



SNOWY VALLEYS COUNCIL MEETING
BUSINESS PAPER
21 FEBRUARY 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 A Councillor who has declared a pecuniary interest in a matter before the council but has withdrawn from the meeting because of that declaration is not counted in considering whether the meeting is quorate for that matter.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 21 February 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

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

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7. NOTICE OF MOTION/NOTICE OF RESCISSION

8. MAYORAL MINUTE

NIL

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13. MEETING CLOSURE

5. CONFIRMATION OF MINUTES**5.1 Ordinary Meeting - 11 December 2018****Recommendation:**

That the Minutes of the Ordinary Council Meeting held on 11 December 2018 be received and confirmed as an accurate record

5.2 Extraordinary Meeting - 17 January 2019**Recommendation:**

That the Minutes of the Extraordinary Council Meeting held on 17 January 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 TUESDAY 11
DECEMBER 2018 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, Councillor Bruce Wright.

IN ATTENDANCE:

General Manager Matthew Hyde, Acting Director Assets and Infrastructure Heinz Kausche, 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

M330/18 RESOLVED that a Leave of Absence for the meeting previously granted to Cr Benjamin be received and granted.

Cr M Isselmann/Cr B Wright

3. DECLARATIONS OF INTEREST

The General Manager Matt Hyde declared a less than significant non-pecuniary interest in item 10.1 Rock the Turf Music Festival as a volunteer in the event, therefore will act in the interest of the whole community and will remain in the meeting for the discussion and vote.

4. PUBLIC FORUM

- Dr Neil Hamilton addressed Council in relation to Report #9.2 Deamalgamation.

5. CONFIRMATION OF MINUTES

M331/18 RESOLVED:

That the Minutes of the Ordinary Council Meeting held on 22 November 2018 be received.

Cr Margaret Isselmann/Cr John Larter

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 PRESENTATION OF THE 2017-2018 ANNUAL FINANCIAL STATEMENTS**

M332/18 RESOLVED:
THAT COUNCIL:

1. formally present the 2017-2018 Audited Annual Financial Statements and Audit reports to the public in accordance with Section 418 and 419 of the Local Government Act; and
2. Note that the 2017-18 Annual Report has been updated based on the finalised Audited Annual Financial Statements.

Cr Julia Ham/Cr John Larter

9.2 DEAMALGAMATION

M333/18 RESOLVED:
THAT COUNCIL:

1. Receive the report on Deamalgamation from the General Manager.

Cr John Larter/Cr Cor Smit

M334/18 RESOLVED:
THAT COUNCIL:

2. Not support a demerger proposal to the NSW Government, and through this resolution, offer the wider community reassurance of continued commitment to developing Snowy Valleys Council into a high performing, sustainable council.

Cr John Larter/Cr Cor Smit

M335/18 RESOLVED:
THAT COUNCIL:

3. At this stage not commit ratepayer resources to a plebiscite on the demerge issue.

Cr J Ham/Cr B Wright

9.3 ADOPTION OF ADVOCACY PRIORITIES

M336/18 RESOLVED:
THAT COUNCIL:

1. Receive the report on Adoption of Advocacy Priorities from the General Manager.
2. Adopts the Snowy Valleys Council Advocacy Plan 2018-19 with minor amendments as approved by the Mayor and General Manager.

Cr Cor Smit/Cr John Larter

9.4 MODEL CODE OF CONDUCT COMPLAINTS STATISTICS REPORT - 2017-18

M337/18 RESOLVED:
THAT COUNCIL:

1. Receive the report on Code of Conduct Complaints Statistics Report – 2017-18 from Director Internal Services.
2. Note the Code of Conduct complaints statistics for the year ended 30 September 2018.

Cr John Larter/Cr Julia Ham

9.5 ADOPTION OF PROCUREMENT POLICY

M338/18 RESOLVED:
THAT COUNCIL:

1. Receives the report on the Procurement Policy from the Division Manager People, Culture and Governance; and
2. Adopt the Procurement Policy (SVC-RM-PO-049-01).

Cr John Larter/Cr Cate Cross

9.6 CREDIT CARD AUTHORISATION CONTROLS**M339/18 RESOLVED:**
THAT COUNCIL:

1. Note that adequate controls are in place to minimise the risk of fraudulent activity through the use of a corporate credit card based on the recently revised and adopted Credit Card Policy.

Cr Cor Smit/Cr Bruce Wright

9.7 STATEMENT OF INVESTMENTS AS AT 30 NOVEMBER 2018**M340/18 RESOLVED:**
THAT COUNCIL:

1. Receive the Statement of Investments as at 30 November 2018.

Cr Julia Ham/Cr Bruce Wright

10. MANAGEMENT REPORTS**10.1 ROCK THE TURF MUSIC FESTIVAL - REQUEST TO BECOME A S355 COMMITTEE****M341/18 RESOLVED:**
THAT COUNCIL:

1. Receive the report on Rock the Turf Music Festival – Request to become a s355 Committee from Acting Director Strategy, Community & Development.
2. Approve the request to establish the Rock the Turf committee as a committee of Council under Section 355 of the Local Government Act 1993 to review in 3 years; in order to grow the event as a self-funded, sustainable festival.
3. Adopt the draft Terms of Reference for the Rock the Turf Committee.
4. Receive a report in the 2020/2021 financial year on the progress of the Rock the Turf Music Festival's sustainability.

Cr John Larter/Cr Bruce Wright

10.2 NSW LIBRARY FUNDING

M342/18 RESOLVED: THAT COUNCIL:

1. Receives the report on the NSW Libraries Funding from Division Manager Community Services.
2. Continues to support the 'Renew Our Libraries' campaign for sustainable funding.
3. Writes to the Canberra Region Joint Organisation (CRJO) and Riverina Eastern Regional Organisation of Councils (REROC) requesting that they join the Renew Our Libraries campaign advocating for a sustainable increase in NSW Libraries Funding.

Cr Cate Cross/Cr Margaret Isselmann

10.3 SERVICE REVIEW PROJECT - PROJECT UPDATE AND COMMUNITY FEEDBACK

M343/18 RESOLVED: THAT COUNCIL:

1. Receive and note the interim report on Service Review Project – Project update and Community Feedback from Acting Director Assets and Infrastructure.
2. Hold a further workshop on 17 January 2019 to review the community feedback and determine how it will inform Council's next revision of the Delivery Program and Resourcing Strategy.

Cr Julia Ham/Cr Margaret Isselmann

10.4 DISASTER RECOVERY FUNDING ARRANGEMENTS

M344/18 RESOLVED: THAT COUNCIL:

1. Receive this report on the new Disaster Recovery Funding Arrangements (DRFA) implemented by the NSW Government Office of Emergency Management effective from 1 November 2018
2. Endorse proceeding with the 'opt-in' Interim NSW Labour Co – Funding Arrangements noting that this will include:
 - a. eligibility to claim for costs related to day labour (incl. internal plant and equipment hire)
 - b. an extended time limit for Emergency Works from 21 days to 3

months

- c. a new co-funding model aligned with the DRFA cost-sharing principles, which includes an increase in the thresholds set under the DRFA. The maximum difference in thresholds is modelled to be in the order \$101,780 subject to the extent of the disaster and variations in the rate income base. Council cannot claim for disaster funding under these thresholds.

Cr John Larter/Cr Bruce Wright

10.5 MCMEEKIN STREET TUMBARUMBA - LAND SALE

M345/18 RESOLVED: THAT COUNCIL:

1. Receive this report for the proposed sale of Council owned land described as Lot 1 DP1148834 located in McMeekin Street Tumbarumba.
2. Authorise the sale of Lot 1 DP1148834 McMeekin Street Tumbarumba through an Expression of Interest Process.
3. Delegate authority to the General Manager to negotiate and finalise the terms of sale including the sale price provided it is within 20% of the market appraisal.
4. Authorise the affixing of the Common Seal of Council to the transfer documents and any other documentation required to give effect to this resolution.

Cr John Larter/Cr Bruce Wright

10.6 MANNUS LAKE BLUE-GREEN ALGAE MANAGEMENT - ASSISTANCE

M346/18 RESOLVED: THAT COUNCIL:

1. Receive this report for the provision of assistance to impacted residents in the event of a Blue-Green bloom in Mannus Lake during the 2018/19 Summer.
2. In the event of a Blue-green algal bloom during the summer of 2018/2019, provide public health assistance in accordance with Section 356 of the Local Government Act to affected residents, comprising of the following:
 - a. water sampling and testing of domestic water supplies capped at one sample per household.
 - b. supply and delivery of domestic water to affected residents who have no other alternative domestic water source capped at one 13,000 litre load per fortnight per household.

3. Endorse advertising by public notice for 28 days the resolution to provide the above assistance, in the event of a Blue-Green algal bloom in Mannus Lake, in accordance with Section 356(2) of the Local Government Act, noting the following conditions:
 - a. should any objections be received, Council reserves the right not to provide any assistance.
 - b. residents being made aware that Council has no obligation to assist residents as Council does not normally supply these dwellings with domestic water.
 - c. assistance, if provided, is a one off basis for the summer of 2018/2019 and is granted on the proviso that affected residents take appropriate measures to ensure alternative water sources are available in future.
 - d. the submission and approval of a request for assistance application form by affected residents.
4. Allocate \$15,000 to be funded from the general revenue income for the provision of assistance as referred to in items 2 and 3 above.

Cr Julia Ham/Cr John Larter

10.7 PROJECT STATUS REPORT - TUMBARUMBA CARAVAN PARK REDEVELOPMENT PROJECT

M347/18 RESOLVED: THAT COUNCIL:

1. Receive this report on the status of the Tumbarumba Caravan Park Redevelopment Project
2. Note the status of the recommendations endorsed by Council at its meeting held on the 26 April 2018 in relation to the Tumbarumba Caravan Park Redevelopment Project
3. Note the outcomes of the independent review of the project development and management
4. Not progress with stage 2 works for the Redevelopment of Tumbarumba Caravan Park until a new Project Management Plan (PMP) complete with fully costed options, risk management strategy, negotiation strategy and timelines is fully developed and funded
5. Develop and implement a comprehensive engagement and communication plan that includes regular updates on progress (political, physical and financial) throughout the project
6. Note the status of the current leasing arrangements for the operation of the caravan park as referred to in this report

7. Proceed with the development of a new long term lease agreement for the caravan park and seek submissions from perspective operators through a public tender process
8. Note the funding arrangements for stage 1 works undertaken in the 2016/17 and 2017/18 financial year, being for the amount \$1,574,378.84 funded from cash reserves as an interim funding arrangement until the other sources of funding can be expedited
9. Reallocate \$795,000 to fund the completion of stage 1 works in the current financial year funded from Infrastructure Works Reserves, as detailed below, as an interim funding arrangement until the other sources of funding can be expedited:
 - a. \$538,000 funded from the Infrastructure Works Dividend Reserve (formerly Snowy Works and Services)
 - b. \$257,000 funded from the Infrastructure Works Plant Dividend Reserve (formerly Snowy Works and Services)
10. Note that the funding arrangements referred to items 8 and 9 above are intended as temporary arrangement only and shall be reversed subject to securing Federal Government grant funding and a Council loan that can be repaid through the income generated via a long term lease arrangement for the ongoing operation of the caravan park.

Cr John Larter/Cr Julia Ham

M348/18 RESOLVED that Council move into Committee of the Whole.

Cr M Isselmann/Cr B Wright

M349/18 RESOLVED that Council move out of Committee of the Whole.

Cr M Isselmann/Cr J Larter

10.8 STATUS REPORT - CAPITAL WORKS PROGRAM 2018/19

M350/18 RESOLVED:
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.

Cr John Larter/Cr Bruce Wright

11. MINUTES OF COMMITTEE MEETINGS**11.1 MINUTES - ABORIGINAL LIAISON COMMITTEE MEETING -21 NOVEMBER 2018****M351/18 RESOLVED:
THAT COUNCIL:**

1. That the report on the Aboriginal Liaison Committee minutes from Director Strategy, Community and Development be received.
2. Adopt the minutes of the Aboriginal Liaison Committee meeting held 21st November 2018.
3. Adopt the MoU between the Aboriginal Community and Snowy Valleys Council.
4. Adopt the Aboriginal Cultural Protocols and Practices Policy.

Cr Geoff Pritchard/Cr Julia Ham

11.2 MINUTES - AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING HELD 7 NOVEMBER 2018**M352/18 RESOLVED:
THAT COUNCIL:**

1. Accept the report on the Minutes Audit, Risk and Improvement Committee meeting held 7 November 2018 from Director Internal Services.
2. Receive the Minutes of the Audit, Risk and Improvement Committee meeting held on 7 November 2018 and the following recommendations contained therein be adopted:

The Audit Risk & Improvement Committee request Council:

1. To amend the terms of appointment of David Maxwell and Alyson Forsyth to expire on 31 March 2019, and of Glenyce Francis and Ian Chaffey to expire on 31 March 2021.
2. To amend the Committee Terms of Reference accordingly.

Cr Julia Ham/Cr Bruce Wright

11.3 MINUTES - TUMBARUMBA YOUTH COUNCIL COMMITTEE - 31 OCTOBER 2018**M353/18 RESOLVED:
THAT COUNCIL:**

1. Accept the report on the Tumbarumba Youth Council Committee Minutes from Acting Director Strategy, Community and Development.
2. Receive the Minutes of the Tumbarumba Youth Council Committee

meeting held on 31 October 2018 and the following recommendations contained therein be adopted:

- a) That Council accepts Tumbarumba Youth Council Committee's change of day, time and location of Tumbarumba Youth Council meetings.

Cr Bruce Wright/Cr Cate Cross

11.4 MINUTES - TUMBARUMBA YOUTH COUNCIL COMMITTEE - 28 NOVEMBER 2018

M354/18 RESOLVED: THAT COUNCIL:

1. Accept the report on the Tumbarumba Youth Council Committee Minutes from Acting Director Strategy, Community & Development.
2. Receive the Minutes of the Tumbarumba Youth Council Committee meeting held on 28 November 2018 and the following recommendations contained therein be adopted:
 - ☐ Adopt the Tumbarumba Youth Council's Strategic Plan.

Cr Bruce Wright/Cr Margaret Isselmann

11.5 MINUTES - TUMUT RAILWAY PRECINCT COMMITTEE MEETING - 6 NOVEMBER 2018

M355/18 RESOLVED: THAT COUNCIL:

1. Accept the report on the Minutes – Tumut Railway Precinct Committee – 6 November 2018 from Director Assets and Infrastructure.
2. Adopt the Minutes of the Tumut Railway Precinct Committee meeting held on 6 November 2018.

Cr Geoff Pritchard/Cr Margaret Isselmann

11.6 MINUTES - BATLOW DEVELOPMENT LEAGUE MEETING AND AGM - 7 NOVEMBER 2018

M356/18 RESOLVED: THAT COUNCIL:

1. Accept the report on the Minutes – Batlow Development League meeting and AGM 7 November from Director of Internal Services.
2. Adopt the Minutes of the Batlow Development League 7 November 2018 meeting and AGM held on 7 November 2018.

Cr Cor Smit/Cr Cate Cross

11.7 MINUTES - FESTIVAL OF THE FALLING LEAF COMMITTEE - 28 NOVEMBER 2018**M357/18 RESOLVED:**
THAT COUNCIL:

1. Accept the report on the Minutes – Festival of the Falling Leaf Committee from Acting Director Strategy, Community & Development.
2. Adopt the Minutes of the Festival of the Falling Leaf Committee meeting held on 28 November 2018.

Cr John Larter/Cr Julia Ham

11.8 MINUTES - GLENROY HERITAGE RESERVE COMMITTEE - 3 NOVEMBER 2018**M358/18 RESOLVED:**
THAT COUNCIL:

1. Accept the report on the Minutes Glenroy Heritage Reserve Committee meeting held 3 November 2018 from Director Internal Services.
2. Adopt the Minutes of the Glenroy Heritage Reserve Committee meeting held on 3 November 2018.
3. Approve the nomination of Sue Livermore as committee member to the Glenroy Heritage Reserve Committee.

Cr Julia Ham/Cr Bruce Wright

11.9 MINUTES - KHANCOBAN COMMUNITY COMMITTEE - AGM - 22 OCTOBER 2018**M359/18 RESOLVED:**
THAT COUNCIL:

1. Accept the report on the Khancoban Community Committee AGM minutes from Director Internal Services.
2. Adopt the Minutes of the Khancoban Community Committee AGM meeting held on 22 October 2018.

Cr Julia Ham/Cr Cor Smit

11.10 MINUTES - TUMBAFEST COMMITTEE MEETING - 7 NOVEMBER 2018**M360/18 RESOLVED:**
THAT COUNCIL:

1. Accept the report on the Tumbafest committee meeting held 7 November 2018 from Director Internal Services.

2. Adopt the Minutes of the Tumbafest committee meeting held on 7 November 2018.

Cr Julia Ham/Cr Bruce Wright

11.11 MINUTES - TUMBARUMBA HISTORICAL SOCIETY COMMITTEE MEETINGS 22 SEPTEMBER 2018

M361/18 RESOLVED: THAT COUNCIL:

1. Accept the report on the minutes of the Tumbarumba Historical Society from Director Internal Services.
2. Adopt the Minutes of the Tumbarumba Historical Society committee meeting held on 22 September 2018.
3. Adopt the minutes of the Historical Society sub-committee, the Rail Trail Advisory Group meeting held 11 September 2018 and the 12 October 2018 and recommendations contained within:
 - a) To have the family formally donate the shed to the Historical Society and Council provide support to move it off their land.

Cr Julia Ham/Cr Bruce Wright

12. CONFIDENTIAL

Nil

There being no further business to discuss, the meeting closed at 3:48 pm.

THE MINUTES OF THE EXTRA-ORDINARY COUNCIL MEETING HELD IN THE SNOWY VALLEYS COUNCIL CHAMBERS, 76 CAPPER STREET, TUMUT, ON THURSDAY 17 JANUARY 2019 COMMENCING AT 2:00 PM.

PRESENT:

Mayor James Hayes (Chair), Councillor Andrianna Benjamin, Councillor Cate Cross, Councillor Julia Ham, Councillor Margaret Isselmann, Councillor John Larter, Councillor Geoff Pritchard and Councillor Cor Smit.

IN ATTENDANCE:

General Manager Matthew Hyde, Acting Director Assets and Infrastructure Heinz Kausche, 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

M01/19 RESOLVED that a request for Leave of Absence from the meeting previously received from Cr Bruce Wright be received and leave granted.

Cr J Larter/Cr J Ham

3. DECLARATIONS OF INTEREST

Nil

4. ADMISSION OF LATE REPORTS

Nil

5. MANAGEMENT REPORTS

M02/19 RESOLVED that Council move into Committee of the Whole for the discussion.

Cr G Pritchard/Cr M Isselmann

M03/19 RESOLVED that Council move out Committee of the Whole.

Cr J Larter/Cr A Benjamin

5.1 CLIMATE CHANGE ACTION - GRANT OPPORTUNITY

M04/19 RESOLVED:

THAT COUNCIL:

1. Receive the report on 17 January 2019 regarding the grant opportunity

from Local Government New South Wales – Increasing Resilience to Climate Change (IRCC).

