal and Statutory Implications:

Local Government Act 1993

RISK MANAGEMENT – BUSINESS RISK/WHIS/PUBLIC:

Nil

OPTIONS:

Nil

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

The Director Internal Services and Councillor Cross regularly attend the Talbingo Progress and Ratepayer Association and support this committee.

Attachments

- 1 Minutes - Talbingo Progress & Ratepayers Association - Meeting 6 March 2019 [↓](#)



The Secretary
P.O. Box 6
TALBINGO NSW 2720

Talbingo Progress And Ratepayers Association.



ABN 12 881 275 246

MINUTES OF THE GENERAL MEETING HELD WEDNESDAY 6 MARCH 2019

Meeting Opened: 7:35 pm

PRESENT:	Lorraine Oliver Jo Erskine Anne Brien Cate Cross Leanne Dunn (by phone)	Regina Roach Bob Erskine Bruce Brien Robyn Harvey	Joy Otto Frank McCorry Allan Leggett Solly Seidl	Ross Shield James Smith Lindsay Raymond Gary Bilton
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APOLOGIES: None.

CHAIRPERSON: Regina Roach.

NEW & RENEWED MEMBERS: Di O'Keefe, Peter Turner, David Hooper, Bob Quarmby.

ACCEPTANCE OF THE PREVIOUS MINUTES:

AMENDMENTS:

To include Anne and Bruce Brien, Leanne Dunn, Fiona Scott and Gary Bilton as present.

Treasurers Report to list Dec 2018 and Jan 2019 Financial Reports.

To mention welcoming Guest Speaker Fiona Scott Co-ordinator of Tumut District Community Transport.

To mention a welcome to Councilor Cate Cross, Council's Robyn Harvey Director Internal Services and Council's Tracey Wiggins Division Manager Community Services.

RESOLVED: Moved Lorraine 2nd Joy that the amended minutes of the Talbingo Progress and Ratepayers Association held on 6 February 2019 be accepted. Carried.

WELCOME: Regina welcomed Councilor Cate Cross and Council's Robyn Harvey Director Internal Services.

BUSINESS ARISING FROM THE MINUTES:

Walking Tracks in Talbingo – Peter Thompson reiterated his commitment to completing the walking sheets review.

Gate at Church yard – (Letter sent 16-4-18). There is a new Church of England minister who may now be on the committee. Leanne to talk to Theresa Caffery re progress so far.

That the Jack Bridle Cycle/Pathway be sealed to be wheelchair accessible - James reported receiving a phone call from Council (Trudy Crawford?) saying this project would start in May or June. Robyn to confirm this.

Flagpoles for Cenotaph Grant Application - Ongoing. Jo to contact Council's Trudy Crawford.

General Waste Collections - It was agreed the new arrangements for the holiday period were successful. Robyn reported Martin, the new waste officer will be presenting a waste strategy in June for public comment and we should ensure the new arrangement is included for ongoing Christmas Holidays. Regarding Park visitors dumping their rubbish bags in town; Robyn is continuing with our recommendation. That Council lobby the NSW Government to re-introduce waste disposal facilities in KNP for the period between Christmas and January.

Access to Batlow Link Road - Leanne reported the road was closed for parts of the Christmas Holiday period even when there appeared to be no logging activity. NSW Forestry Corp. in past seasons has allowed access over holiday periods. Moved Bob 2nd Allan **Recommendation: That**

Council write to NSW Forestry Corp. requesting a 12 months schedule of actual truck movements on the Talbingo - Batlow link road.

Wheelchair Access - 1. Rollover for wheelchair access on the north-west corner of Bridle and Lampe streets and 2. From Bike Path to Golf Club - Ongoing.

Proposed Community Energy Project - Ongoing.

Proposed Cemetery for Talbingo - Robyn reported Council is waiting to hear back from Crown Lands Dep't.

Talbingo Library Amenities Meeting - Robyn reported she is still in the process of organising NSW Dep't Education's Russell Graham Director of Educational Leadership for Gundagai Principals for the meeting to be held at the end of March or early April. Ongoing.

Street and Public Tree Plantings - A policy is still to come out "early in 2019".

Proposed Hume and Hovell Walking Track and Cycleway Master-plan - James spoke to Fiona - Federal Liberal Candidate for Eden-Monaro re swing -bridge. He has sent her the plans.

\$8.8 Million Stronger Communities Funding - \$200,000 Playground adjacent to Shopping Centre -

Gary reported from Council Minutes the required quarterly reporting on these projects had been overlooked by Council. From the first report the concept design has cost \$15,000 leaving \$182,000. James reported someone in Council (Trudy Crawford?) said this project will start this month. Robyn to confirm this.