2. Note that to be eligible to receive an IRCC grant the proposal must be responding to a previously identified climate change risk identified in the last five years using contemporary standards of climate change vulnerability assessment.
3. Undertakes a climate change risk assessment, incorporating a review of the previous Council risk assessments, with the view to identifying risk mitigation projects for an application to round 2 of Increasing Resilience to Climate Change funding in July/August 2019 if sufficient additional funds can be sourced in 2018/19, or refer the matter to the 2019/20 Budget deliberation process, and
4. That Council approach adjacent Councils and other organisations and government agencies such as Snowy Monaro Regional Council and Snowy Hydro Ltd to evaluate interest in obtaining a joint risk assessment and apply for appropriate funding.

Cr G Pritchard/Cr M Isselmann

There being no further business to discuss, the meeting closed at 2:20 PM.

9. GOVERNANCE AND FINANCIAL REPORTS**9.1 THE SNOWY REGION CONSTRUCTION & DEVELOPMENT CONFERENCE - 14-15 NOVEMBER 2018**

REPORT AUTHOR: CLR MARGARET ISSELMANN
RESPONSIBLE DIRECTOR: GENERAL MANAGER

EXECUTIVE SUMMARY:

The Snowy Region Construction & Development Conference was held in Cooma from 14 – 15 November 2018 in anticipation of the impact of Snowy 2.0 on the regional economy.

This report serves to update the Councillors on the information presented at the conference.

RECOMMENDATION:**THAT COUNCIL:**

- 1. Receive the report on The Snowy Region Construction & Development Conference from Cr Margaret Isselmann.**

BACKGROUND:

The conference was attended by the Mayor Cr James Hayes, Councillors Isselmann, Pritchard and the General Manager Matt Hyde. The conference program is attached to this report for Councillors information.

REPORT:

The Conference started with opening remarks from the Chair Toby Roxburgh, Co-Founder, Renew Estate followed by a keynote address from The Hon Angus Taylor MP, Minister for Energy.

Other key speakers included The Hon Dr Mike Kelly, Federal Member for Eden-Monaro speaking about “Making Eden-Monaro the Renewable Flagship of the Nation”, Gary Barnes, Deputy Secretary NSW Department of Premier and Cabinet discussing Regional Development Opportunities in NSW followed by Dean Lynch, Relations Manager 2.0 providing a current update from Snowy Hydro.

- Professor Andrew Blakers, Director, Centre for Sustainable Energy Systems, Australian National University – Pumped Hydro’s Potential in the Greater Snowy Region
- Peter Elford, Committee Member, Regional Development Australia – ACT – The SERREE Initiative – an industry cluster initiative to develop the renewable energy sector in the ACT and surrounding SE NSW Region.

- Panel Discussion | Energy Cluster

Discussion on the potential for the development of an Energy Cluster in the region on the back of Snowy 2.0, the potential benefits and interplay with Snowy, and what it may look like

Toby Roxburgh, Co-Founder Renew Estate
Professor Andrew Blakers, Director, Centre for Sustainable Energy Systems, ANU
Peter Elford, Committee Member, RDA-ACT

The Afternoon Chair was David Collins, Executive Director, Training Services NSW, Skills and Economic Development, NSW Department of Industry

- Regional Growth Trends
Hugh Cooke, Chair, Regional Development Australia – Southern Inland
- Maximising Regional Opportunities and Future Development
Heidi Stratford, Director, South East, DPC Regional, Department of Premier and Cabinet NSW
- Panel Discussion | Local Workforce and Capability
Roundtable discussion on the current skills depth in the wider southern region that can be called on for major projects, work being undertaken to provide upskilling to the local workforce to meet new demands, and lessons learnt from other localities
Kerry Penton, Regional General Manager, South, TAFE NSW
Wally Hirsch, Regional Manager, Illawarra/South East, Industry Capability Network (ICN)
David Collins, Executive Director, Training Services NSW, Skills and Economic Development, NSW Department of Industry
- Country Universities Centre
Duncan Taylor, Chief Executive Officer and Managing Director, Country Universities Centre
- Positioning the Queanbeyan Region as a Defence, Space and Innovation Precinct
Martin Darcy, Service Manager Business and Innovation, Queanbeyan-Palerang Regional Council

Day two (2) started out with presentations from:

- Snowy Monaro Regional Councils Mayor John Rooney – Creating a new Industrial Area in Polo Flat
- Snowy Valleys Council Mayor James Hayes - Impact of Large Scale Investment in the Snowy Valleys Region (copy of presentation under separate attachment).
- Richard Lowe, Executive Manager, Business Growth, TransGrid - Upgrading Regional Transmission Networks

Afternoon speakers included:

- James McTavish, Cross Border Commissioner, Department of Premier and Cabinet NSW – Interstate Economic Development
- The Proposed Canberra-Eden Railway Line
Richard Hopkins, Member, Cooma & Monaro Progress Association
Edwin Michell, Director, Stormcloud Engineering
- Regional Development Strategy
Mark Adams, Group Manager of Economic Development & Tourism, Snowy Mountains Regional Council

- Port of Eden Update

Natalie Godward, Cruise Development Manager, Port Authority of NSW

- Futuro High Speed Rail Concept

Paolo Giammarco, Managing Director, Giammarco Civil & Structural Engineers

The afternoon Chair was Gordon Jenkinson, Principal, Kosciusko First National Real Estate.

The afternoon session consisted of two (2) Panel Discussions:

1) Local Realtors and Accommodation

A breakdown of the local housing and rental markets, current trends, and discussion on how these markets may respond to a sudden and sharp increase in demand.

Gordon Jenkinson, Principal, Kosciusko First National Real Estate

Lorraine Wysman, Vice President, Tumut Chamber of Commerce, Principal PRDnationwide Tumut

Shannon Fergusson, Director, Fergusson Real Estate and Property

Joan Bird, Principal, Ray White Jindabyne

Julie Giddings, Principal PRDnationwide Committee Member, Tumbarumba Chamber of Commerce

2) Managing Rapid Growth in the Greater Snowy Region

Mark Herbert, Committee Member, Cooma Chamber of Commerce

Bruce Easton, President, Jindabyne Chamber of Commerce

Lorraine Wysman, Vice President, Tumut Chamber of Commerce, Principal, PRDnationwide Tumut

Kay Whitehead, Executive Committee Member, Tumbarumba Chamber of Commerce

Closing remarks were made by the Chair, followed by Conference close at 3:30 pm.

The conference provided good networking with those who are engaged with the components of the Snowy 2.0 project and other significant projects in the area.

Of particular interest was the presentation from Edwin Michell on the proposed new rail trail to go through Cooma. Since this session the Mayor has been in contact with Edwin Michell who has had an initial desktop review of linking major industry in Snowy Valleys Council to intermodal portals in the region and believes there is some feasibility.

Again, the information presented justified the need for the Futures Strategy prepared by the Snowy 2.0 Regional Coordination Committee to try and ascertain the aspects on communities in Snowy Valleys Council and Snowy Monaro Regional Council and ensure we can appropriately advocate to ensure our communities are prepared with social and physical infrastructure to cope with the benefits of Snowy 2.0 and other major infrastructure projects proposed in the region.

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

Integrated Planning and Reporting Framework:

CSP Outcome 2028

Theme 4: Communication & Engagement

Delivery Outcomes

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

Operational Actions

4.6.2 Review and update Advocacy Plan

SUSTAINABILITY ASSESSMENT:

N/A

Financial and Resources Implications

Attendance at the conference was within the budget allowances.

Costs and Benefits:

Councillors receive information not only from the presentations but also networking with other Council's, state government departments and industry providers.

Policy, Legal and Statutory Implications:

Attendance was as per the Councillors Payment of Expenses and Provision of Facilities for Mayor and Councillors Policy.

RISK MANAGEMENT – BUSINESS RISK/WHIS/PUBLIC:

The risk of not attending the conference is that Councillors won't be kept up to date on important issues currently being faced.

OPTIONS:

That Council not receive the report.

That Council add additional actions to the resolutions.

COUNCIL SEAL REQUIRED:

N/A

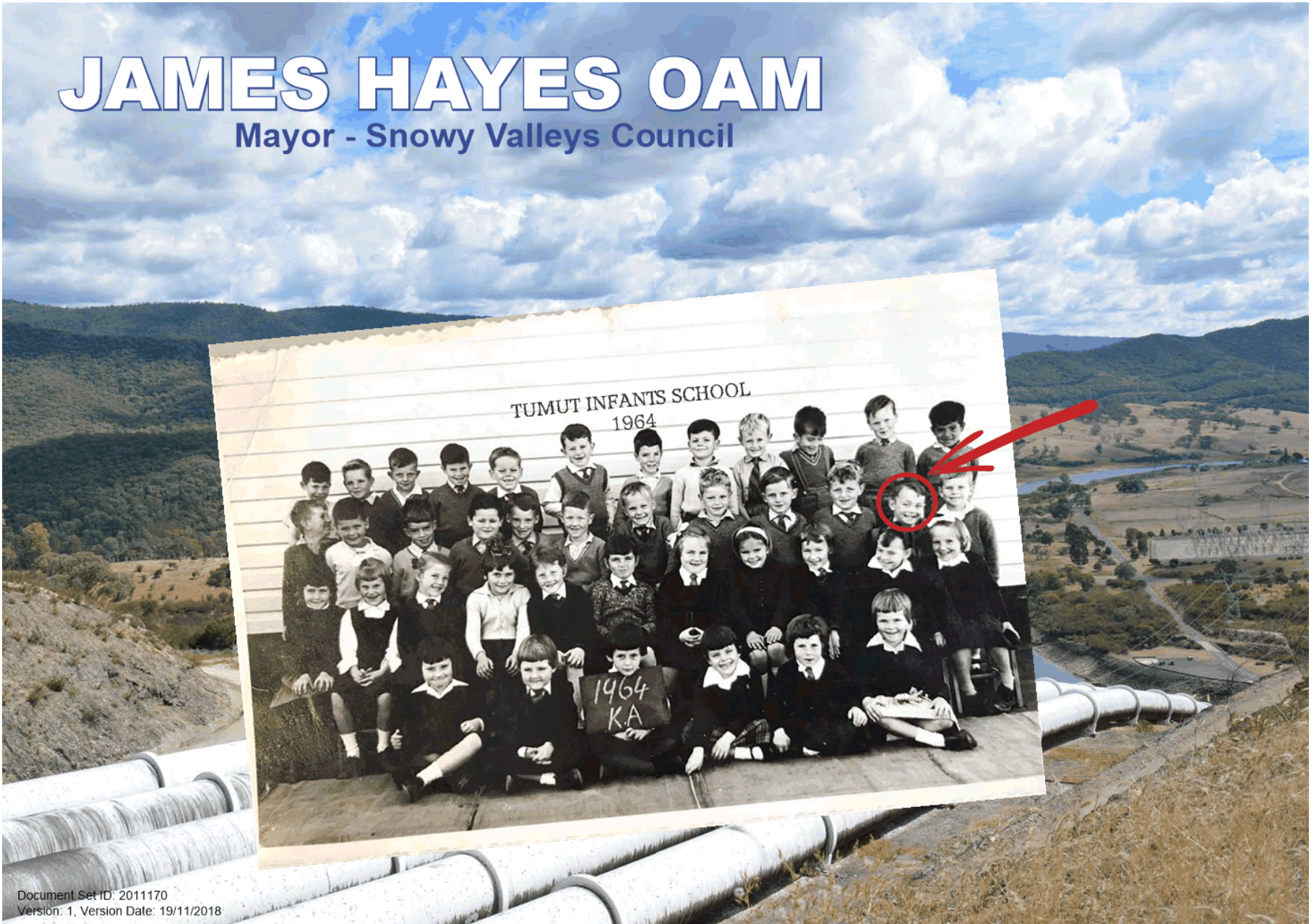
COMMUNITY ENGAGEMENT AND COMMUNICATION:

An update on relevant sessions has been provided to the Executive Team and Councillors.

Attachments

- 1 Presentation - The Snowy Region Construction and Development Conference - Mayor
- 2 Mayors Presentation - Snowy Region Construction and Development Conference - Impact of large scale investment on the Snowy Valleys Region (under separate cover)

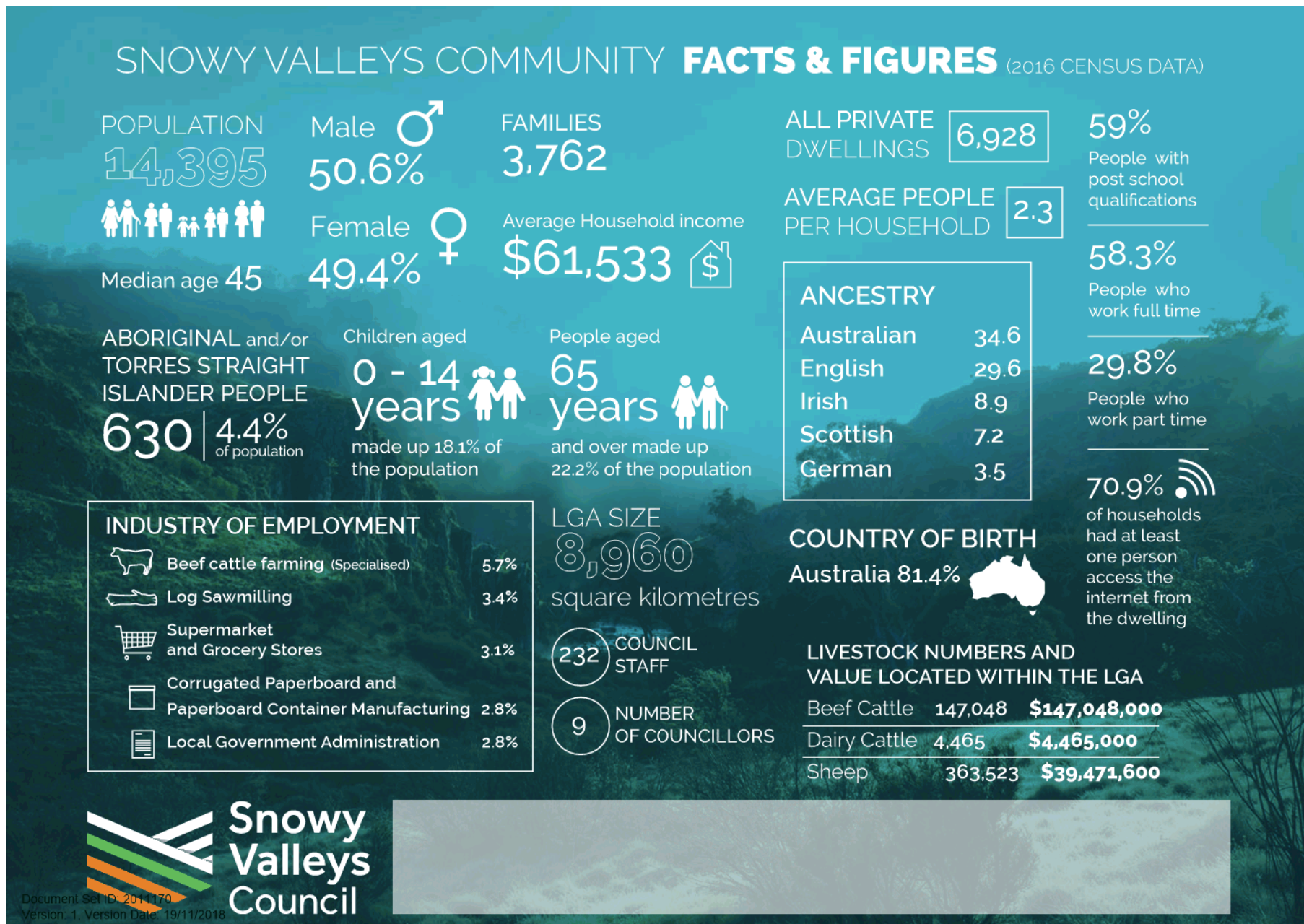


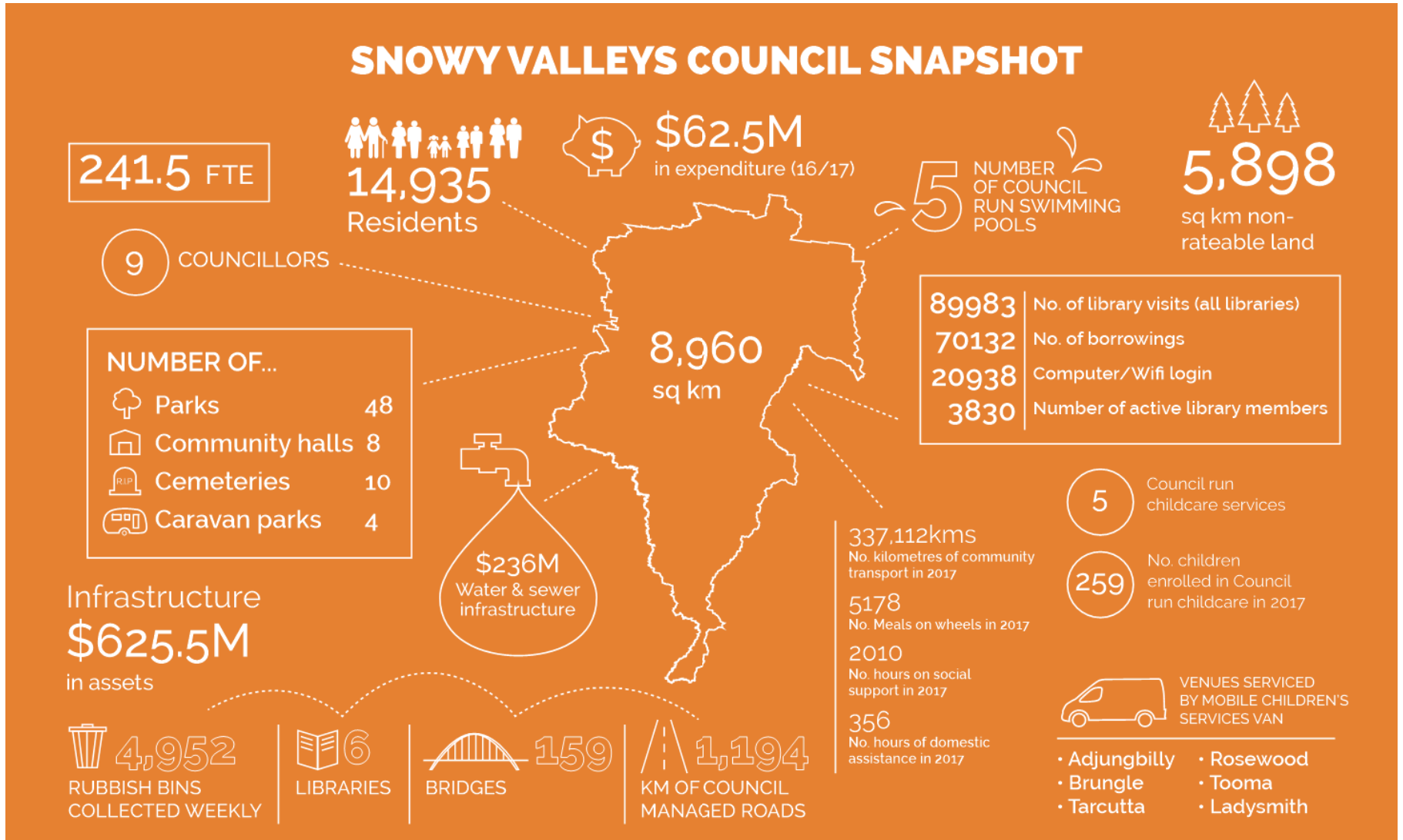




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LEARNINGS
from the past

THE VISY TUMUT PROJECT

- 1998-2001 - \$ 450M initial investment
- 2009 - \$550M expansion completed, doubling production capacity
- 2017 - \$100M expansion - enabling the production of white liner paper
- 2018 - \$600M expansion announced

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OUR VISY EXPERIENCE

“My vision for Visy Tumut is not only to keep our position as an example of world’s sustainable manufacturing, but to build on it,” - *Richard Pratt, June 2011*

THE PROS

Economic ‘good times’ for Tumut and Adelong

Localised employment (direct and indirect) and skill development

New businesses to town

New families to town

Cultural diversity

Annual influx of maintenance crews provide economic ‘boost’ in accommodation and hospitality sectors

THE CONS

Increased land prices - direct result of Visy’s acquisition of rural lands

Increased speculation on local housing market - inflated pricing (rent and buy)

Sustained inflation of real estate beyond construction period

Houses on market for long periods of time (years in some cases)

Executive staff commute from Wagga Wagga

Lack of visitor accommodation during annual maintenance shutdown



the **INVESTMENT SPIKE**

Snowy 2.0

Capital cost estimate - \$3.8 - \$4.5 billion
Project timeframe - estimated at 7 years
Direct and indirect employment estimates
- 5000 jobs across the region

State and Federal Government

Upgrade to Tumut Hospital - \$50M
Gocup Road - \$70M
Various grant funding streams

Private Sector

Visy Tumut - proposed \$650M upgrade

Personal

Tree Changers - relocating to the region
from the city

Increased investment in the local
agricultural sector - response to
increases in commodity prices

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the **OPPORTUNITIES**

ECONOMIC GROWTH – the investment spike will provide short term economic growth, it also provides the opportunity to leverage the investment to strategically grow areas of the economy to ensure a sustainable future for the region, e.g. the tourism sector

DEVELOPMENT – the investment spike will drive further development in the region, this needs to be strategic so that it is still viable after the investment spike.

TRAINING AND EMPLOYMENT – the investment spike will provide an opportunity for local people to undertake training and take up employment on the projects. Strategic training and employment relative to the local economy will help provide long lasting employment opportunities after the investment spike has passed.

EXPECTATIONS – the investment spike provides a great opportunity to tap into people's vision for the region and work together to deliver a future the community wants. Early and continuous community engagement is key to mitigating short

the **CHALLENGES**

RESOURCES – demand for human resources and skills in the region will exceed the current supply available. The likelihood of an influx of people to meet the demand is high.

ACCOMMODATION – the number of people that come to the region will exceed the available accommodation

CORE SERVICE DELIVERY PRESSURE – increased demand (due to people coming to the region) and pressure to retain existing levels of services may compromise our ability to deliver the required community services. Areas of particular concern include emergency response, policing, training and development, council services, health, tourism and education, ;

EXPECTATIONS – Snowy 2.0 is generating a high level of expectation within the local community. This expectation needs to be managed so that the community does not become disenfranchised and start to resent the projects.

There may also be a perception that the area is no longer a tourism destination due to all of the infrastructure works.

PREPARING FOR THE INVESTMENT SPIKE

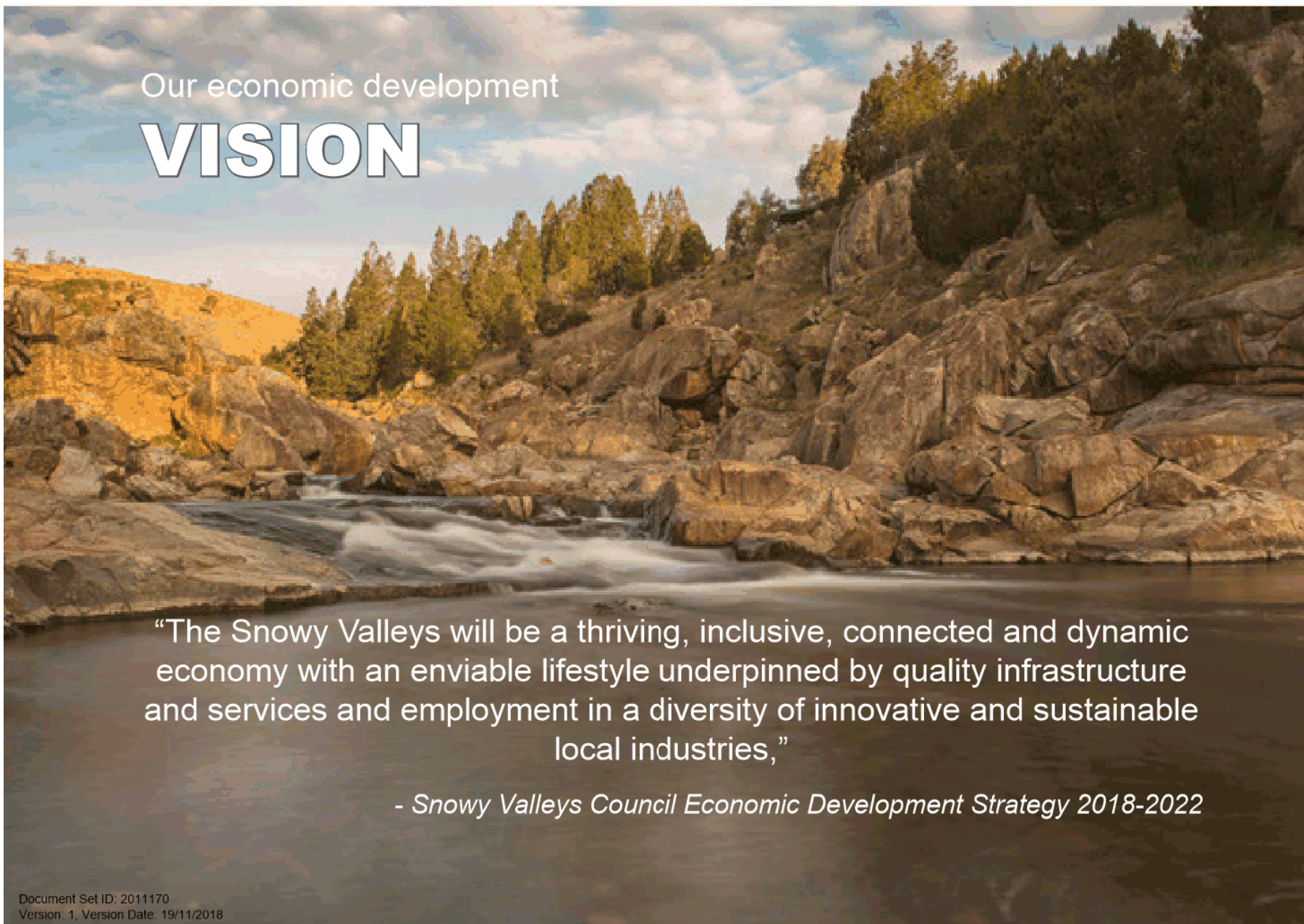
Active participation and collaboration with the Snowy 2.0 Regional Coordination Group

Leveraging opportunities through the Canberra Region JO

Preparation of a Snowy Mountains Region Futures Strategy

Implementation of our new Economic Development Strategy

Prioritising our Advocacy efforts



Our economic development
VISION

“The Snowy Valleys will be a thriving, inclusive, connected and dynamic economy with an enviable lifestyle underpinned by quality infrastructure and services and employment in a diversity of innovative and sustainable local industries,”

- *Snowy Valleys Council Economic Development Strategy 2018-2022*

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Sustainable communities and

LIVEABILITY

Council will support or lead future focused investment in:

INFRASTRUCTURE

Improvement in essential infrastructure

COMMUNITY AMENITY AND INVESTMENT ATTRACTION

Investment, learning and living

GROWTH OF OUR ECONOMIC 'ENGINE' INDUSTRIES

Agriculture, forestry and timber products

STRONG AND SUSTAINABLE TOURISM SECTOR

Investment in tourism infrastructure and product

INFRASTRUCTURE

KEY AREAS OF FOCUS FOR SVC:

ROADS AND FREIGHT ROUTE IMPROVEMENT

- including the Brindabella Road and key haulage routes for agriculture and forestry industries

INDUSTRIAL LAND AVAILABILITY

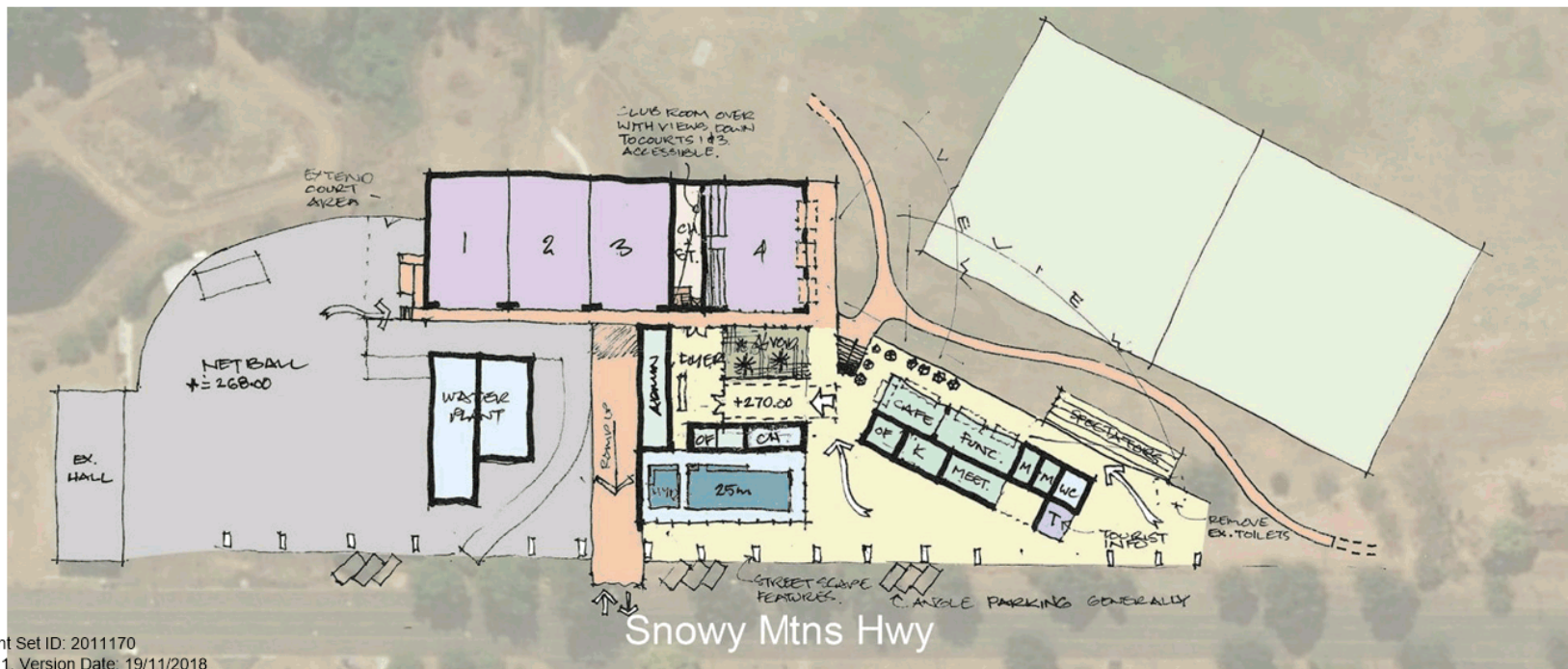
COMMUNITY AMENITY

KEY AREAS OF FOCUS FOR SVC:

HEALTH - including the attraction of health professionals

EDUCATION - including a business and education centre of excellence

RECREATION - including a multipurpose sports and community hub



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SUPPORT FOR OUR ENGINE INDUSTRIES

KEY AREAS OF FOCUS FOR SVC:

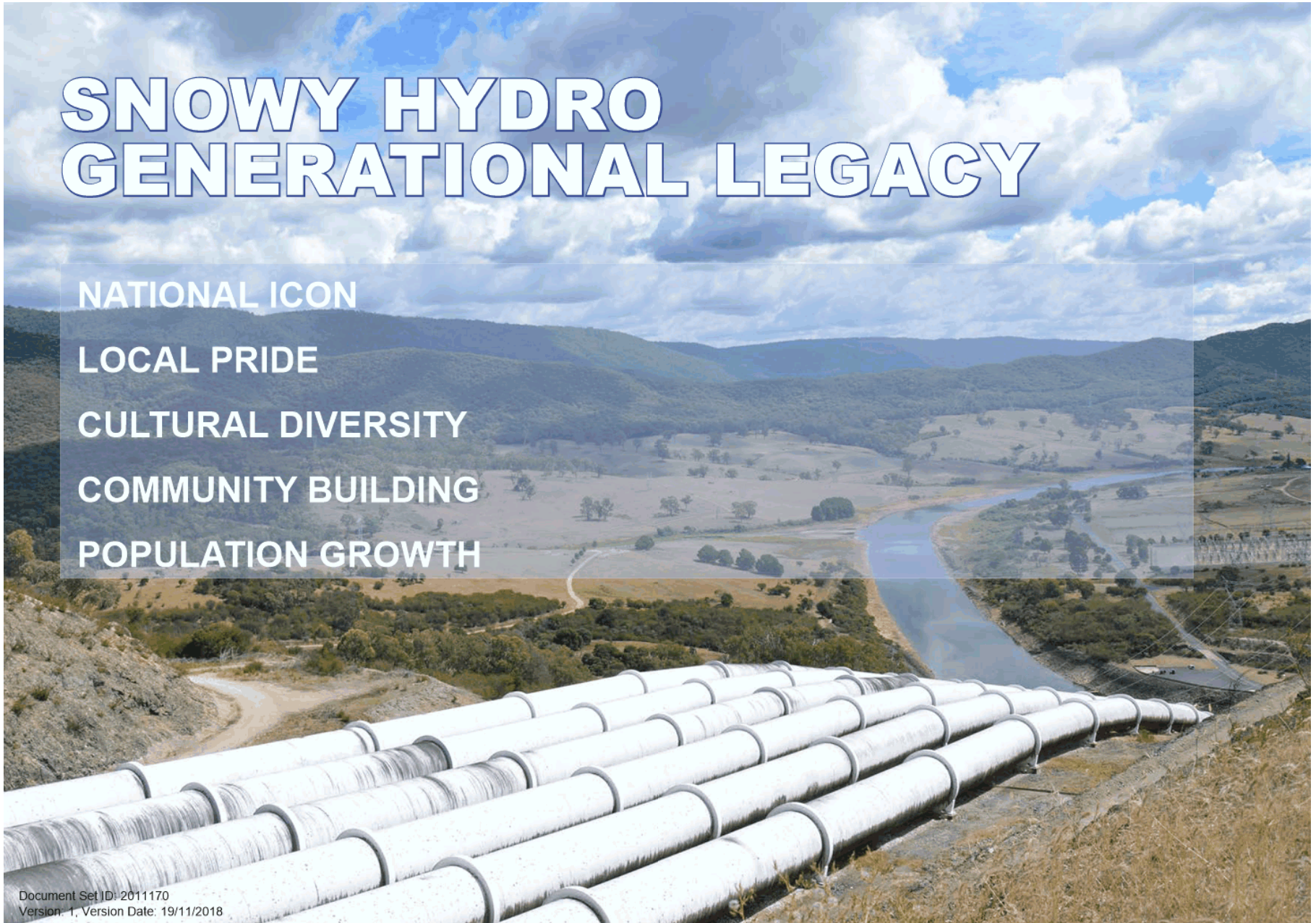
SOFTWOODS HUB - supporting the 4 billion trees initiative

ENABLING CRITICAL INFRASTRUCTURE - to support agriculture, horticulture and viticulture, including digital connectivity improvement

SUSTAINABLE TOURISM

KEY AREAS OF FOCUS FOR SVC:
ACCOMMODATION
BUILDING CAPACITY OF OUR OPERATORS
CARAVAN PARK IMPROVEMENT

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9. GOVERNANCE AND FINANCIAL REPORTS**9.2 ADVOCACY PLAN AMENDMENT - INCLUSION OF FUTURES FUND**

REPORT AUTHOR: EXECUTIVE OFFICER
RESPONSIBLE DIRECTOR: GENERAL MANAGER

EXECUTIVE SUMMARY:

The Snowy Valleys Advocacy Plan summarises Council's priority advocacy activities in preparation for the State and Federal Elections in 2019, and to focus advocacy efforts in order to take advantage of future advocacy opportunities throughout the year.

These priorities are important to secure the vision of the community, and to meet the future needs of our region.

At the Ordinary Council Meeting in December, Council adopted an Advocacy Plan that contained ten advocacy projects for Council to pursue in the short term that require significant funding and/or cooperation from other levels of government. Those initiatives are:

1. Brindabella Road upgrade
2. Upgrade of key freight and haulage routes+
3. Completion of the Tumbarumba to Rosewood Rail Trail
4. Caravan Park improvements
5. Business Education Centre of Excellence
6. Multipurpose Centre
7. Access to health professionals
8. Industrial Lands
9. Softwood Centre of Excellence
10. Connectivity

The Plan supports the work that Council is undertaking through its strategic alliance with the Canberra Region Joint Organisation and REROC.

It was the intention that the Advocacy Plan will be reviewed regularly to ensure that it remains relevant and that it keeps pace with the changing political environment.

This report recommends that Council consider the inclusion of an eleventh priority ahead of the election period in 2019, being the establishment of a Futures Fund from a portion of the Snowy Hydro Legacy Fund to invest in localised infrastructure projects in both the Snowy Valleys Council and Snowy Monaro Regional Council Local Government Areas.

RECOMMENDATION:**THAT COUNCIL:**

1. **Receive the report on Advocacy Plan Amendment from the General Manager.**
2. **Adopts the revised Snowy Valleys Council Advocacy Plan 2018-19 with the inclusion of 'the establishment of a Futures Fund' as an additional advocacy priority.**

BACKGROUND:

Advocating on priority projects and issues for the community has been recognised as a priority for council. The updated 2019 Advocacy Plan was adopted by Council at an Ordinary Meeting in December 2018.

The review and update of the Advocacy Plan for Snowy Valleys Council ensures a focused and concentrated effort on a reduced number of strategically important projects and issues.

The revised Advocacy Plan has been informed by a number of existing strategic council documents and the work already being undertaken by the Mayor and Council in the advocacy area.

REPORT:

Council recognises that it has limited resources to deliver on large scale projects. The current dynamic political landscape, particularly the upcoming NSW Government and Federal Government elections, provides Council with a unique opportunity to escalate and promote Council's priority advocacy projects in an effort to secure funding and support.