Miles Franklin Park Toilet Block Upgrade - From our December Minutes "Heinz will check if there's a work programme for this". Frank said there are plans to paint and replace some roofing. Robyn to follow up on this.

Draft Terms of Reference for TPRA - Robyn reported due to many and varied requests from some 355 Committees and after much discussion, Council will work on a future TOR, and risk management requirements during the next six months.

Snowy 2.0 Focus Group - James reported speaking to SnowyHydro's Dean Lynch who said SnowyHydro has decided not to operate barges from Talbingo Dam spillway however for operational reasons unrelated to Snowy 2.0 the spillway will be permanently closed to public access. The barge decision means existing traffic flow along Miles Franklin Drive will not be affected. All traffic for the Snowy 2.0 Exploratory Tunnel will be via the Lobs Hole Link Road. James also spoke to local member Joe McGirr who then contacted the NSW Minister for the Environment. NSW Planning Contact Officer is now Anthony Ko. The Snowy 2.0 approval details are available on:

http://majorprojects.planning.nsw.gov.au/index.pl?action=view_job&job_id=9208

Robyn spoke to Dean Lynch regarding the local economic opportunities for Talbingo stemming from the project. She said there are 2 parts to the focus group. 1. Snowy 2.0 operations. & 2. The actual future economic opportunities for Talbingo. Robyn suggested Council's Economic Development Officer Natasha Borschmann/McQueen come to a meeting of the Focus Group. Members of the group are: James Smith, Robyn Harvey, Bob Erskine, Antti Roppola, Russ Davies, Leanne Dunn and Stacey Harris (Talbingo Lodge).

Talbingo Tattoo - 2018 - Lorraine reported a final payment to acquit the 2018 grant was received from Council for \$600. This will be put with accumulated revenue for 2019 Tattoo. Gary reported letters of thanks still to be sent.

Book Trolley - It was suggested books could be on sale at the Easter Markets. Joy and Jo will select the books and Jo and Leanne and family will attend the stall.

Discussion on the speed limits along Miles Franklin Drive - Bob suggested lowering the 100 kph zone west of Talbingo to 80 kph due to walkers and cyclists using this section where some sight distances are too short. James reported he had emailed Council's GM in September requesting data which was recently collected. Moved Bob 2nd James **Recommendation: 1. That Council provide to TPRA the recently collected traffic data from Miles Franklin Drive. 2. That a request by Council be passed on to the Traffic Committee to assess the 100 kph section of Miles Franklin Drive for safety with the possibility of reducing the speed to 80 KPH.**

The motion was put to a vote with a majority in favour.

Proposed Stop Sign Junction of Grove, Ryan and Clayton Sts - A resident has proposed the Give-Way sign at present on this junction be changed to a stop sign for safety reasons. After discussion Moved James 2nd Allan **Recommendation: That a request by Council be passed on to the Traffic Committee to assess the safety of the Junction of Grove, Ryan and Clayton Streets with the possibility of converting the existing Give-Way sign to a Stop sign.** The motion was put to a vote with a majority in favour.

TREASURER'S REPORT:

Lorraine distributed a copy of the February 2019 report to all those present. **Opening Balance:** \$10,242.23. **Income:** Council Tattoo Grant: \$600, Book Trolley: \$248.80, Sale of Aust. Day Sausages: \$74.00, Membership Fees \$10, Talbingo Talkabout advertising 2019 - Ming Restaurant \$50. **Expenditure:** Talbingo Supermarket - Aust. Day \$342.00, Church of St. Paul Donation \$500.

Closing balance: \$10,633.84. The cash reserve balance was \$10,672.27 after adding interest of \$3.27. Invoice from Australia Post - renewal of PO Box \$35.00 was presented. Moved Lorraine 2nd Bob. That the outstanding invoice be paid and Treasurer's report as presented be accepted. Carried.

CORRESPONDENCE:

From Talbingo Public School - Letter re taking over community gardens.

- From Council's Minutes
- Stronger Communities Infrastructure Fund 1st Quarterly Report
 - Our November and December minutes presented for adoption.
 - GM's report on Deamalgamation
 - NSW Library Funding - Community engagement spaces with increasing demand.
 - Results of Council Satisfaction Survey
 - Annual Financial Statements - Operating loss of \$2.6 Million
 - Council's Khancoban General Store - half leased to SnowyHydro for Visitor Ctr
 - Report on Council's attendance at Snowy Region Construction and Development Conference - In anticipation of the impact of Snowy 2.0 on the regional economy.