The communities of the Snowy Valleys Region have expressed their desire to be:

"A thriving and inclusive region of unique towns and villages who enjoy the clean, natural environment and experience sustainable growth and opportunities for our future generations". – *Snowy Valleys 2028 vision statement*.

Snowy Valleys 2028 Community Strategic Plan sets out the aspirations for the communities of the region. Council alone cannot deliver on the community vision. Success is dependent upon a strong, focused advocacy program and partnerships.

The revised advocacy priorities for Council include the addition of an eleventh project to pursue in the short term that requires significant funding and/or cooperation from other levels of government.

The updated advocacy initiatives are:

1. Brindabella Road upgrade
2. Upgrade of key freight and haulage routes
3. Completion of the Tumbarumba to Rosewood Rail Trail
4. Caravan Park improvements
5. Business Education Centre of Excellence
6. Multipurpose Centre
7. Access to health professionals
8. Industrial Lands
9. Softwood Centre of Excellence
10. Connectivity
11. Establishment of a Futures Fund

Establishment of a Futures Fund

Snowy Valleys Council has welcomed the NSW Government's establishment of the \$4.2 billion Snowy Hydro Legacy Fund to underpin investment in significant state-building infrastructure.

There is a concern that the communities that are considered to be the heart of the original Snowy Hydro Scheme, and the geographical home to the proposed Snowy 2.0 expansion, (being Snowy Valleys and Snowy Monaro Regional Councils), will potentially be overlooked as substantial recipients of these funds.

The Snowy Hydro Scheme is not only a national icon but a source of local pride. The original Scheme was not just a nation building initiative; it is the social fabric of townships like

Talbingo, Tumut and Cooma, home now to second and third generations of original Snowy workers.

The inclusion of an additional advocacy priority to establish a Futures Fund requests that the NSW Government quarantines a \$600M portion of the Snowy Hydro Legacy Fund to establish a Futures Fund for the Local Government Areas of Snowy Valleys and Snowy Monaro Regional Council.

The operation of a Futures Fund would preserve the capital component of the monies, and through an established process, make the earnings from the fund available for infrastructure and social capital projects in the two Council areas. The consideration of a per megawatt enduring contribution to the fund to ensure its continuation into the future is also emphasised.

It is envisaged that distribution of any monies for projects from the Futures Fund would be managed through a process that evaluates and applies a weighting to considerations such as feasibility, population, the extent to which the project addresses disadvantage, economic impact, community and social impact, investment encouragement and opportunities for collaboration with partners.

Council shares the NSW Government's desire to create a legacy with the Snowy Hydro funds. We are obligated to make the future better than the past for our communities. The Futures Fund would connect generations and provide a managed pathway to pass on the benefits of the Snowy Hydro Scheme in a strategic and meaningful way to our community.

We anticipate that the Snowy 2.0 project will have profound implications for the Snowy Mountains region. Both Councils are collaborating with the NSW Government on the development of a Futures Strategy for the region. The Futures Strategy will identify the critical social and economic infrastructure required to ensure that the region has the capacity to meet the challenges and leverage the opportunities of the Snowy 2.0 investment. Access to quarantined funds would provide certainty that the infrastructure needs of the region could be delivered in both the short and long term.

The revised Snowy Valleys Advocacy Plan is an important step in developing our region to ensure that the Snowy Valleys is a place where people want to live, work and invest now and in the future.

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

Operational Actions

4.6.2 Review and update Advocacy Plan

SUSTAINABILITY ASSESSMENT:

	Positive	Negative
Social	<p>Council demonstrates a commitment to ask, listen and adapt to the priorities of the community.</p> <p>There is a focus in the Advocacy Plan on improving infrastructure that increases</p>	<p>Not all of the community's 'wish list' projects have been captured or assessed as being a priority advocacy issue in the plan for 2018-19.</p>

	Positive	Negative
	access, improves amenity and liveability.	
Environmental	Nil	Nil
Economic	The Advocacy Plan confirms Council's commitment to supporting and driving sustainable economic growth for the region.	There are a number of advocacy projects dependent upon funding from government for initiation.
Governance	Nil	Nil

Financial and Resources Implications

There are no direct costs to Council associated with the development and adoption of the Advocacy Plan.

Council, if successful, will be required to administer and manage any grant funds from government to undertake projects.

Costs and Benefits:

Expected Benefits:

Allow the community's priorities to be elevated to decision makers in a structured way.

An Advocacy Plan focuses on the core issues of importance and provides for an effective and resourced approach.

Planning for advocacy positions council for success in a rapidly changing political environment.

Expected Costs:

No direct costs.

Staff and councillor time to prepare for a deputation to relevant government.

Policy, Legal and Statutory Implications:

Advocacy has been recognised as a priority action in the 2018-19 Operational Plan.

RISK MANAGEMENT – BUSINESS RISK/WHIS/PUBLIC:

There is a significant risk that the priority projects listed in the Advocacy Plan will not be realised if funding and/or support from other levels of government is not received.

Council will need to ensure that community expectation around the realistic timeframe for success with advocacy is well managed.

OPTIONS:

1. Council may choose not to include the 'Establishment of a Futures Fund' as an additional priority in the Advocacy Plan.
2. Council may amend or defer the inclusion of the 'Establishment of a Futures Fund' as an additional advocacy priority, noting the date for the NSW Government election is 23 March 2019.

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

The activation of the adopted Advocacy Plan includes its distribution to current Members of Parliament, election candidates, the Deputy Prime Minister, the Deputy Premier and the Premier of NSW.

Attachments

- 1 Revised Advocacy Plan (under separate cover)

9. GOVERNANCE AND FINANCIAL REPORTS**9.3 PAYMENT OF EXPENSES AND PROVISIONS OF FACILITIES FOR MAYOR AND COUNCILLORS POLICY**

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

EXECUTIVE SUMMARY:

The *Payment of Expenses and Provisions of Facilities for Mayor and Councillors Policy* has been reviewed with the following major changes incorporated:

- Additional training budget for Councillors and the Mayor
- Provision of leaseback vehicle for Mayor
- Removal of personal property insurance

This policy was prepared in accordance with the NSW Local Government Act (1993). The DRAFT policy went to the October Council Meeting, for public exhibition. All Snowy Valleys Council staff have been given the opportunity to comment, via 7 days of internal exhibition from 20th November to 26th November with 2 submissions received. The policy was on public exhibition for 28 days from 8th November to 5th December with two submission received.

RECOMMENDATION:**THAT COUNCIL:**

1. **Receive the report on Payment of Expenses and the Provision of Facilities to Mayor and Councillors Policy**
2. **Adopt the Payment of Expenses and the Provision of Facilities to Mayor and Councillors Policy SVC-CLR-PO-002-03**
3. **Rescind the Payment of Expenses and the Provision of Facilities to Mayor and Councillors SVC-CLR-PO-002-02 as a superseded policy**

BACKGROUND:

This policy was reviewed in accordance with section 252 and 253 of the Local Government Act. The purpose of this policy is to ensure that there is accountability and transparency in the reimbursement of expenses incurred or to be incurred by Councillors of the SVC. This policy will also ensure that the facilities provided to assist Councillors to carry out their civic duties are reasonable and appropriate to community expectations. Councillors must act lawfully, honestly and exercise a reasonable degree of care and diligence in carrying out their functions under the *Local Government Act* or any other Act. This is required under section 439 of the *Local Government Act* and reinforced in the *Code of Conduct*

REPORT:

The three main differences from the previous adopted policy are highlighted in the attached policy and include:

Additional training budget for Councillors and Mayor

Amendments made to the *Local Government Act 1993* by the *Local Government Amendment (Governance and Planning) Act 2016* in August 2016 saw the inclusion in the prescribed role of Councillors under section 232 a responsibility “to make all reasonable efforts to acquire and maintain the skills necessary to perform the role of a councillor”. In support of this, regulations have been made for induction and other professional development for Mayors and Councillors. The new requirements under the *Local Government (General) Regulation 2005* are outlined in attached Circular to Councils No 18-46 / 18 December 2018 / A621298

Provision of a leaseback vehicle for Mayor

The provision of a Mayor’s vehicle has been included to support additional travelling requirements that have been brought about through the increased geographical distances within the Snowy Valleys Council. In addition to increased travelling requirements, the Mayor also attends a number of meetings in Canberra and Sydney through Snowy Valleys Council’s membership with the Canberra Joint Organisation of Councils.

The addition of a leaseback vehicle provided for the Mayor, if Mayor elects, was added to this policy. This was discussed at a Councillor workshop and by the General Manager. The Mayor will be responsible for the leaseback vehicle in accordance with Council’s *Use of Council Vehicle Policy*. Under a Leaseback Vehicle Agreement, full private use of the vehicle is permitted and contributions in the form of a fortnightly leaseback fee towards the running costs of the vehicle are paid. Leaseback fees are reviewed annually.

A review of other surrounding Councils policies was undertaken and there a variety of options for the provision of a Mayoral Vehicle. Snowy Valleys Council has decided to retain the leaseback model as an inclusion of this policy.

Removal of Personal Property Insurance

Councillor’s personal property is not covered under Councils current insurances, however any such claims may be claimable through personal household insurance policies. The section regarding personal property has been removed from the policy.

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	The policy provides transparency and builds trust with residents.	Some residents may not agree with Councillor budgets or spending
Environmental	Nil	Nil
Economic	By increasing the training budget, this will reduce the risk of overspending the budget when supporting Councillors to maintain their	Nil

	Positive	Negative
	professional development.	
Governance	Ensures Council are acting within Local Government Act 1993 and meeting legislative requirements	Nil

Financial and Resources Implications

The budget allocation for costs associated with the Mayor and Councillors was increased from \$119,280 (2017/2018) to \$227,000 (2018/2019) per annum and includes the additional costs associated with new legislation regarding professional development and reasonable resourcing needed to undertake the role and function of elected members.

Additional training for Councillors and Mayor

In regards to the change in legislation there was a need for Council to increase the training budget for Councillors and the Mayor to accommodate these changes. The training budget, which includes all costs related to conferences and seminar attendance, has increased from a combined total of \$10,000 per year inclusive of all Councillors and the Mayor to a total of \$97,000 (included in current budget) as per the values listed below.

- \$10,000 per Councillor
- \$12,000 Deputy Mayor
- \$15,000 Mayor

Additional budget required for provision of a leaseback vehicle

Based on the *Use of Council Vehicle policy*, some of the costs of the Mayoral vehicle will be recouped through the fortnightly leaseback fee. The Mayor is not considered an employee under fringe benefit tax (FBT) requirements, therefore no additional costs are required for FBT.

The budget will require **an additional \$10,000 per year** to fund the private and business expenditure of the Mayoral Vehicle. This amount takes into consideration the average operating costs of a vehicle, FBT not being applicable, the leaseback fee being recouped and an estimate of private and Council related travel for the Mayor.

Costs and Benefits:

Financial Costs	Financial Benefits	Benefits	Opportunities
\$227,000 Budget for 2018-19	More funds allocated to provide professional development	Increased exposure to initiatives that are relevant for the progression of Snowy Valleys Council.	Increased profile and access to opportunities for Snowy Valleys Council
Indirect costs	N/A	Organisational learning	Participation in regional opportunities

Policy, Legal and Statutory Implications:

Key legislation considered when drafting the policy included the requirements set out in Section 252 and 253 of the Local Government Act 1993

RISK MANAGEMENT – BUSINESS RISK/WHIS/PUBLIC:

Sound processes around the use of Council funds ensures that Council is able to make the best possible, informed decisions.

OPTIONS:

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

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:**Internal Consultation**

Internal exhibition was conducted with all staff given the opportunity to review and provide feedback. Feedback received and implemented as follows:

- Governance Support Officer - formatting errors, no significant changes
- Corporate Risk Management Officer - found error in regards to Councillor personal property insurance, section removed from policy as personal property is not covered under Councils current insurance.

External Consultation

The policy was on public exhibition for 28 days with two submissions received. Notification of public exhibition was via newspaper, social media, website and radio.

The submission that were received have been summarised below with Councils consideration provided.

Submission received 5th December 2018

Comment received	Council response
Policy had many grammatical errors and poor wording	Grammatical errors corrected
Council policy should be linked to the Act, including IP&R	Section 5 of the policy clearly states the link to the Local Government Act and the report links to the IP&R
Concerns for the range of facilities and expenses with no limits	Limits are identified at the back of the policy in the tables
Concerns regarding the purchase of alcohol by Councillors and accompanying persons	As per the tables at the back of the policy, accompanying persons have an upper limit of \$100 per function for meals and refreshments for Council sponsored dinners, reception or official functions, including the official dinner at the annual conference. For Councillors, purchase of alcohol is not permitted except for beverages consumed with meals within moderation
Overseas travel from previous Tumut policy required approval by Council and 14 days public notification being given in the press. Also sis not allow for payment of costs associated for accompanying person regarding overseas travel.	Section 11 of the policy states that overseas travel must be adopted by Council prior to trip. A paragraph stating Council will not pay any costs associated with overseas travel for spouse/partner or any other accompanying persons has been included.
Clear evidence given so that trip is directly linked to local, regional and state plans and accompanying persons should be required to pay all own costs	Section 7 states, requests for attending conferences should generally be in writing outlining the benefits to Council. Section 6.5 does states, the accompanying

Comment received	Council response
	persons travel, additional accommodation and optional tours are individual Councillor expenses
Concerns regarding home phone rental	This has now been removed from the table.
Concerns regarding return of Council property upon cessation of role of Councillor and concerns regarding damage to equipment and facilities	Section 21 added to the policy to cover these concerns
Concerns regarding the inclusion of a Mayoral vehicle	A provision for a leaseback vehicle for the Mayor is staying in the policy. This is in place in many other Local Councils in the area and is representative of significant travel required by the Mayor.
Suggestion of report to be included in the monthly Council business paper detailing claims as well as costs and attendances of Councillors and accompanying persons at functions, events, conferences training etc to ensure Councils aim of accountability and transparency	Legislation requires the annual report to detail costs for Councillors allowances and training. Actual costs incurred are monitored against the associated budget by staff throughout the year.

Submission received 2nd December 2018

Disappointment with Council for submitting an incomplete report including lack of information regarding the amendments to the policy	This report now details all areas of the policy that have been altered from the previous policy that was adopted in Nov 2017
The policy did not include track changes so that areas of change were not highlighted	The policy attached to this report includes all track changes that have occurred.
Concerns regarding the provision of a vehicle for the Mayor	A provision for a leaseback vehicle for the Mayor is staying in the policy. This is in place in many other Local Councils in the area and is representative of significant travel required by the Mayor.
A lack of explanation, evaluation, budget or further information in the report regarding the proposed changes	Explanation and budgets for the additional training and vehicle have been included in this report
Request for the report to be resubmitted to Council and to invite new submissions from the community.	Both submissions that have been received have been considered and revisions implemented accordingly.

Attachments

- 1 Payment of Expenses and Provisions of Facilities for Mayor and Councillors Policy SVC-EXE-PO-002-03 (under separate cover)
- 2 Circular No 18-46 / 18 December 2018 / A621298



Office of
Local Government

Circular to Councils

Circular Details	Circular No 18-46 / 18 December 2018 / A621298
Previous Circular	18-25 <i>Status of the new Councillor Induction and Professional Development Guidelines</i>
Who should read this	Mayors / Councillors / General Managers / Council governance staff
Contact	Council Governance Team/ 02 4428 4100/ olg@olg.nsw.gov.au
Action required	Council to implement

New Councillor Induction and Professional Development Requirements

What's new or changing

- Amendments made to the *Local Government Act 1993* (the Act) by the *Local Government Amendment (Governance and Planning) Act 2016* in August 2016 saw the inclusion in the prescribed role of councillors under section 232 a responsibility "to make all reasonable efforts to acquire and maintain the skills necessary to perform the role of a councillor".
- In support of this, regulations have been made for induction and other professional development for mayors and councillors. The new requirements under the *Local Government (General) Regulation 2005* are outlined in the attachment to this circular. These requirements do not apply to joint organisations.
- The Office of Local Government (OLG) has prepared guidelines to assist councils to develop and deliver induction and ongoing professional development activities for their mayor and councillors in compliance with the proposed regulations. The Guidelines have been issued under section 23A of the Act.

What this will mean for your council

- Councils' induction and professional development programs are to consist of three elements:
 - *Pre-election candidate sessions* – these are to ensure prospective candidates are aware of what will be expected of them if elected (these are not mandatory but are encouraged)
 - *Induction program* – this aims to equip mayors and councillors with the information they need to perform their role effectively over the first few months and has a particular focus on building positive, collaborative relationships between councillors and with staff
 - *Professional development program* – this is to be developed in consultation with all councillors and delivered over the term of the council to build the skills, knowledge and personal attributes necessary to be an effective mayor or councillor.
- Councils will be required to report information in their annual reports on the induction and ongoing professional development activities offered to the mayor and each councillor. The reporting requirements are set out in the attachment to this circular.

Key points

- Councils will need to take immediate steps to develop and deliver a professional development program for the mayor and each councillor.
- Councils will need to deliver an induction program for any councillor elected at a by-election before the next ordinary elections.
- Councils will be required to prepare and deliver an induction program for the mayor and all councillors following the next ordinary elections.
- From next year, councils will be required to report on councillor induction and professional development in their annual reports.

Where to go for further information

- The Councillor Induction and Professional Development Guidelines are available on OLG's website at www.olg.nsw.gov.au.
- For further information, contact OLG's Council Governance Team on (02) 4428 4100.



Tim Hurst
Chief Executive

Office of Local Government
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3

Attachment**The new councillor induction and professional development requirements under the *Local Government (General) Regulation 2005***

- The general manager is to ensure an induction program is delivered for newly elected and returning councillors and a specialised supplementary induction program for the mayor within six months of their election.
- The general manager is to ensure an ongoing professional development program is delivered for the mayor and each councillor over the term of the council for the purposes of assisting them to acquire and maintain the skills necessary to perform their role.
- The content of the ongoing professional development program to be delivered to the mayor and councillors is to be determined in consultation with the mayor and each councillor and is to have regard to the specific skills required by the mayor, each individual councillor and the governing body as a whole to perform their roles.
- Mayors and councillors must make all reasonable efforts to participate in the activities offered to them as part of an induction or ongoing professional development program.
- Councils are to publish the following information in their annual reports:
 - the name of the mayor and each individual councillor that completed council's induction program (where an induction program has been delivered during the relevant year)
 - the name of the mayor and each councillor who participated in any ongoing professional development program during the year
 - the number of training and other activities provided to the mayor and councillors during the year as part of a professional development program, and
 - the total cost of induction and professional development activities and any other training provided to the mayor and councillors during the relevant year.
- The above requirements do not apply to joint organisations.

9. GOVERNANCE AND FINANCIAL REPORTS**9.4 COUNCIL DECISIONS ON THE ADMINISTRATION OF THE SEPTEMBER 2020 ELECTIONS**

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

EXECUTIVE SUMMARY:

Under section 296AA of the Local Government Act 1993, Councils must make a decision on how the ordinary elections are to be administered in 2020.

Since 2012, councils have been able to choose whether to conduct their own elections, or to enter into arrangements with the NSW Electoral Commission. Most councils have continued to have their elections conducted by the commission.

This report considers the responsibility to conduct Local Government Elections and recommends that Council appoint the NSW Electoral Commission to conduct the 2020 election on Council's behalf.