From Federal Member for Eden-Monaro Mike Kelly - Flyer

Moved Gary 2nd Lorraine that correspondence be accepted. Carried.

GENERAL BUSINESS:

Talbingo Community Gardens - A letter from the Principal of Talbingo Public School - "I am writing to inform you that the students and staff will be taking over the full responsibility of these gardens into the future.....Mr Gary Bilton is the only remaining community gardener and I am happy for him to continue with his plot..... As we plan to turn the round herb garden into an Australian bush garden, we will no longer require the cover that you so generously offered to build. We will be retaining the fruit trees as they are growing so well."

It was decided to take this matter to the Talbingo Library Amenities Meeting with the aim of getting a reprieve from the Principal to advertise the availability of the garden to new members of the community who may not be aware of its existence.

Local Community Information Centre - Allan suggested the idea which could be manned by volunteers.

NEXT MEETING:

The next meeting will be held on Wednesday 3 April 2019 at the Country Club meeting room at 7.30 pm

TERMINATION: Meeting closed at 9.28 pm.

Cate and Robyn left the meeting at 9.10 pm.

11. MINUTES OF COMMITTEE MEETINGS**11.7 MINUTES - TUMBAFEST COMMITTEE MEETINGS - 13 FEBRUARY AND 20 MARCH, 2019**

REPORT AUTHOR: DIVISION MANAGER STRATEGY & PLACE
RESPONSIBLE DIRECTOR: ACTING DIRECTOR STRATEGY, COMMUNITY & DEVELOPMENT

RECOMMENDATION:**THAT COUNCIL:**

1. **Receive the report on the Minutes of the Tumbafest Committee Meetings held on the 13 February and 20 March, 2019 from the Acting Director Strategy, Community & Development.**
2. **Note the Minutes of the Tumbafest Committee Meetings held on 13 February and 20 March, 2019.**

BACKGROUND:

To present the minutes of the Tumbafest Committee Meeting held on the 13th of February 2019 and 20th March 2019.

The Tumbafest committee was established with the responsibilities for the strategic and future planning of the Tumbafest Festival held in Tumbarumba on the last weekend in February annually. The Tumbafest committee develop and implement operational aspects of the festival relying upon volunteer support to deliver a successful festival.

The Committee meets fortnightly and then weekly in the lead up to the event.

Tumbafest is reliant on sponsorship, bar, ticket and merchandise sales to fund the event each year. This is a licensed event and as such the organisers liaise with the licensing police to secure appropriate licences.

In 2019 Tumbafest was held at the Tumbarumba Creekscape on February 22nd and 23rd.

REPORT:

A pre event committee meeting was held on February 13th 2019 and a post event committee meeting was held on March 20th 2019. The meetings were held in a kind spirited manner with open and informed discussion. Decisions were made in a collaborative manner drawing on the knowledge and experience of committee members.

Summary Content13 February 2019

- SVC Update –
 - SVC DM Assets and Infrastructure provided an update on resurfacing and SVC activities
- Committee discussed Actions Arising:
- Event Coordinator Update
- Subcommittee Reports:

- General Business

20 March 2019

- Correspondence:
- Budget discussion
- Debrief commenced
- Next meeting April 3rd 2019

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

Integrated Planning and Reporting Framework:

CSP Outcome 2028

Theme 1: Towns and Villages

Delivery Outcomes

1.5 Support and promote community and tourism events and festivals

Operational Actions

1.5.2 Provide event support to community and tourism events

SUSTAINABILITY ASSESSMENT:

Financial and Resources Implications

In kind assistance is provided by Council. Council's Tourism Officer attends meetings and provides assistance as required, particularly through the use of the Tumbarumba Visitor Information Centre as a point of contact for event enquiries, ticket sales and event promotions. Other in-kind support includes works staff assisting at the event site and administrative support. This can result in staff requiring time in lieu for the time they spend assisting the event.

Another resource implication is the time spent by relevant Council staff in performing checks on amusement rides, devices and food stalls throughout the event.

Council land is used for the event and this requires it being closed to the general public for the duration of the event.

Note: the committee financial are not provided at this time as the next meeting will include a full review of the event ingoings and outgoings that can be tabled for Councillor review.

Costs and Benefits:

Costs include the above mentioned resource implications.

Benefits of Tumbafest are high and include, but are not limited to: socialisation, community engagement opportunities, positive impacts on the local economy through increased visitor numbers and associated spending, increased recognition of the area a tourism destination, fundraising opportunities for local community and sporting groups, supporting local businesses and accommodation providers and encouraging residents and community groups in volunteering.