RECOMMENDATION:

The Snowy Valleys Council ("the Council") resolves:

- 1. Pursuant to s. 296(2) and (3) of the Local Government Act 1993 (NSW) ("the Act") that an election arrangement be entered into by contract for the Electoral Commissioner to administer all elections of the Council.**
- 2. Pursuant to s. 296(2) and (3) of the Act, as applied and modified by s. 18, that a council poll arrangement be entered into by contract for the Electoral Commissioner to administer all council polls of the Council.**
- 3. Pursuant to s. 296(2) and (3) of the Act, as applied and modified by s. 18, that a constitutional referendum arrangement be entered into by contract for the Electoral Commissioner to administer all constitutional referenda of the Council.**

BACKGROUND:

In 2011, the NSW Parliament passed the Local Government (Amendment) Elections Act 2011 which concerns the conduct of Council elections.

Section 296AA of the Act now states that Councils must resolve, at least eighteen (18) months before the election, to either:

1. Enter into an election arrangement with the NSW Electoral Commissioner (NSWEC) to administer all council's elections, polls and constitutional referenda, or
2. That the council's elections are to be administered by the General Manager of the council.

REPORT:

A Council may resolve to enter into a contract or make arrangements with the Electoral Commissioner for the NSW Electoral Commission to administer all elections for the council (other than elections of Mayors and Deputy Mayors by Councillors).

If such a contract or arrangement is made the Electoral Commission is to administer all the elections, constitutional referendums and polls of the council until the conclusion of the following ordinary election for councillors. A decision is required to be made prior to 11 March 2019, or it will be required to conduct its own election. At the time of writing this report the Electoral Commission could not make available estimated cost information for them administering the election as instructed by Department of Premier and Cabinet.

The September 2017 Local Government elections were administered by the NSW Electoral commission. The cost to Council for this services was \$75,312.00. For the purpose of this report Council has estimated a 4% increase to cover the 2020 election costs, being \$78,324.00. Once the estimate is provided by CSW Electoral Commission, Council may have to increase the projected forecast in the Long Term Financial Plan current budgeted amount of \$75,000 to cover costs.

Should council decide to conduct its own elections, constitutional referendums and polls, Section 296AA of the Act makes it clear that the general manager is responsible for their conduct. The responsibilities include:-

- Appointing a suitably qualified independent returning officer and a substitute returning officer and determining the fees payable to the returning officer, substitute returning officer and electoral officials (and training thereof). An employee of council cannot be appointed as returning officer or substitute officer.
- The Returning Officer is to appoint one or more electoral officials.
- The Returning Officer is entitled to have access to any relevant council records.
- Ensure there is uniform interpretation of electoral legislation in line with NSWEC and other councils and maintain uniformity with established electoral practices.
- Provision of adequate accommodation for returning officer for pre poll voting, secure storage of materials, packing for polling places, vote counting etc. Council would be required to provide computers, printer, copiers and ongoing support of these throughout the process.
- Ballot papers to be printed and stored in a secured area.
- Provide consistent, relevant and timely information to all stake holders.
- Identify, prepare and print all forms, declaration envelopes, election official manuals.
- Provide clerical assistance for Returning Officer to enquiries, pre poll and postal voting, visiting declared institutions, recruitment of polling place staff, etc.
- Post-election issues.
- Managing the relevant election costs and preparing a report for the Minister for Local Government on the conduct of each election. The report must disclose, among other things, full and transparent costings.

Information has been issued by the Office of Local Government to assist Council in reaching a decision. This information is issued under section 296AA of the Local Government Act 1993, they must be taken into account when determining whether to administer the elections themselves or to engage the NSW Electoral Commissioner. A copy of Circular 18-43 and the FAQ's is attached to this report.

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:

Nil

Financial and Resources Implications

To conduct the Local Government Elections Snowy Valleys Council has budgeted \$75,000.

Costs and Benefits:

Nil

Policy, Legal and Statutory Implications:

Section 296AA of the Local Government Act 1993

RISK MANAGEMENT – BUSINESS RISK/WHIS/PUBLIC:

Nil

OPTIONS:

Council may resolve to enter into a contract or make arrangements with the Electoral Commissioner for the NSW Electoral Commission to administer all elections for the council (other than elections of mayors and deputy mayors by councillors).

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Nil

Attachments

- 1 18-43 Council Decisions on Circular 18-43 Council decisions on the administration of the September 2020 elections (under separate cover)
- 2 Administration of 2020 Elections - FAQs (under separate cover)

9. GOVERNANCE AND FINANCIAL REPORTS**9.5 SNOWY VALLEYS COUNCIL INFORMATION GUIDE**

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

EXECUTIVE SUMMARY:

The Governance and Risk team have drafted the Snowy Valleys Council Information Guide for adoption.

Consultation with key stakeholders within Snowy Valleys Council was undertaken in preparing the Information Guide.

All Council staff have been given the opportunity to consider the policy and provide feedback. The Information Guide was endorsed by the Executive Leadership Team, placed on internal exhibition, then on public exhibition for 43 days. This guide has also been submitted to the Information Commissioner with feedback considered and implemented.

RECOMMENDATION:**THAT COUNCIL:**

1. **Receive the report on Snowy Valleys Council Information Guide**
2. **Adopt the Information Guide February 2019 SVC-EXE-GdI-001-01**

BACKGROUND:

Information Guides are a significant portal to government information. They allow the public to identify and access government information held by an agency. They connect the public and agencies by providing clear and accessible information on accessing government information. Information Guides promote the objective of the *Government Information (Public Access) Act 2009*, GIPA Act, by opening government information to the public at the lowest possible cost and encourage public participation in the agency's decision-making and functions.

REPORT:

The Information Guide covers the main topics outlined below

1. Structure and Functions of Council (including staff and Councillors)
2. How Council's functions affect members of the public
3. Public participation in Local Government
4. Access to Government Information
5. Accessing Council Information
6. Restrictions on Access to Information
7. Rights of Review and Appeal
8. Who to contact for further information

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

Integrated Planning and Reporting Framework:

CSP Outcome 2028

Theme 4: Communication & Engagement

Delivery Outcomes

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

SUSTAINABILITY ASSESSMENT:

	Positive	Negative
Social	Allows the community to understand the structure and functions of Council and the ways in which they can access information.	Nil
Environmental	Nil	Nil
Economic	Nil	Nil
Governance	Compliance with legislation Government Information (Public Access) Act 2009	Nil

Financial and Resources Implications

Failure to adopt and implement the Information Guide in a timely manner leaves Council at risk of non-compliance with legislation and failure to meet community standards and expectations.

Costs and Benefits:

Nil

Policy, Legal and Statutory Implications:

Key legislation considered when drafting the Information Guide included the requirements set out in the *Government Information (Public Access) Act 2009* including:

1. The object of the GIPA Act is to open government information to the public by the proactive public release of government information by agencies, giving members of the public an enforceable right to access government information and only restricting government information when there is an overriding public interest against disclosure.
2. Under Part 3 Division 2 of the GIPA Act, all agencies (other than a Minister) must have an agency information guide (AIG).
3. AIGs must be made available free of charge on the agency's website.
4. Agencies must review their AIG and adopt a new AIG at intervals of not more than 12 months.
5. Agencies must notify the Information Commissioner before adopting or amending an AIG and, if requested to do so by the Information Commissioner, consult with the Information Commissioner on the proposed AIG or amendment.
6. Agencies must make "open access information" publicly available as provided by its AIG.
7. Should the Director-General of the Department of Local Government, in consultation with the Information Commissioner, adopt mandatory provisions for inclusion in the AIG of local authorities, the AIG of local authorities must include any such mandatory provision unless the Chief Executive otherwise approves in a particular case.

RISK MANAGEMENT – BUSINESS RISK/WHIS/PUBLIC:

The development and implementation of this Information Guide forms a key plank of Council's risk management strategies.

OPTIONS:

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

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:**Internal Consultation**

Internal consultation was undertaken within the Governance and Risk Team in regards to the drafting of the Information Guide.

The document went to the Executive Leadership Team for endorsement on 4th December 2018

Internal exhibition was conducted on 12th December for 7 days where all staff were given the opportunity to review and provide feedback. Nil feedback received.

External Consultation

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

The Information Guide was sent to the Information Commissioner for assessment against the requirements of sections 20 and 22 of the Government Information (Public Access) Act 2009 (GIPA Act) and guidance published by the Information and Privacy Commission, see attachment. Feedback received and implemented. Snowy Valleys Council Information Guide will be placed on website following adoption.

Attachments

- 1 Information Commissioner Notice of Review
- 2 Information Guide February 2019 SVC-EXE-GdI-001-01 (under separate cover)



Enquiries: Donna Howard
Telephone: (02) 8071 7014
Our reference: **IPC19/A000011**

18 January 2019

Shirley Williams
Governance & Compliance Officer
Snowy Valleys Council
PO Box 61
Tumbarumba NSW 2653
swilliams@svc.nsw.gov.au

Dear Ms Williams

Feedback on Snowy Valleys Council Agency Information Guide

Thank you for your email of 15 January 2019 notifying the Information Commissioner of proposed new version of Snowy Valleys Council's Agency Information Guide (AIG).

AIGs provide a mechanism to make government information accessible, promote currency of information and appropriate release, and support the management of government information as a strategic asset.

In December 2016, the Information Commissioner released new AIG guidance materials on the Information and Privacy Commission's (IPC) website, including *Guideline 6: Agency Information Guides*, a self-assessment checklist for agencies, , and a fact sheet on AIGs and the public. The IPC's AIG resources can be found at <http://www.ipc.nsw.gov.au/agency-information-guide>.

I have assessed Singleton Council's AIG against the requirements of sections 20 to 22 of the *Government Information (Public Access) Act 2009* (GIPA Act), and guidance published by the IPC. My feedback is attached to this letter, and is intended to assist Council when it next reviews its AIG in accordance with section 21 of the GIPA Act, at an interval of not more than 12 months.

Please do not hesitate to contact me on (02) 8071 7014 or by email to Donna.Howard@ipc.nsw.gov.au, if you have any questions about the feedback.

Yours sincerely

Donna Howard
Investigation & Review Officer

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Version: 1 Version Date: 21/01/2019

Results for Snowy Valleys Council's AIG

We conducted the assessment using the questions in the IPC's self-assessment checklist for agencies, which is published on the IPC's website at <http://www.ipc.nsw.gov.au/resources-public-sector-agencies-0>. The self-assessment checklist reflects the requirements of the GIPA Act and provides additional guidance. The checklist does not prescribe the structure and format that an AIG should follow. Rather, it is a practical tool for an agency to assess the content of its AIG once it has been prepared.

For practical guidance on how to prepare an AIG, please refer to the [Guideline for Agency Information Guides](#).

Mandatory Practice questions relate to the mandatory elements of the GIPA Act and agencies are strongly encouraged to complete them. Recommended Practice questions in the checklist have been included in italics to assist and guide an agency on how they may satisfy or demonstrate the requirements under the GIPA Act, or how to best promote and enhance Open Government, Open Data, and public participation. While these elements are not mandatory, they may assist agencies to assess their maturity in the utilisation of AIGs.

Assessment questions	Status	Comments
Open access information (Sections 6(2) & 18(a) of the GIPA Act)		
1	Mandatory Practice: Has the agency made its AIG publicly available on its website? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Recommended Practice: <i>Is it easily accessible on the agency's website, such as on its 'access to information' page?</i> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	A search of Snowy Valleys Council's website using the terms "Information Guide", "Agency Information Guide", "Council Information Guide", "Snowy Valleys Information Guide" and "AIG" did not produce a result. Some searches led to the Public Access to Information (GIPA) link however the current guide was not available.
Adoption and review of AIGs (Section 21 of the GIPA Act)		
2	Mandatory Practice: Has the agency reviewed its AIG and adopted a new AIG at an interval of not more than 12 months? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Recommended Practice: <i>Does the AIG include the date it was last reviewed/adopted/amended?</i> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	The draft Agency Information Guide 2019 states that the AIG is reviewed annually. However it does not include a date.
AIG requirements (Section 20(1) of the GIPA Act)		
3	Mandatory Practice: Does the AIG describe the structure of the agency? <input checked="" type="checkbox"/> YES <input type="checkbox"/> PART <input type="checkbox"/> NO Recommended Practice: <i>Does the AIG describe the multiple divisions of the agency if applicable?</i> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Recommended Practice: <i>Does the AIG describe how the agency operates in a cluster arrangement if applicable?</i> <input type="checkbox"/> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A	The draft Agency Information Guide 2019 outlines the roles of Councillors, Mayor and General Manager. It provides an organisational structure.

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Assessment questions		Status	Comments
	Recommended Practice: Does it link to other agency AIGs where appropriate?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A	
4	Mandatory Practice: Does the AIG describe the functions of the agency?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> PART <input type="checkbox"/> NO	The draft Agency Information Guide 2019 sent to the IPC sent to the IPC contains a table at page 8 outlining the functions along with page 9 that denotes the various legislative instruments that the Agency administers.
5	Mandatory Practice: Does the AIG describe the way in which the functions, especially decision-making functions, of the agency affect members of the public?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> PART <input type="checkbox"/> NO	The draft Agency Information Guide 2019 sent to the IPC outlines "How Council's functions affect members of the public".
6	Mandatory Practice: Does the AIG specify any arrangements that exist to enable members of the public to participate in the formulation of the agency's policies?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> PART <input type="checkbox"/> NO	The draft Agency Information Guide 2019 sent to the IPC has a section on public participation in local government and provides and email address.
7	Mandatory Practice: Does the AIG specify any arrangements that exist to enable members of the public to participate in the exercise of the agency's functions?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> PART <input type="checkbox"/> NO	The draft Agency Information Guide 2019 generalises this area.
8	Mandatory Practice: Does the AIG identify the various kinds of government information held by the agency?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> PART <input type="checkbox"/> NO	
9	Mandatory Practice: Does the AIG identify the kinds of government information held by the agency that the agency makes or <u>will make</u> publicly available?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> PART <input type="checkbox"/> NO	<p>Types of information include but is not limited to:</p> <ul style="list-style-type: none"> ▪ The information guide (although this cannot be accessed via the website), ▪ Policies, ▪ Disclosure Log, ▪ Government contracts, ▪ Annual reports, and ▪ Various registers. <p>However a search of the Agency's website could not locate the disclosure log.</p>

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Assessment questions		Status	Comments
10	Mandatory Practice: Does the AIG specify the manner in which the agency makes or will make government information publicly available?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> PART <input type="checkbox"/> NO	The draft Agency Information Guide 2019 sent to the IPC only states that the information is available on the website however there are no links or further methods of release.
11	Mandatory Practice: Does the AIG identify the kinds of information that are made publicly available free of charge?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> PART <input type="checkbox"/> NO	
12	Mandatory Practice: Does the AIG identify the kinds of information that will be made publicly available free of charge?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> PART <input type="checkbox"/> NO	Open access information can be inspected at Council's offices.
13	Mandatory Practice: Does the AIG identify the kinds of information for which a charge is imposed?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> PART <input type="checkbox"/> NO	The draft Agency Information Guide 2019 sent to the IPC states that some documents will be available for a "charge not exceeding reasonable photocopying costs". However this is not elaborated upon.
14	Mandatory Practice: Does the AIG identify the kinds of information for which a charge will be imposed?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> PART <input type="checkbox"/> NO	The draft Agency Information Guide 2019 contains a section on formal access with outlines the application fee and processing charges on page 13.
AIG Government Information (Section 20(2) of the GIPA Act)			
15	Mandatory Practice: Has the agency made government information publicly available as provided by its AIG?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> PART <input type="checkbox"/> NO	A random selection of documents was searched within the Agency's website however many were not found.
	Recommended Practice: Is there a process for ensuring information is released, such as through a pro-active release strategy or committee?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
Local authorities (Section 20(3) of the GIPA Act)			
16	Mandatory Practice: Where the Director General of the Department of Local Government (now the Chief Executive of the Office of Local Government), in consultation with the Information Commissioner, has adopted mandatory provisions for inclusion in the AIGs of local authorities – has the AIG (of a <u>local authority</u>) included the mandatory provision, unless otherwise approved by the Director General in a particular case? [Note references to the Director General of the Department of Local Government should be read as the Chief Executive Officer, Office of Local Government]	<input type="checkbox"/> YES <input type="checkbox"/> PART <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A	

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Assessment questions		Status	Comments
Role of the Information Commissioner (Section 22(1) of the GIPA Act)			
17	Mandatory Practice: Has the agency notified the Information Commissioner before adopting or amending its AIG?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Open Government, Open Data & public participation			
18	Recommended Practice: Does the AIG adopt a core set of headings in line with the Guideline for AIGs to promote consistency across the government sectors and make it easier for the public to find the information that they seek?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> PART <input type="checkbox"/> NO	
19	Recommended Practice: Generally consider – How does the AIG promote Open Government?		
	Recommended Practice: Does the AIG provide a public resource that informs citizens about the information that the agency holds, the agency's engagement channels, and its decision-making processes?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> PART <input type="checkbox"/> NO	
20	Recommended Practice: Generally consider – How does the AIG identify any data held by the agency and detail the way the agency will make the data open to citizens?		
	Recommended Practice: Does the AIG link to other open data initiatives such as data.nsw.gov.au?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
21	Recommended Practice: Generally consider – How does the AIG inform the public about how the agency engages with citizens and stakeholders on the formulation of policy and service delivery?		<p>The draft Agency Information Guide 2019 sent to the IPC informs the public of how the Agency engages with citizens.</p> <p>The Right to Information Officer is identified as the Director of Internal Services however any enquiries are to be addressed to the General Manager, this may create some confusion.</p> <p>The website search engine did not locate a number of documents, this is not to say that they don't exist but rather that simple search terms did not yield results.</p>

Assessment conducted by: Donna Howard, Investigation and Review Officer

Date conducted: 18 January 2019

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Document Set ID: 2017877
 Version 4, Version Date: 24/01/2019

9. GOVERNANCE AND FINANCIAL REPORTS

9.6 STATEMENT OF INVESTMENTS - DECEMBER 2018

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

EXECUTIVE SUMMARY:

This report is to provide a summary of Council's cash and investments as at 31 December 2018.

RECOMMENDATION:

THAT COUNCIL:

1. Receive the Statement of Investments as at 31 December 2018

BACKGROUND:

Nil

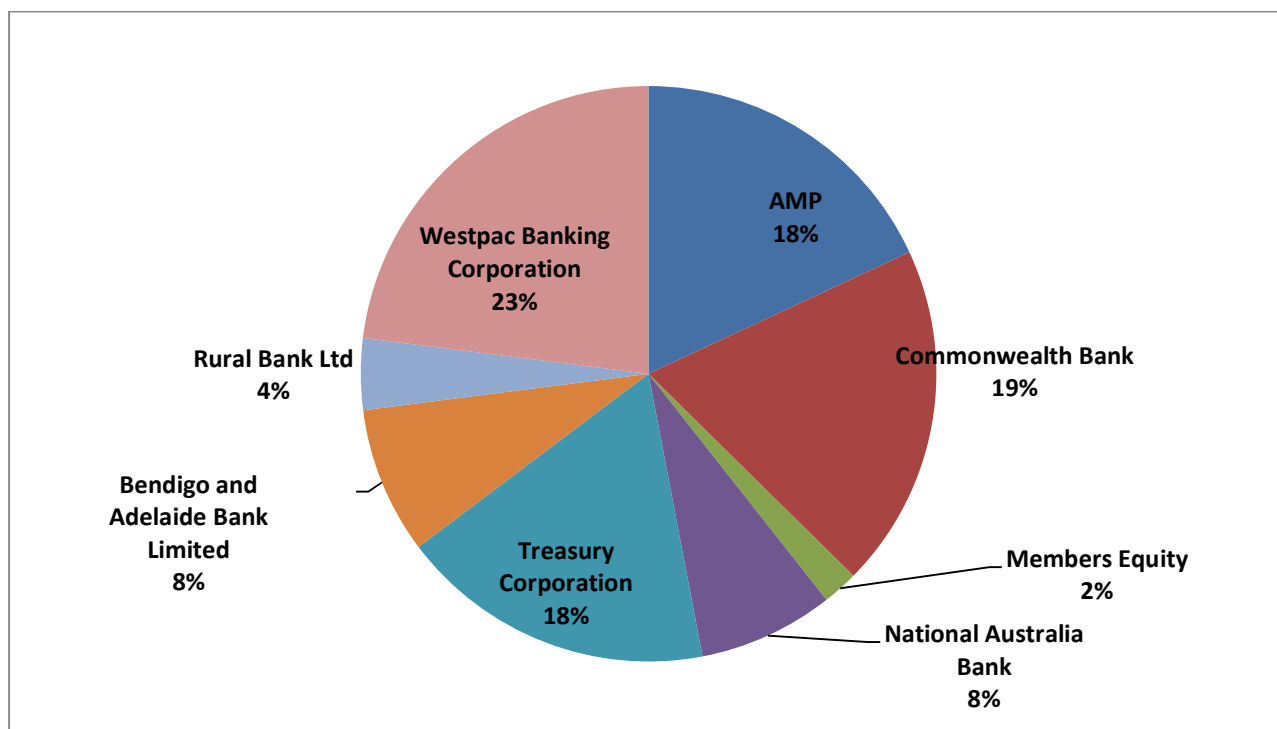
REPORT:

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 & Investment		31/12/2018						
Cash & 11am at call Accounts	Current Month	Last Month	Movement	Interest Rate%	Maturity Date	% of Total Portfolio	% of Category	Rating
Commonwealth Bank	\$ 45,967	\$ 70,930	-\$ 24,962	1.40%		0.1%	0.2%	A-1+
AMP	\$ 520,524	\$ 520,524	\$ -	1.80%		1.0%	2.5%	A-1+
AMP	\$ 1,000,000	\$ 1,000,000	\$ -	2.30%		2.0%	4.9%	A-1
National Australia Bank	\$ 387,237	\$ 297,760	\$ 89,477	1.50%		0.8%	1.9%	A-1+
Commonwealth Bank	\$ 6,394,389	\$ 1,217,170	\$ 5,177,219	1.40%		12.8%	31.3%	A-1+
Commonwealth Bank	\$ 300,681	\$ 310,003	-\$ 9,322	1.50%		0.6%	1.5%	A-1+
Commonwealth Bank	\$ 341,736	\$ 345,609	-\$ 3,873	1.50%		0.7%	1.7%	A-1+
Commonwealth Bank	\$ 2,571,114	\$ 3,851,540	-\$ 1,280,426	1.50%		5.1%	12.6%	A-1+
Sub Total Cash & 11 am at Call Accounts	\$ 11,561,648	\$ 7,613,535	\$ 3,948,113	1.61%		23.2%	56.6%	
TCorp Investments (at Call)	Balanced Invested \$			Monthly Interest Rate%	Financial Year Interest Rate (to date)	% of Portfolio	% of Category	Rating
Treasury Corporation	\$ 526,284	\$ 525,450	\$ 835	0.15%	1.10%	1.1%	2.6%	Tre as
Treasury Corporation	\$ 1,055,920	\$ 1,054,149	\$ 1,771	0.16%	1.16%	2.1%	5.2%	Tre as
Treasury Corporation	\$ 3,122,051	\$ 3,138,249	-\$ 16,198	-0.51%	-0.84%	6.3%	15.3%	Tre as
Treasury Corporation	\$ 4,148,265	\$ 4,204,654	-\$ 56,388	-1.18%	-3.25%	8.3%	20.3%	Tre as
Sub Total TCorp Investments at call	\$ 8,852,521	\$ 8,922,501	-\$ 69,979	-0.35%		17.7%	43.4%	
Total Cash & At Call Investments	\$ 20,414,170	\$ 16,536,036	\$ 3,878,134	0.96%		17.7%	100.0%	

Term Deposits & Commercial Bills	Current Month	Last Month	Movement	Interest Rate%	Maturity Date	% of Portfolio	% of Category	Rating
AMP	\$ 1,000,000	\$ 1,000,000	\$ -	2.70%	15/01/2019	2.0%	3.4%	A-1
Bendigo and Adelaide Bank Limited	\$ 500,000	\$ 500,000	\$ -	2.65%	16/01/2019	1.0%	1.7%	A-2
Westpac Banking Corporation	\$ 2,000,000	\$ 2,000,000	\$ -	2.94%	23/01/2019	4.0%	6.8%	A-1+
Westpac Banking Corporation	\$ 2,000,000	\$ 2,000,000	\$ -	2.67%	2/02/2019	4.0%	6.8%	A-1+
Westpac Banking Corporation	\$ 2,000,000	\$ 2,000,000	\$ -	2.83%	2/02/2019	4.0%	6.8%	A-1+
Members Equity	\$ 1,000,000	\$ 1,000,000	\$ -	2.70%	25/02/2019	2.0%	3.4%	A-2
Bendigo and Adelaide Bank Limited	\$ 250,000	\$ 250,000	\$ -	2.60%	11/03/2019	0.5%	0.8%	A-2
Bendigo and Adelaide Bank Limited	\$ 250,000	\$ 250,000	\$ -	2.60%	11/03/2019	0.5%	0.8%	A-2
Bendigo and Adelaide Bank Limited	\$ 1,057,811	\$ 1,057,811	\$ -	2.80%	8/04/2019	2.1%	3.6%	A-2
Bendigo and Adelaide Bank Limited	\$ 1,057,811	\$ 1,057,811	\$ -	2.80%	8/04/2019	2.1%	3.6%	A-2
Bendigo and Adelaide Bank Limited	\$ 1,000,000	\$ 1,000,000	\$ -	2.70%	29/05/2019	2.0%	3.4%	A-2
Rural Bank Ltd	\$ 2,000,000	\$ 2,000,000	\$ -	2.91%	25/06/2019	4.0%	6.8%	A-2
National Australia Bank	\$ 411,140	\$ 411,140	\$ -	2.80%	26/06/2019	0.8%	1.4%	A-1+
AMP	\$ 1,500,000	\$ 1,500,000	\$ -	2.85%	17/07/2019	3.0%	5.1%	A-1
Westpac Banking Corporation	\$ 2,500,000	\$ 2,500,000	\$ -	2.98%	23/07/2019	5.0%	8.5%	A-1+
AMP	\$ 2,000,000	\$ 2,000,000	\$ -	2.65%	26/07/2019	4.0%	6.8%	A-1
Westpac Banking Corporation	\$ 1,000,000	\$ 1,000,000	\$ -	2.90%	24/08/2019	2.0%	3.4%	A-1+
AMP	\$ 1,000,000	\$ 1,000,000	\$ -	2.80%	14/09/2019	2.0%	3.4%	A-1
Westpac Banking Corporation	\$ 2,000,000	\$ 2,000,000	\$ -	2.90%	18/09/2019	4.0%	6.8%	A-1+
AMP	\$ 2,000,000	\$ 2,000,000	\$ -	2.80%	19/09/2019	4.0%	6.8%	A-1
National Australia Bank	\$ 2,000,000	\$ 2,000,000	\$ -	2.73%	29/10/2019	4.0%	6.8%	A-1+
National Australia Bank	\$ 1,000,000	\$ 1,000,000	\$ -	2.75%	20/11/2019	2.0%	3.4%	A-1+
Total TD's and CB's	\$ 29,526,763	\$ 29,526,763	\$ -	2.70%		59.12%	100.0%	
Total Cash & Investments	\$ 49,940,932	\$ 46,062,799	\$ 3,878,134			100.0%		

Council's investments and cash on hand were invested with the following institutions:



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 increased by \$3,878,134 from the previous month.

Significant income received during December included the following:

- SCF/NCIF Grant Round 2 \$5.695m
- Rural Fire Service (M& R levy) \$230.4k

Significant expenditure in addition to salaries and wages included funds expended on:

- Hino Sweeper \$237.6k
- Insurance (Workers Comp Instalment) \$168.7k
- Resurfacing(Bull Paddock & Tumba sports)\$158.9k

There were no changes to our term deposit holdings for the month of December.

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

Choose Operational Plan Activity

SUSTAINABILITY ASSESSMENT:

N/A

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:

N/A

COMMUNITY ENGAGEMENT AND COMMUNICATION:

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

ATTACHMENTS

Nil

9. GOVERNANCE AND FINANCIAL REPORTS

9.7 STATEMENT OF INVESTMENTS - JANUARY 2019

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

EXECUTIVE SUMMARY:

This report is to provide a summary of Council's cash and investments as at 31 January 2019.

RECOMMENDATION:

THAT COUNCIL:

1. Receive the Statement of Investments as at 31 January 2019

BACKGROUND:

Nil

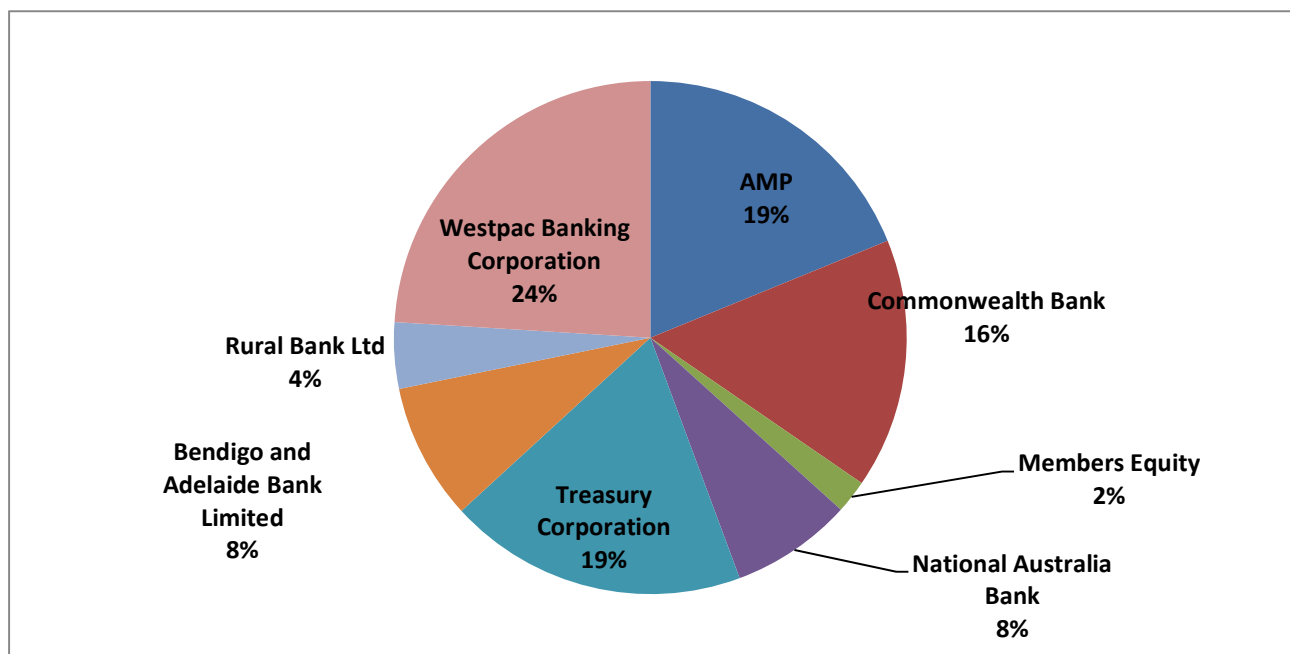
REPORT:

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 & Investment		31/01/2019						
Cash & 11am at call Accounts	Current Month	Last Month	Movement	Interest Rate%	Maturity Date	% of Total Portfolio	% of Category	Rating
Commonwealth Bank	\$ 16,676	\$ 45,967	-\$ 29,291	1.40%		0.0%	0.1%	A-1+
AMP	\$ 520,524	\$ 520,524	-\$ 0	1.80%		1.1%	2.8%	A-1+
AMP	\$ 1,000,000	\$ 1,000,000	\$ -	2.30%		2.1%	5.4%	A-1
National Australia Bank	\$ 252,891	\$ 387,237	-\$ 134,346	1.50%		0.5%	1.4%	A-1+
Commonwealth Bank	\$ 820,617	\$ 6,394,389	-\$ 5,573,772	1.40%		1.7%	4.5%	A-1+
Commonwealth Bank	\$ 218,325	\$ 300,681	-\$ 82,356	1.50%		0.5%	1.2%	A-1+
Commonwealth Bank	\$ 345,433	\$ 341,736	\$ 3,697	1.50%		0.7%	1.9%	A-1+
Commonwealth Bank	\$ 5,695,000	\$ -	\$ 5,695,000	1.50%		11.9%	31.0%	A-1+
Commonwealth Bank	\$ 459,916	\$ 2,571,114	-\$ 2,111,198	1.50%		1.0%	2.5%	A-1+
<i>Sub Total Cash & 11 am at Call Accounts</i>	\$ 9,329,382	\$ 11,561,648	-\$ 2,232,266	1.60%		19.5%	50.8%	
TCorp Investments (at Call)	Balanced Invested \$			Monthly Interest Rate%	Financial Year Interest Rate (to date)	% of Portfolio	% of Category	Rating
Treasury Corporation	\$ 527,431	\$ 526,284	\$ 1,147	0.22%	1.32%	1.1%	2.9%	Treas
Treasury Corporation	\$ 1,058,646	\$ 1,055,920	\$ 2,726	0.26%	1.42%	2.2%	5.8%	Treas
Treasury Corporation	\$ 3,178,122	\$ 3,122,051	\$ 56,071	1.80%	0.94%	6.6%	17.3%	Treas
Treasury Corporation	\$ 4,271,420	\$ 4,148,265	\$ 123,155	2.97%	-0.38%	8.9%	23.3%	Treas
<i>Sub Total TCorp Investments at call</i>	\$ 9,035,619	\$ 8,852,520	\$ 183,099	1.31%		18.9%	49.2%	
Total Cash & At Call Investments	\$ 18,365,001	\$ 20,414,168	-\$ 2,049,167	1.51%		18.9%	100.0%	

Term Deposits & Commercial Bills	Current Month	Last Month	Movement	Interest Rate%	Maturity Date	% of Portfolio	% of Category	Rating
Westpac Banking Corporation	\$ 2,014,115	\$ 2,014,115	\$ -	2.67%	2/02/2019	4.2%	6.8%	A-1+
Westpac Banking Corporation	\$ 2,000,000	\$ 2,000,000	\$ -	2.83%	2/02/2019	4.2%	6.8%	A-1+
Members Equity	\$ 1,000,000	\$ 1,000,000	\$ -	2.70%	25/02/2019	2.1%	3.4%	A-2
Bendigo and Adelaide Bank Limited	\$ 250,000	\$ 250,000	\$ -	2.60%	11/03/2019	0.5%	0.8%	A-2
Bendigo and Adelaide Bank Limited	\$ 250,000	\$ 250,000	\$ -	2.60%	11/03/2019	0.5%	0.8%	A-2
Bendigo and Adelaide Bank Limited	\$ 1,057,811	\$ 1,057,811	\$ -	2.80%	8/04/2019	2.2%	3.6%	A-2
Bendigo and Adelaide Bank Limited	\$ 1,057,811	\$ 1,057,811	\$ -	2.80%	8/04/2019	2.2%	3.6%	A-2
Westpac Banking Corporation	\$ 2,000,000	\$ 2,000,000	\$ -	2.81%	23/04/2019	4.2%	6.8%	A-1+
Bendigo and Adelaide Bank Limited	\$ 1,000,000	\$ 1,000,000	\$ -	2.70%	29/05/2019	2.1%	3.4%	A-2
Rural Bank Ltd	\$ 2,000,000	\$ 2,000,000	\$ -	2.91%	25/06/2019	4.2%	6.8%	A-2
National Australia Bank	\$ 411,140	\$ 411,140	\$ -	2.80%	26/06/2019	0.9%	1.4%	A-1+
AMP	\$ 1,500,000	\$ 1,500,000	\$ -	2.85%	17/07/2019	3.1%	5.1%	A-1
Westpac Banking Corporation	\$ 2,500,000	\$ 2,500,000	\$ -	2.98%	23/07/2019	5.2%	8.5%	A-1+
AMP	\$ 2,000,000	\$ 2,000,000	\$ -	2.65%	26/07/2019	4.2%	6.8%	A-1
Westpac Banking Corporation	\$ 1,000,000	\$ 1,000,000	\$ -	2.90%	24/08/2019	2.1%	3.4%	A-1+
AMP	\$ 1,000,000	\$ 1,000,000	\$ -	2.80%	14/09/2019	2.1%	3.4%	A-1
Westpac Banking Corporation	\$ 2,000,000	\$ 2,000,000	\$ -	2.90%	18/09/2019	4.2%	6.8%	A-1+
AMP	\$ 2,000,000	\$ 2,000,000	\$ -	2.80%	19/09/2019	4.2%	6.8%	A-1
National Australia Bank	\$ 2,000,000	\$ 2,000,000	\$ -	2.73%	29/10/2019	4.2%	6.8%	A-1+
National Australia Bank	\$ 1,000,000	\$ 1,000,000	\$ -	2.75%	20/11/2019	2.1%	3.4%	A-1+
AMP	\$ 1,000,000	\$ 1,000,000	\$ -	2.75%	15/01/2020	2.1%	3.4%	A-1
Bendigo and Adelaide Bank Limited	\$ 250,000	\$ 250,000	\$ -	2.70%	16/01/2020	0.5%	0.8%	A-2
Bendigo and Adelaide Bank Limited	\$ 250,000	\$ 250,000	\$ -	2.70%	16/01/2020	0.5%	0.8%	A-2
Total TD's and CB's	\$ 29,540,878	\$ 29,540,878	\$ -	2.72%		61.66%	100.0%	
Total Cash & Investments	\$ 47,905,879	\$ 49,955,046	-\$2,049,167			100.0%		

Council's investments and cash on hand were invested with the following institutions:



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 reduced by \$2m from the previous month. Significant income received during January included the following:

- RMS Block Grants \$280k
- RMS Nat Disaster Reg and Local Roads \$210.2k

Significant expenditure in addition to salaries and wages included funds expended on:

- Fuel \$133k
- Rail Trail (Tumbarumba) \$127.6k
- Rosewood Golf Club \$115.4k
- Tumbarumba Sports Ground Resurface \$100k
- Bull paddock resurface \$100k
- Electricity \$94.7k
- Phones \$93.8k
- Trimble GPS units \$73.9k

There were no changes to our term deposit holdings for the month of January apart from renewal of existing term deposits as follows;

- AMP \$1m renewed 12m at 2.75%
- Bendigo Bank \$500k (2 x \$250k) renewed for 12m at 2.7%

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

Choose Operational Plan Activity

SUSTAINABILITY ASSESSMENT:

N/A

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:

N/A

COMMUNITY ENGAGEMENT AND COMMUNICATION:

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

ATTACHMENTS

Nil

9. GOVERNANCE AND FINANCIAL REPORTS**9.8 QUARTERLY BUDGET REVIEW AS AT 31 DECEMBER 2018**

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

EXECUTIVE SUMMARY:

This report is to provide a summary of Council's financial performance against budget as at 31 December 2018.