Policy, Legal and Statutory Implications:

Nil

RISK MANAGEMENT – BUSINESS RISK/WHIS/PUBLIC:

Nil

OPTIONS:

Not applicable.

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

No

Attachments

- 1 Minutes - 13 February 2019 [↓](#)
- 2 Minutes - 20 March 2019 [↓](#)

Tumbafest Committee Minutes

Meeting 13 February 2019

Tumbarumba Council Chambers



Attendance / Apologies					
Ed Lauder President	Present	Andrew Rae	Present	Jackie Lauder	Present
Martin Burke	Present	Richard Cottam	Present	Helen Taylor	Present
Chris Blake	Present	Bruce Wright		Irene Lauder	Present
Karly Fynn	Present	Kylie Bradley	Present	Martin Brown	Present
Desley Kendell	Present	Sue Goldspink	Present	Julie Giddings	Present
Alison Dennis	Apology	Julia Ham	Apology	Kay Wilson	Present

Meeting Open: 5:10 pm

Agenda Item	Topic	General Discussion	Actions
1. Showground	Glen McGrath attended for this item and provided an update on showground and related SVC activities.	Showground is progressing well, Road closure (Hammonds Lane) from 7 am Friday until midday Monday - all sorted, police and ambulance advised, notice to go in Tumba Times, traffic control plan completed. Council will remove any fixtures that are causing obstruction. Council contacts during event 0409 914 417 Warren Adams or Mick Schliemann. Garbage truck & driver will be onsite at pool entry area for event duration, will progressively empty bins as required. Temporary fencing and gate/s will be done by SVC.	Ed, Martin Burke and Glen to inspect site 9 am Monday 18 Feb.
2. Previous Minutes/ Actions arising	Disabled toilet / Port-a-Loos.	Minutes confirmed Council unable to provide. Karly has quote from Kennards; Delivery \$170 each way, plus \$100 hire, plus pump out fee if required.	Moved; Martin Brown Seconded: Julie Giddings Karly to make enquiries with Gundagai Council, if not go ahead with Kennards.
	Cleaner	Robbie Livetts' business (RODP) is able to provide @ \$60/hr, on an as required basis. Cleaner must leave by 5pm each day but can start early each morning.	Agreed Entry ticket to be issued for both days.
	SES	Alison has tried to make contact but still no response to date on providing first aid services.	Karly to follow up.
	Purchase of wine glasses from TVA.	Richard clarified that \$2.50 was for unetched, \$4 for etched.	
	Mannus crew	Currently being organised, have requested site layout, and contact number provided for Ed and Karly	
	Mark Olive, celebrity chef	Richard has been in contact, Olive's agent has indicated that a herb pack will be required at an additional @ \$500. Discussion that this was not raised previously at any time during contract negotiations or since and is unreasonable especially at this late stage.	Agreed Karly and Richard to negotiate the best outcome they can. Moved; Martin Seconded; Julie
3. Correspondence	Nothing material to report		
4. Event Coordinator update & Operational	Opening Ceremony	Jackie to confirm National Anthem Singer Invitations have been extended to; Greg Aplin MLA Snowy Valleys Council; No answer received yet Costa; Nickon will attend Hyne Timber Bendigo Bank; Deborah Waddell will attend	Kylie will follow up Council
	Event Rosters	Karly has circulated to all, Kylie and Andrew unavailable Sat afternoon.	Karly/Jackie to finalise
5. Sub Committee Reports	Sponsors	Only minor issues to be tidied up.	
	Market Stalls	Julie is finalising	Julie
	Access to bridge end of near Hammond Lane	Julie will speak with Danny Goldspink to ensure access is clear.	Julie

Agenda Item	Topic	General Discussion	Actions
6. General Business	Merchandise	Committee agreed prices; Stubby holders; \$10 Jute Tote Bags \$20 Ducks \$5 Bucket Hats \$15 Bumper Stickers \$2	
	Bar Prices	Committee agreed; Full Strength Beer - \$5 <ul style="list-style-type: none"> • Melbourne Bitter • VB • Great Northern • Carlton Dry Boutique Beers - \$6 <ul style="list-style-type: none"> • Mountain Goat • Summer Mountain Goat • Peroni Light Beer - \$4.50 <ul style="list-style-type: none"> • Cascade premium light Cider - \$6 <ul style="list-style-type: none"> • Somersby Cider Ready to Drinks - \$9 <ul style="list-style-type: none"> • UDLS • Bundy & Coke • Canadian & Dry • Jim Beam & Coke Coca Cola - \$3 Kirks Soft Drinks - \$2 Water \$2 Bags of Ice - \$4 6 Copies of bar price list to be laminated	
	Trailer pick up from Valmar Tumut	Need to be collected from Tumut	Ed will ask Glen McGrath whether he can pick it up.