RECOMMENDATION:**THAT COUNCIL:**

1. **Receive and adopt the 2nd Quarter Budget Review as at 31 December 2018;**
2. **The Revenue, Expenditure and Capital Budget adjustments as noted in the attached 2nd Quarter Budget Review be adopted and the budgets adjusted.**

BACKGROUND:

Clause 203 (1) of the Local Government (General) Regulation 2005 requires Council's responsible account officer to prepare and submit a quarterly budget review statement to the governing body of Council.

The Quarterly Budget Review Statement is designed to reflect the information normally prepared annually as part of the financial statements on a quarterly basis.

All Directors and Division Managers are required to monitor their budgets on a continual and frequent basis throughout the financial year and adjustments are recommended as required.

The 2018/19 annual budget was adopted on 28 June 2018.

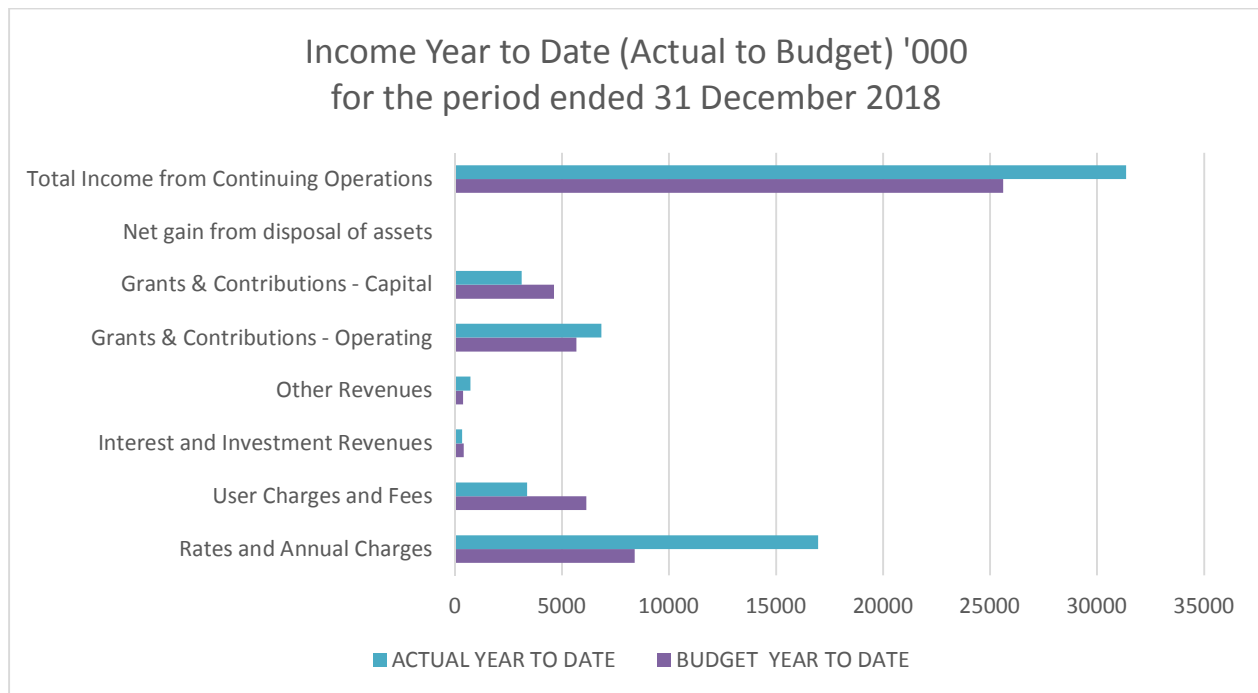
REPORT:

The commentary and recommendations in this report should be read in conjunction with 2nd Quarterly Budget Review attached.

1 October 2018 to 31 December 2018 Summary:

Income & Expenses Budget Review Statement					
Budget review for the quarter ended 31 December 2018					
Income & Expenses - Council Consolidated					
	Original	Revised	Variations	Projected	Actual
(\$000's)	Budget	Budget	for this	Year End	YTD
	2018/19	2018/19	Dec Qtr	Result	figures
Income					
Rates and Annual Charges	\$16,796	\$16,796		\$16,796	\$16,963
User Charges and Fees	\$12,284	\$12,284		\$12,284	\$3,372
Interest and Investment Revenues	\$821	\$821		\$821	\$328
Other Revenues	\$740	\$740		\$740	\$712
Grants & Contributions - Operating	\$8,457	\$8,457	\$2,895	\$11,352	\$6,832
Grants & Contributions - Capital	\$7,365	\$6,365	\$2,875	\$9,240	\$3,118
Net gain from disposal of assets		\$0		\$0	\$32
Total Income from Continuing Operations	\$46,463	\$45,463	\$5,770	\$51,233	\$31,357
Expenses					
Employee Costs	\$16,619	\$16,659	\$58	\$16,717	\$8,621
Borrowing Costs	\$0	\$0		\$0	
Materials & Contracts	\$10,475	\$10,459	\$1,517	\$11,976	\$6,315
Depreciation	\$11,336	\$11,336		\$11,336	\$5,668
Legal Costs		\$0		\$0	
Consultants		\$0		\$0	
Other Expenses	\$4,347	\$4,367		\$4,367	\$2,383
Interest & Investment Losses		\$0		\$0	\$0
Net Loss from disposal of assets		\$0		\$0	
Share of interests in Joint Ventures		\$0		\$0	
Total Expenses from Continuing Operations	\$42,777	\$42,821	\$1,575	\$44,396	\$22,987
Net Operating Result from Continuing Operations	\$3,686	\$2,642	\$4,195	\$6,837	\$8,370
Net Operating Result from All Operations	\$3,686	\$2,642	\$4,195	\$6,837	\$8,370
Net Operating Result before Capital Items	-\$3,679	-\$3,723	\$1,320	-\$2,403	\$5,252

*Net operating result before capital items is calculated using the Net Result from All operations and reducing this by the Grants and Contributions – Capital.

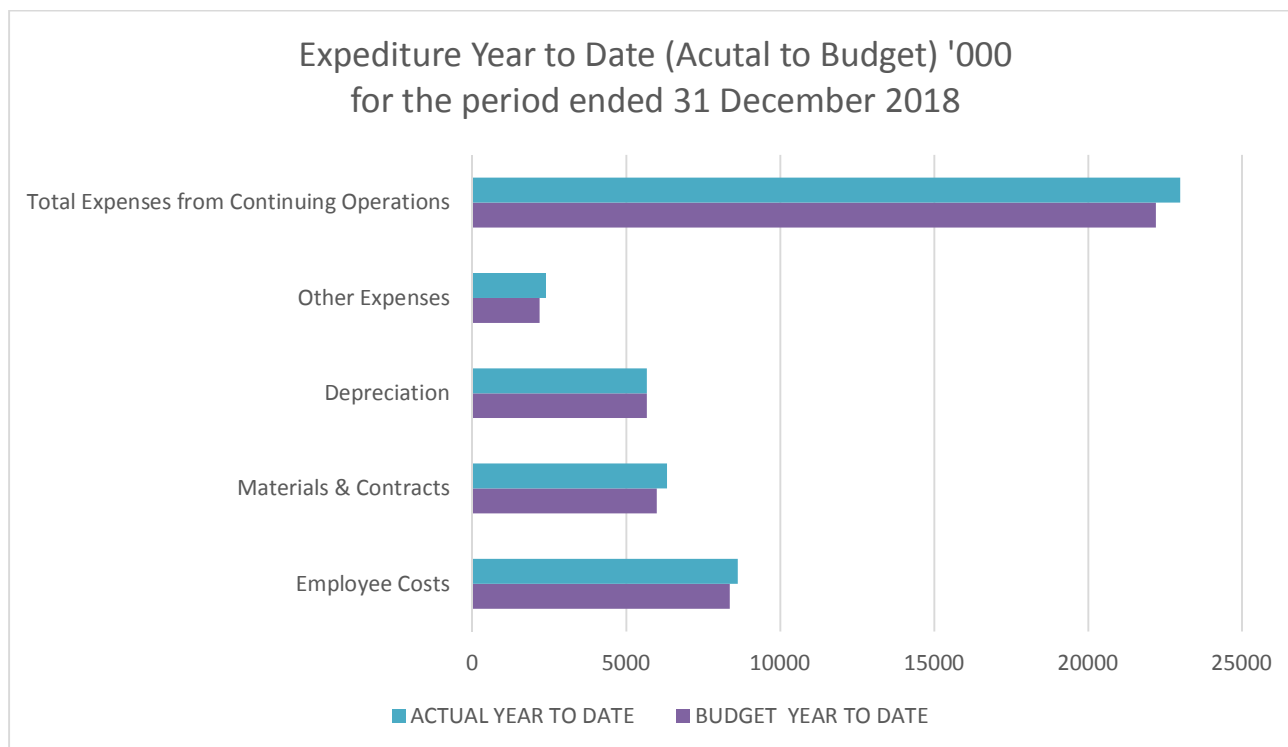
Income

50% of the year has elapsed at the end of the 2nd quarter, to which 61% of income has been received. An additional \$5.695m has been received for the New Councils Implementation Fund and Stronger Communities Fund from the Office of Local Government. In 2017 the NSW Government agreed to provide additional funding to support new councils for community infrastructure projects and costs of implementing the new council. At the 3QBR adjustments will be made to identify those projects that are expected not to be completed and deferred to 2019/20.

Construction on the Roads and Maritime Ordered Works significantly increased during the month of January. However a significant reduction of forecasted income for Construction Contracts can be expected due to the major project experienced by the RMS contractor on Gocup Road running behind schedule, delaying the proposed commencement of Council's 'Section 5' (Edwardstown Intersection area). Staged works will be scoped by the Asset Manager and once accurate costings have been determined an adjustment will be made in the 3QBR to accurately reflect the forecast.

Capital grant income is currently at 34% which is expected as a substantial portion of grants is received once the project has been completed and acquitted.

Expenditure



Operating expenditure is currently at 52% which is satisfactory at the second quarter.

- Employee costs are tracking slightly over the expected 50% and will continued to be monitored closely over the next quarter;
- Other expenses are greater than budget however the major factor is insurance which has been fully expended for 2018/19;
- Annual contributions paid in July have contributed slightly over expenditure in materials and contracts. Accurate forecasting has been highlighted for improvement in the 2019/20 budget process which will provide more accurate forecasts.

Capital

As at the 2nd quarter 27% of capital works has been expensed. We are reviewing all capital works programs and adjustments will be made at the next QBR to reflect projects that will be carried forward into the next financial year. Capital expenditure will increase during the current period when conditions are more favourable.

Water Fund

The water fund has received 40% of the expected income. Water usage sales are the major source of income and will increase when the water usage is charged. One quarter of water notices has been raised for the former Tumbarumba Council, with the former Tumut Council billing currently on bi-annual cycle and income will be recognised in the 4th quarter, with water billing raised in December for the first bi-annual billing for this financial year. Expenditure for the water fund is 36% of the budget.

Water and sewer routine projects are either in progress or in the final stages of planning; all are expected to be completed by June 2019.

Sewer Fund

Sewer annual charges are raised in July therefore it is anticipated that income would reflect this and it is currently 101%. This is expected to increase slightly with water billing as the sewer discharge is billed out. 38% of the expenditure budget has been expensed.

At the completion of the 2nd quarter the information contained in the attached report is satisfactory across all areas which is expected at this stage as outlined above. The coming quarterly review will continue to monitor and assess 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

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

SUSTAINABILITY ASSESSMENT:**Financial and Resources Implications**

Monitoring of the Quarterly Budget Review enables timely financial management

Costs and Benefits:

N/A

Policy, Legal and Statutory Implications:

Clause 203 (1) of the Local Government (General) Regulation 2005 requires Council's responsible account officer to prepare and submit a quarterly budget review statement to the governing body of Council.

RISK MANAGEMENT – BUSINESS RISK/WHIS/PUBLIC:

Quarterly reporting allows Council to keep informed of the progress of the budget to actual income and costs.

OPTIONS:

N/A

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

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

Attachments

- 1 2nd Quarterly Budget Review - 1 October 2018 to 31 December 2018 (under separate cover)

9. GOVERNANCE AND FINANCIAL REPORTS

9.9 NEW COUNCIL IMPLEMENTATION FUND AND STRONGER COMMUNITIES INFRASTRUCTURE FUND REPORT

REPORT AUTHOR: DIVISION MANAGER FINANCE & IT
RESPONSIBLE DIRECTOR: DIRECTOR INTERNAL SERVICES

EXECUTIVE SUMMARY:

To provide an update on the expenditure of New Council Implementation Fund and Stronger Communities Infrastructure Fund up to 31st December 2018.

RECOMMENDATION:

THAT COUNCIL:

1. **Receive the report on the expenditure of the New Council Implementation Fund and Stronger Communities Infrastructure Fund.**

BACKGROUND:

On merger, Snowy Valleys Council received \$15M made up of \$5M New Council Implementation Fund (NCIF) and \$10M Stronger Communities Infrastructure Fund (SCIF).

A report on the progress of expenditure will be provided to Council on a quarterly basis as required by the funding guidelines. This quarterly reporting requirement has been overlooked and will be included as a separate section of the quarterly budget review in future.

In December 2018 Council received further funding of \$5.9M in a second round of funding. Quarterly reporting for these grants will be included in the next quarters report.

REPORT:

New Council Implementation Fund

This funding was to be committed by 31 December, 2018 with Council still having some projects progressing with a final date to be spent by 30 June 2019. The status of the projects for this fund is:

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 new website.	Finalised	\$83	\$83
Redundancies –both General Managers, three directors and one support officer.	Finalised	\$637	\$637

Project ~ Detail	Status	Budget \$'000	Actual \$'000
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	\$1,256	\$777
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	\$1,320	\$715
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	\$340	\$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	\$203	\$173
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	\$369	\$273
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
Total new Council Implementation Fund		\$5,200	\$3,735

Stronger Communities Infrastructure Fund

This funding is to be committed by June 2019 with a final date to be spent by 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 are below:

Project ~ Detail	Status	Budget \$'000	Actual \$'000
Community Group Grants – 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.	Finalised	\$1,398	\$1,398
Adelong Creekscape – community consultation required and masterplan reviewed.	Ongoing	\$469	\$109
Adelong Caravan Park – discussion with current lease on concept designs occurring.	Ongoing	\$242	-
Batlow Cannery – cannery purchased with usage being scoped.	Ongoing	\$454	\$250
Batlow Caravan Park – strategy to be developed.	Ongoing	\$512	\$28
Batlow CBD – community consultation complete with masterplan to be considered.	Ongoing	\$636	\$6
Brindabella Rd Future Plan – remaining funds yet to be reallocated to another project.	Complete	\$295	\$235
Jingellic Multi-use track – to be completed by April	Ongoing	\$32	\$3
Khancoban Store – store purchased with future works being scoped.	Ongoing	\$145	\$122
Khancoban Streetscape – concept design being developed.	Ongoing	\$395	-
Rosewood Beautification and Playground – works underway	Ongoing	\$105	-
Rosewood Golf Club – to begin in February.	Ongoing	\$209	-
Brungle Park seating	Finalised	\$5	\$5
Talbingo Town Improvements – concept design completed.	Ongoing	\$182	\$15
Tooma Public Amenities – to be finalised by February.	Ongoing	\$73	\$2
Tumbarumba Showground - concept plans being investigated	Ongoing	\$915	\$15
Tumbarumba Creekscape and Sportsground – first stages of project completed with remaining funds to be rescoped.	Ongoing	\$965	\$587
Tumbarumba Playground – yet to commence.	Ongoing	\$73	-
Tumbarumba Mountain Bike Track – collaboration with Cycle Tumbarumba on track to be delivered by June.	Ongoing	\$36	\$10

Project ~ Detail	Status	Budget \$'000	Actual \$'000
Tumut Pool – yet to commence. Required to be completed in the off season prior to opening in late October for the 2019/20 season.	Ongoing	\$950	\$59
Tumut Montreal Theatre – roof replacement complete with amenities upgrade to be completed by June 19.	Ongoing	\$340	\$152
Tumut CBD and Carparking – project delayed with concept plans to be reassessed.	Ongoing	\$1,643	\$4
Administration, communication and project management – budget increase due to dedicated resources allocated to finalise projects. Funded from investment interest on the grant funding.	Ongoing	\$326	27
Total Stronger Communities Infrastructure Fund		\$10,400	\$3,027

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 the NCIF and SCIF projects to the end of 2019 to ensure all are completed.

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:

Nil

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 BRINGENBRONG RESERVE**

REPORT AUTHOR: DIVISION MANAGER ASSET PLANNING & DESIGN
RESPONSIBLE DIRECTOR: ACTING DIRECTOR ASSETS AND INFRASTRUCTURE

EXECUTIVE SUMMARY:

This report proposes that Council applies to the Crown to become trust manager for the Bringenbrong Reserve located on Alpine Way adjacent to the Murray River.

The Reserve contains assets (recreation and access) currently maintained in an adhoc and informal manner by Snowy Valleys Council. This reserve is not currently managed by Council.

The reserve has traditionally been utilised as a roadside stop and short term camping area. The reserve also forms part of the newly developed Great River Road Touring Route which was identified in the Upper Murray 2030 Vision Plan as a priority regional project.

The Great River Road project stretches from Albury to Khancoban and includes the installation of new amenities, interpretive signage and gateway features along the route providing a unique touring experience through the region. A copy of the vision plan for the project is attached to this report.

The vision proposes upgrades to the Bringenbrong Reserve including interpretative signage and Head of the Murray River Installation. To assist in ensuring the reserve is maintained to an appropriate standard as part of the Great River Road experience, Snowy Valleys Council have received a recommendation from the Crown to apply to become Trust Manager of this reserve and to have the reserve purpose amended to include 'Public Recreation'.

RECOMMENDATION:**THAT COUNCIL:**

- 1. Receive the report regarding the management of the Bringenbrong Reserve located on Alpine Way adjacent to the Murray River**
- 2. Agree to become the Trust Manager of Bringenbrong Reserve described as Lot 1 DP350626**
- 3. Apply to Crown Lands to become Trust Manager of Bringenbrong Reserve.**
- 4. Include the management and maintenance of Bringenbrong Reserve into Councils asset register and recreation service plans subject to the outcomes of the application to become Trust Manager of the reserve**

BACKGROUND:

Currently, Bringenbrong Reserve is not formally managed by Snowy Valleys Council, but has been maintained in an adhoc manner by Council and Community Groups. This has included slashing and maintenance of the three table settings and an access track.