Meeting Close: 6:58 pm

Next meeting date: Event Operational Task run through - Thursday 21 February 2019, 5pm at Creekscape Gazebo.

Tumbafest Committee Minutes**Meeting 20 03 2019****Tumbarumba Council Chambers**

Attendance / Apologies					
Ed Lauder President	Present	Andrew Rae	Apology	Sue Goldspink	Present
Martin Burke Vice President	Present	Richard Cottam	Present	Julia Ham	Present
Chris Blake Treasurer	Present	Bruce Wright	Absent	Jackie Lauder	Present
Karly Fynn Event Coordinator	Present	Martin Brown	Present	Irene Lauder	Present
Desley Kendall	Present	Helen Thomas	Present	Kylie Bradley	Present
Alison Dennis	Apology	Julie Giddings	Present	Kay	Apology

Meeting Open: 5:30pm

Agenda Item	Topic	General Discussion	Actions
Previous Minutes		Previous minutes as read	Moved: Desley Seconded: Richard
Correspondence	Just Loos	Karly corresponded with Just Loos regarding a cost reduction due to water problem. Just Loos said they they were only willing to reduce the cost by \$200	
	Oztix email list	To get access deed of agreement between council and oztix needs to be signed. Letter requesting this sent to Matthew Hyde. No response as yet	Julia Ham or Kylie Bradley will follow up with the SVC
	Laura F from Nest cafe	Mel from health at SVC gave her tarp to place on the ground of her stall. Tarp left at Tumbafest. Laura has been invoiced \$34 for cost	Tumbafest lockup will be checked for tarp.
	Michelle G from Wagga Licencing Police	Wants debrief with Tumbafest president and licencees on 2 nd or 3 rd April	Karly will arrange meeting Moved: Jackie Seconded: Susie
Budget	All information not yet available from SVC	Ticket sales \$64,658 Budget \$72000 Financials from council show at this stage a profit of about \$21000 but there are invoices still to come in. It is projected that the event will break even or have a slight loss	
Debrief	Committee commenced event debrief. Will continue debrief at next meeting Wednesday 3 April.		

Meeting Close: 7:00pm**Next meeting date:** Wednesday 3rd April 2019, 5pm at Council Chambers

11. MINUTES OF COMMITTEE MEETINGS**11.8 MINUTES - TUMBARUMBA FRIENDS OF THE LIBRARY COMMITTEE MEETING - 7 MARCH 2019**

REPORT AUTHOR: GOVERNANCE & COMPLIANCE OFFICER
RESPONSIBLE DIRECTOR: DIRECTOR INTERNAL SERVICES

RECOMMENDATION:**THAT COUNCIL:**

1. **Receive the report on the Tumbarumba Friends of the Library Committee from Director Internal Services.**
2. **Note the Minutes of the Tumbarumba Friends of the Library committee meeting held on 7 March 2019**

BACKGROUND:

The Friends of the Tumbarumba Library is a Section 355 committee without any delegated powers. All decisions of the committee constitute recommendations to Council.

The effectiveness of the committee depends on community support.

The purpose of the committee is to:

- Provide a common meeting ground for patrons of the Tumbarumba Library.
- Provide a forum for discussion of Tumbarumba Library issues.
- To assist and encourage enhancement of the Tumbarumba Library and to raise funds to assist in the development of resources within the Library.

REPORT:

The committee meeting of the Tumbarumba Friends of the Library held on the 7 March 2019, held discussions on the following topics:

- Minutes of the previous meeting adopted.
- Correspondence received from: Khancoban Public School, Rosewood Public School, Tumbarumba Public School and Tumbarumba High School all seeking donations for the annual presentation nights.
- Business arising matters discussed were: A selection of a new logo for Friends of the Library and fundraiser results.
- Treasurer's report was tabled with a closing balance of \$9,105.64. Refer to attached copy.
- New business discussion included: The holding of a Tupperware and Nordex fundraiser to be held at the Library and the possibility of having a wood raffle at the next street stall.
- General business items raised were the vacant executive positions for the committee. A call for nominations for President, Vice President and Publicity Officer. There were three nominees accepted and elected to the positions.
- The Tumbarumba Librarians report was tabled and a copy is attached to this report.
- Next meeting is to be held in either August or September.

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

Integrated Planning and Reporting Framework:

CSP Outcome 2028

Theme 4: Communication & Engagement

Delivery Outcomes

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

Operational Actions

4.5.9 Provide support to volunteer groups and section 355 committees

SUSTAINABILITY ASSESSMENT:

Nil

Financial and Resources Implications

Nil

Costs and Benefits:

Nil

Policy, Legal and Statutory Implications:

Local government Act 1993

RISK MANAGEMENT – BUSINESS RISK/WHIS/PUBLIC:

Nil

OPTIONS:

Nil

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Nil

Attachments

- 1 Minutes of the FOTL meeting 7th March 2019 [↓](#)

**MINUTES OF THE FRIENDS OF THE LIBRARY MEETING HELD AT
THE TUMBARUMBA LIBRARY WEDNESDAY 7th March 2019 at 4pm**

PRESENT: Vicki Hulm (Librarian) Karen Farrell (Secretary), Tracey Wiggins (Division Manager Community Services), Angeline Mulder (Treasurer), Kim Towse, Nanette Botha

APOLOGIES: None

Meeting opened at 4.05pm by Tracey Wiggins

MINUTES OF PREVIOUS MEETING:

Karen moved the minutes and Vicki seconded

CORRESPONDANCE:

Letters received from: -

Khancoban Public School

Rosewood Public School

Tumbarumba Primary School and Tumbarumba High School, requiring donations for their presentation nights. Cheques were written and posted. Copies of the letters on File with Karen

Country style magazine needs renewing. Committee voted to continue the renewal of Country Style magazine. Vicki will try to renew online.

BUSINESS ARISING:

- Various logos were put together by Donna from Snowy Valleys Council in Tumut. We can make changes to these logos if we want. Vicki will put up a poll on Facebook to take a vote on which logo the Friends of the Library will use in the future for their stationary and advertising material.

-Karen followed up with Linda regarding the garden club fundraiser. Members of the Committee sat on the front desk on a roster system. We sat on the garden of Heath and Susan McElnea on Batlow Road. The total raised after the weekend of \$5 entry sales, raffle tickets, and cake sales was \$1002.00. At the presentation of the cheques, Asgard Nursery at Laurel Hill generously donated their takings \$1310.00 to the Friends of the Library Committee which brought the fundraising total to \$2312.00. Vicki and Karen organised and posted thankyou cards to the McElneas' and Asgard Nursery.

TREASURERS REPORT

Karen moved the report and Kim seconded

Reconciliation Report 31 January 2019

The Friends of the Tumbarumba Library

Bendigo Bank Cheque Account Number: 134986488
 Date of Bank Statement: 01/01/2019 - 31/01/2019
 Last Reconciled Date: 31/12/2018
 Last Reconciled Balance: \$ 9,108.75

Date	Transaction	Withdrawals	Deposits	Balance
1/01/2019	Opening Balance			\$ 9,108.75
1/01/2019	Interest		\$ 0.39	\$ 9,109.14
1/01/2019	Transaction Fees for cheque withdrawal	\$ 3.50		\$ 9,105.64
	Transaction totals / Closing Balance	\$ 3.50	\$ 0.39	\$ 9,105.64

Reconciliation:			
Balance Per Books on 31/01/2019			\$ 9,105.64
Add: Outstanding Cheques			\$ -
	Subtotal		\$ 9,105.64
Deduct: Outstanding Deposits			\$ -
Expected Balance on Statement:			\$ 9,105.64

The Friends of the Tumbarumba Library									
Financial Period: 1/07/2018 - 30/06/2019									
Date	Income	Donations	Street Stall	Bank Interest	Fundraising	Membership	Other	Notes	
1/07/2018	\$ 0.39			\$ 0.39					
1/08/2018	\$ 0.30			\$ 0.30					
1/09/2018	\$ 0.30			\$ 0.30					
28/09/2018	\$ 10.00	\$ 10.00						Bendigo Bank Donation	
1/10/2018	\$ 0.39			\$ 0.39					
11/10/2018	\$ 1,002.00	\$ 1,002.00						Garden Club Gate Fees & Raffle	
11/11/2018	\$ 0.30			\$ 0.30					
15/11/2018	\$ 1,310.00	\$ 1,310.00						Garden Club Donation	
1/12/2018	\$ 0.36			\$ 0.36					
1/01/2019	\$ 0.39			\$ 0.39					
TOTAL	\$ 2,324.23	\$ 2,322.00	\$ -	\$ 2.23	\$ -	\$ -	\$ -		
Date	Expenses	Cheque no	Bank Fees	Events	Donations	Library	Sundries	Notes	
1/07/2018	\$ 0.70		\$ 0.70						
12/11/2018	\$ 28.05	183		\$ 28.05				AGM Advertisement in Newspaper	
1/12/2018	\$ 2.10		\$ 2.10						
1/12/2018	\$ 50.00	184							
16/12/2018	\$ 50.00	185							
16/12/2018	\$ 25.00	186							
16/12/2018	\$ 50.00	186							
18/12/2018	\$ 25.00	187							
1/01/2019	\$ 3.50		\$ 3.50						
TOTAL	\$ 234.35		\$ 6.30	\$ 28.05	\$ -	\$ -	\$ -		

Opening Balance on 1/7/2018	\$ 7,015.7
Income Total	\$ 2,324.2
Expend Total	\$ 234.35
Total	\$ 9,105.6
Closing Balance on 31/12/2018	\$ 9,105.6

NEW BUSINESS:

Cathy Stewart would like to hold a Tupperware and Nordex fundraiser for the FOTL. She will organise this and hold it at the library. She will organise this in the next month or so.

If we want to do a street stall Kylie's dad will kindly donate some wood again. Street stall to be booked for the 9th of May to coincide with Mother's Day.

GENERAL BUSINESS

Vacant positions: -

Nominations were call for President, Vice-President and Publicity Officer.

The following people accepted nominations and were elected into the committee: -

PRESIDENT – Amanda Browning

VICE-PRESIDENT – Nanette Botha

PUBLICITY OFFICER – Kim Towse

Congratulations, Thank you and welcome to the Friends of the Library

We need a second signatory on the account as Kylie has to be taken off. Kim Towse has agreed to be the second signatory along with Angeline.

Some fundraising ideas were put out by some of the new members. They were:

Something for Father's Day

Mothers Day

Children pay a small fee and make some craft

LIBRARIANS REPORT:

Friends of Tumbarumba Library
March 2019
Librarians Report

We currently have a Travelling Exhibit from National Gallery of Australia on display at the library until Wednesday 27th March. This unique exhibit was made possible by The Elaine and Jim Wolfensohn Gift, with the aim to provide not only access across Australia, but also for Children and Adults to have the opportunity to handle and discover treasured objects. The Red case – Myths and Rituals, encompasses artworks based on Traditions and Ceremonies from India, China, Africa and Australia. The Yellow Case – Form, Space and Design showcases contemporary works of art.

The annual Community Reading Day is to be held on Thursday 11th April at the Library and surrounding park area. As you know this year it would not have been possible for us to hold the event without the successful community grant that FOTL was awarded.

School Holiday programs include an Easter Craft workshop for children under 10 and also a children's musical group *The Vegetable Plot* will be performing at the library, both events will be held in the first week of the holidays.

Kathy will be starting a new program for children called Mindful Mondays, it will held at the library from 3.30-4.30pm each week for children in Years 4-6. We also have a Baby Rhyme Time program and National Simultaneous Storytime coming up in May, as well as some after school programs and Adult craft workshops.

The FOTL Reading Challenge for 2019 has started, this year we have made it open to Adults and also Children in Primary and High School. We will see how it goes and review it again towards the end of the year.

Kathy and I will be at a training day in May provided by the Outreach team at Riverina Regional Libraries. The training will be for a variety of new programs including Macramé, making Silk Paper, Recycled Book Art – Wreaths and Ornaments, Needle Felting, felt jewellery and also Beeswax products.

NEXT MEETING: To be advised. Approximately Aug or September 2019

The meeting was closed by Tracey at 5.10pm

11. MINUTES OF COMMITTEE MEETINGS**11.9 MINUTES - TUMBARUMBA MEN'S SHED COMMITTEE MEETING - 27 FEBRUARY 2019**

REPORT AUTHOR: GOVERNANCE & COMPLIANCE OFFICER
RESPONSIBLE DIRECTOR: DIRECTOR INTERNAL SERVICES

RECOMMENDATION:**THAT COUNCIL:**

1. **Receive the report on the Tumbarumba Men's Shed minutes from Director Internal Services.**
2. **Note the Minutes of the Tumbarumba Men's Shed meeting held on 27 February 2019.**

BACKGROUND:

The Tumbarumba Men's Shed committee was created to manage the facility known as the Tumbarumba Men's Shed. This facility is located at the Tumbarumba Showgrounds, The Parade, Tumbarumba.

This shed provides a much needed space for older men to interact with others, learn new skills, exchange skills and ideas, socialise and become involved in a likeminded community building a safe, supportive and comfortable environment.

REPORT:

A general meeting of the Tumbarumba Men's Shed committee was held on the 27 February 2019, and included the following items of discussion:

- Minutes of the previous meeting were read.
- Matters arising from those minutes included: Child shop stand now collected and no electricity contribution has yet been received from the Pony Club.
- Treasurers report showed a closing balance of \$3,791.98
- Project completed – Drink stands and repaired cockatoo
- Project underway included letter box and Railway sign.
- General Business – Date for the next Street Stall.
- Next meeting date will be 27 March 2019

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

Theme 4: Communication & Engagement

Delivery Outcomes

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

Operational Actions

4.5.9 Provide support to volunteer groups and section 355 committees

SUSTAINABILITY ASSESSMENT:

Nil

Policy, Legal and Statutory Implications:

Local Government Act 1993

RISK MANAGEMENT – BUSINESS RISK/WHIS/PUBLIC:

Nil

OPTIONS:

Nil

COUNCIL SEAL REQUIRED:

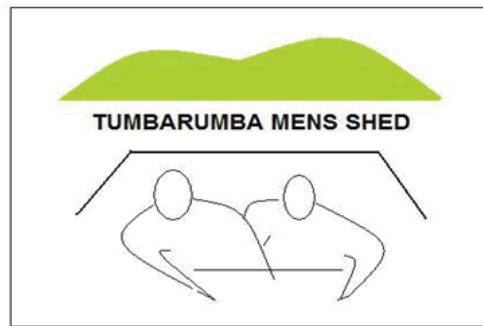
No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Nil

Attachments

- 1 Minutes of the Meeting of the Tumbarumba Men's Shed 27th February2019 [↓](#)



TUMBARUMBA MENS SHED MINUTES

MINUTES OF MEETING

27th February 2019

Present: Ian Harrison, Jeff Underwood, Gerry Hall, Ron Passlow, Bill Hennes

Apologies: Ken Campbell, John Wittich, Graham Derrett

Minutes: The minutes of the previous meeting were read.

Moved Ron Passlow Seconded Ian Harrison

Matters Arising out of the Minutes:

Child Shop stand has been collected this week.

Pony Club has yet to make a donation for the electricity they used for Zone 20.

Moved that the minutes be accepted: Ian Harrison **Seconded:** Jeff Underwood

Treasures Report:

Balance Brought Forward: \$3384.08

Income:

Sale of Surf Cat \$500.00

Sale of Drink Stand \$ 75.00

Donation \$ 6.00

Expenses

Hammonds Varnish \$ 23.00

Christmas Party Food \$106.85

Sanding discs etc. \$ 97.25

Closing Balance \$3791.98

Moved: Ian Harrison **Seconded.** Gerry Hall

Correspondence:

Received:

AMSA Insurance Letter

AMSA Calendar

Sent:

AMSA Insurance

Projects Completed:

4 Drink Stands

Repaired Cokatoo

Projects Under way or planned:

Elaine Bousfield 0467655999 - Letter Box

Railway Sign letters to be welded – Ron Frew Jeff to contact.

General Business

Next Street Stall, Ian to investigate 7th or 21st June 2019

There being no further business the meeting closed at 10.40 am.

Next meeting at 10.00 am 27th March 2019

12. CONFIDENTIAL

The Local Government Act provides that Council may close to the public that part of the meeting that deals with matters of a confidential nature. Section 10(2) lists such matters.

The grounds on which a meeting is closed to the public must be specified in the decision to close the meeting and recorded in the minutes of the meeting.

Recommendation:

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

12.1 MISSED WATER METER READING

Item 12.1 is confidential under the Local Government Act 1993 Section 10A 2 (b) as it relates to discussion in relation to the personal hardship of a resident or ratepayer and Council considers that discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

12.2 TENDER 2019/01 - ALPINE WAY (MR677) SLOPE REMEDIATION WORKS (SLOPES 11906 & 11967)

Item 12.2 is confidential under the Local Government Act 1993 Section 10A 2 (d)i and (d)ii as it relates to commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it and information that would, if disclosed, confer a commercial advantage on a competitor of the council and Council considers that discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

12.3 RFT 2019/012 - TUMUT BIKE PUMP TRACK

Item 12.3 is confidential under the Local Government Act 1993 Section 10A 2 (d)i and (d)ii as it relates to commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it and information that would, if disclosed, confer a commercial advantage on a competitor of the council and Council considers that discussion of the matter in an open meeting would be, on balance, contrary to the public interest.