The Council has provided these Public Recreation and Access assets to facilitate community and tourist and recreational use as shown in the site plan below.



Figure 1 Bringenbrong Reserve with Council assets circled in red (access road, 3 picnic sets). Image from Google (2019), SVC imagery is older and does not have the new assets.

As shown in the locality plan below, the reserve is located on the boundary of Snowy Valleys Council boundary and also serves as a gateway into the Local government Area.

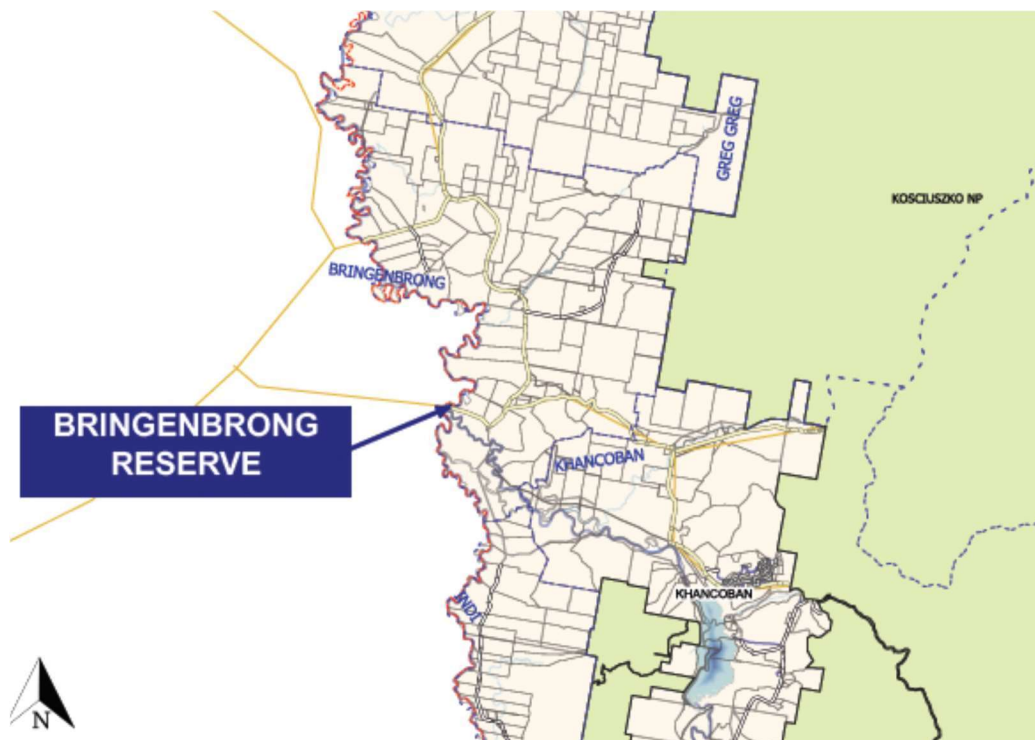


Figure 2 Locality Plan - Bringenbrong Reserve

REPORT:

Council Officers are currently working in partnership with Towong Shire Council to establish a sculpture and signage in Bringenbrong Reserve as part of the 'Great River Road' project. The 'Great River Road' project is a sub project of the Upper Murray 2030 vision plan that was endorsed by Snowy Valleys Council at its ordinary meeting held on the 23 February 2017 (resolution M7/17).

Further details on the signage and sculpture will be provided for the consideration of Council as it becomes available.

This project (Great River Road) is being managed by the Towong Shire Council who have been successful in a grant application to deliver the project. Snowy Valleys Council is not required to fund any of the project, but is facilitating a number of rest stops, including the start/finish at Khancoban and the Bringenbrong Reserve site.

Crown land approval is required to continue the works in the Reserve which is currently listed for 'access' only with no regard for 'Public Recreation'.

To enable Snowy Valleys Council to adequately manage the Reserve, the assets currently in place and enable further works in the reserve, an application must be made to the Crown which is a lengthy process and incurs a cost for each application.

By formalising Snowy Valleys Council as the Trust Manager, a Plan of Management can be established and approval for certain activities may be provided by Council rather than Crown negating the need to make further separate applications.

During this application process it is intended that the purpose of the Reserve may also be altered to include 'Public Recreation'.

If Council does not formalise the management of the reserve, its ability to manage and maintain the reserve which serves as gateway into the Local Government Area, will be impeded along with the delivery of the Great River Road project.

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

Integrated Planning and Reporting Framework:
CSP Outcome 2028

Theme 5: Our Infrastructure

Delivery Outcomes

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

Operational Actions

2.1.8 Seek funding and partners to deliver capacity building

Financial and Resources Implications

It is expected that formalising the management of the reserve will not impose a significant cost burden to Council, noting that Council already informally maintains the reserve.

Costs and Benefits:

Financial Costs	Benefits
<p>Minimal direct costs to formalise the management of the reserve under a trust arrangement with the crown.</p> <p>As Council currently maintains the reserve in an informal capacity it is not expected to</p>	<p>Community and organisational benefits include</p> <ul style="list-style-type: none"> • supports the Great River Road experience providing an iconic drive tourist drive • add to the existing tourism product of the region and the gateway to Snowy Valleys Council

Financial Costs	Benefits
incur additional maintenance costs.	<ul style="list-style-type: none"> • potential to provide economic benefits for Snowy Valleys and the wider region • attracts people to stop, explore and witness the unique and breathtaking scenery that defines the region between Albury and Khancoban

Policy, Legal and Statutory Implications:

The legal, policy and statutory implications will be similar to that of other Crown Reserves that Snowy Valleys Council currently manage.

Council will be required to ensure the Plan of Management for the Reserve is current to be compliant with legislation.

RISK MANAGEMENT – BUSINESS RISK/WHIS/PUBLIC:

If Snowy Valleys Council does not apply to be Manager of the Reserve and the purpose altered the assets in place will not be protected and liability issues may arise.

The Reserve has the current sole purpose of ‘access’ and as such is at higher risk of being divested by Crown, in which case the assets may be lost.

OPTIONS:

1. Council Agree to become Trust Manager for the Reserve and undertake the necessary transitional arrangements with Crown Lands as recommended in this report.
2. Council not accept responsibility for the land parcel which is likely to impact negatively on the delivery of the Great River Road Project.

COUNCIL SEAL REQUIRED:

Not required

COMMUNITY ENGAGEMENT AND COMMUNICATION:

No community consultation required in respect to application to become trust manager for the reserve.

Further opportunities to promote the reserve along with the Great River Road experience and the Gateway to the Snowy Valleys Council Local Government Area will be explored in partnership with Towong Shire.

Attachments

- 1 Upper Murray 2030 Great River Road Vision Plan (under separate cover)

10. MANAGEMENT REPORTS**10.2 KHANCOBAN GENERAL STORE**

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

EXECUTIVE SUMMARY:

This report outlines the proposed interim use of the Khancoban General Store. In the absence of a suitable response to the EOI for a general store operator, SVC was approached by Snowy Hydro to lease part of the space for use as a temporary Visitor Information Centre. Their proposal requests to use the adjacent area to be fitted out as a community meeting space, while still retaining ample room for a general store operator, should an appropriate expression of interest be received that fits in with the original intentions.

In summary, this situation provides SVC with an opportunity to:

- Meet the community need for a meeting space.
- Gain revenue and develop our partnerships through the Snowy Hydro lease.
- Drive increased foot traffic into the building.
- Retain and potentially enhance the opportunity to attract a retail supermarket operator (through increased activity in the building and a scalable space).

RECOMMENDATION:**THAT COUNCIL:**

1. **Receive the report on the Khancoban General Store.**
2. **Endorse the additional purposing of the Khancoban General Store, namely that –**
 - a. **Snowy Hydro lease half of the shop space for the purpose of an interim visitors centre**
 - b. **That part of the shop space be developed by Council into an interim community space with a separate entrance**
 - c. **That the remaining space still be made available for development and use should a suitable expression of interest be received.**

BACKGROUND:

In March 2018, Snowy Valleys Council purchased the vacant Khancoban General Store building, Lot 1 DP841379. This followed community consultation which identified the Khancoban community's desire for a functioning general store.

In July 2018 Council called for Expressions of Interest (EOI's) for the development of a general store and received no formal EOI's.

Since then Council staff have been discussing business propositions with various interested parties. However, all known avenues for the commercial development of a general store have been

exhausted. A recent proposal from Snowy Hydro has provided a new opportunity to activate the building, but the proposal represents a variation to Council's original intention for the building.

REPORT:

The Khancoban General Store is currently vacant. In mid-2018 Expressions of Interest were called for the development and operation of the former General Store. Two submissions were received and after a community meeting it was agreed to pursue the option put forward by Snowy Hydro.

Snowy Hydro have put forward an expression of interest to lease half the space for the purpose of a Visitor Centre. The Snowy Hydro Murray 2 Power Station site is currently being used as the sole Snowy Hydro Visitor's Centre in Khancoban. Snowy Hydro would like to move the visitors centre away from an operational site and into the community. Having a tourist site in the Khancoban shopping centre will attract visitors to the businesses currently operating in the shopping precinct. There has also been an increased awareness of the Snowy Hydro Scheme due to the media coverage of the Snowy 2.0 project.

Additionally, Khancoban is currently without a shared community space due to the closure of the Khancoban Hall. In the short to medium term until a new facility can be constructed it is proposed that Council fit out part of the Khancoban General Store for the purpose of it being a shared community space. This would have a separate entrance to the proposed Snowy Hydro Visitor's Centre. This proposed use of the asset as a community space aligns with the priorities identified by the Khancoban community.

The remaining space would remain vacant and should a suitable party show interest it will still be available for development and use as a commercial operation as resolved previously.

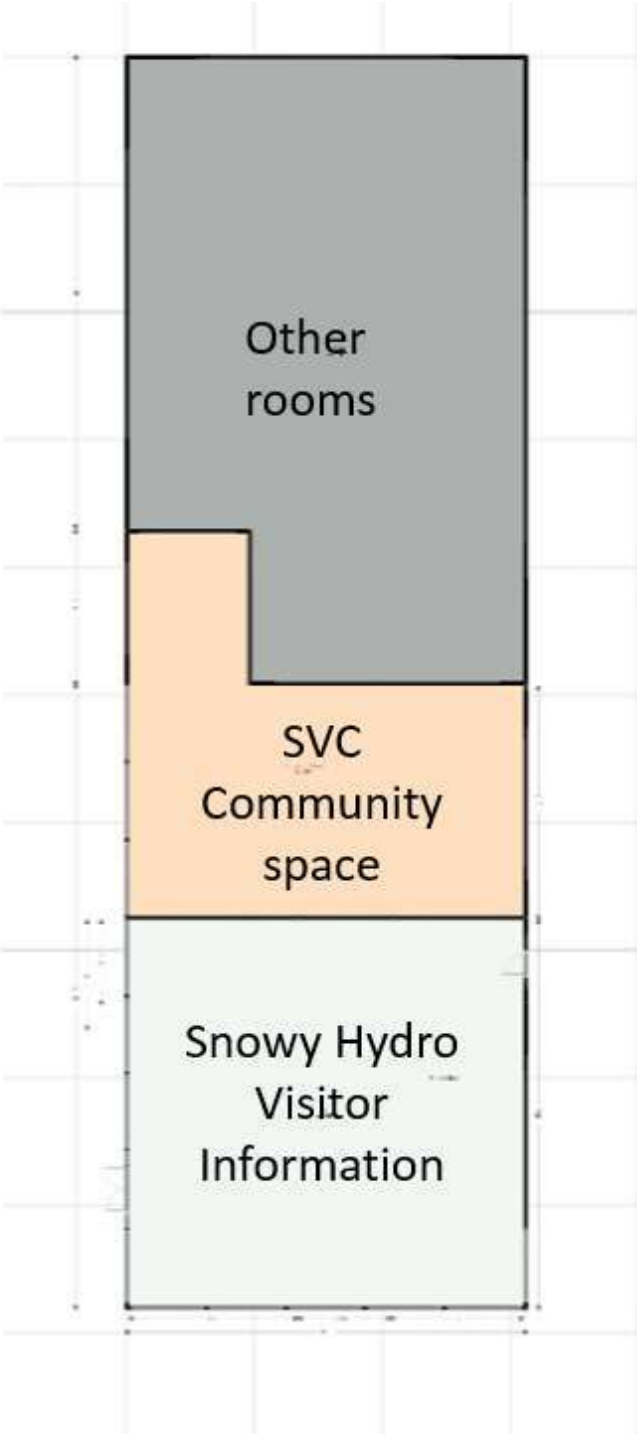
If endorsed, this would happen quickly as Snowy Hydro are seeking to move their Visitor Centre away from an operational site as soon as possible.

Although the original intent of purchasing the General Store was to facilitate the opening of a supermarket, it is considered that an alternative use of the building for a temporary Snowy Hydro visitors centre is preferable to continuing to pursue the general store option at this stage. The reasons for this include:

- The length of time the store has been vacant;
- The questionable commercial viability of a supermarket in Khancoban;
- The contribution having a Snowy Hydro visitors centre would make to draw visitors to the Khancoban CBD and enhance the vibrancy of the town;
- The fact that locating the Snowy Hydro Visitors Centre in the general store on a temporary basis will leave a legacy in terms of enhancing the building in the long term.

The basic proposed layout for the space is shown below. This will be updated as the installation details are confirmed with SHL.

←
Walkway to other shops



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

Theme 2: Growth through Innovation

Delivery Outcomes

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

Operational Actions

2.1.16 Implement priority actions from the Visitor Services Strategy

SUSTAINABILITY ASSESSMENT:

	Positive	Negative
Social	Ensuring adequate meeting spaces are provide to the community, while preserving the potential for a retail supermarket to take up space in the future.	
Environmental	Provides a space to showcase the local environment to visitors from a SHL perspective.	Nil
Economic	Supports increased activity in the building and provides a visitor attraction in lace of the old SHL visitor facility.	Nil
Governance	Strengthens partnerships between SVC and SHL to meet community needs and make positive decisions around local and visitor needs.	Ongoing management of the building under multiple uses may become complicated.

Financial and Resources Implications

\$160,000 was allocated to the Khancoban General Store building as part of the Stronger Communities merger funding received by Council.

At this point there will not be a need for additional budget allocation as there are funds remaining from the NCIF Round 1 allocation that will cover the cost of the refit. The lease agreement would also provide an income mitigating any expenditure.

There is still \$80,000 remaining from the initial allocation of \$200,000 of NCIF Round 1 funds. This is proposed to be used to cover the fitout costs and contribute to the required building works.

The Snowy Hydro fitout has is also expected to be completed within their budgeted amount.

Costs and Benefits:

Snowy Hydro (SHL) have committed to undertake the fitout and upgrade of the building. As this would be at significant cost, it is proposed that SHL only pay nominal value for the lease of the building. They would still incur the costs of utilities (electricity, water etc.) as per normal arrangements. At the end of the lease, SHL have committed to leaving the 'fixed' refurbishments in place.

This is seen as a benefit for all stakeholders including Council, SHL and the Khancoban Community. Council has already purchased the building so is responsible for ongoing maintenance regardless of its use. Policy, Legal and Statutory Implications:

A formal lease will be entered into.

RISK MANAGEMENT – BUSINESS RISK/WHs/PUBLIC:

Risk type	Risk
Business/ commercial	There is a risk that the interim use of the building may deter potential commercial uses. This will be mitigated through continuing to pursue opportunities, completing a fitout that allows for changing uses and encouraging potential tenants to use the remainder of the site to commence operations and develop in a scalable way.
Reputation	There is a risk that if Council chose not to take up this opportunity, there will be community dissatisfaction around lack of activity in the building. Given the discussions held with the community to date, rejecting this opportunity would need to be managed very carefully in terms of partnership and reputation management.

OPTIONS:

If Council decided not to take up this opportunity, the alternative option would be to continue to await a suitable retail tenant and look for an alternate community space.

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Internal Consultation has included discussions between Strategy and Place, Assets and the Director, Strategy, Community and Development.

External Consultation has included discussions with Snowy Hydro, National Parks and the Khancoban Community in regards to both the Shop and the Khancoban Hall.

ATTACHMENTS

Nil

10. MANAGEMENT REPORTS**10.3 OPERATIONAL PLAN SIX MONTH REVIEW - 31 DECEMBER 2018**

REPORT AUTHOR: STRATEGIC PLANNING & ENGAGEMENT OFFICER
RESPONSIBLE DIRECTOR: ACTING DIRECTOR STRATEGY, COMMUNITY & DEVELOPMENT

EXECUTIVE SUMMARY:

In line with Council's legislative responsibilities, a half yearly report on the Operational Plan update is to be presented to council for review and adoption.

Council is required to prepare the half yearly performance report against the Operational Plan actions covering the period 1st July to 31st December each year.

The Operational Plan is prepared by utilising the strategic themes and plans listed in the Delivery Program and putting actions against those plans.

The Snowy Valleys Council Half Yearly Operational Plan report has been prepared in accordance with the requirements of the Local Government Act and Regulation.

RECOMMENDATION:**THAT COUNCIL:**

- 1. Receive the report on The Operational Plan Six Month Review from the Acting Director Strategy, Community & Development.**
- 2. Adopt the Draft Half Yearly Operational Plan update 31st December 2018**

BACKGROUND:

The half yearly Operational Plan update provides Council with the opportunity to report to the community and government stakeholders on its progress and accomplishments over the past 6 months against those objectives contained in the Delivery Program.

REPORT:

The Snowy Valleys Council half yearly operational plan update has been prepared in accordance with the Local Government Act, 1993 The Local Government (General) Regulation and the Office of Local Government's Integrated Planning and Reporting Guidelines.

A report on Council's progress in implementing its Delivery Program and the effectiveness of the services that Council undertakes is included in the report.

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	Ensuring adequate services are provided to the community and transparent reporting provides confidence in Council's ability to deliver on the community's priorities.	Some projects and initiatives have not been delivered as first planned and therefore may provide a source of contention for the community
Environmental	Reporting on the provision of services that improve environmental outcomes within Council's area of influence	Nil
Economic	The Operational Plan progress report assists in improving community and investor confidence in the region through demonstration of gradual improvement in delivery and of key economic initiatives	Nil
Governance	This report is required to demonstrate to the community and government the appropriateness and transparency of Council's decision making processes	Transparency and accuracy of reporting may be a source of community criticism

Financial and Resources Implications

Nil

Costs and Benefits:

Nil

Policy, Legal and Statutory Implications:

Local Government Act 1993 Act s404 (5) Act

Report on progress with respect to the principal activities detailed in the Delivery Program.

RISK MANAGEMENT – BUSINESS RISK/WHs/PUBLIC:

Nil

OPTIONS:

No options are considered necessary and the half yearly operational plan update is a requirement under the Local Government Act 1993.

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:**Internal Consultation**

The strategic planning and engagement officer sought the relevant information regarding the Major Projects and Capital Works from Acting Division Manager Infrastructure Works and Manager Special Projects.

Attachments

- 1 Half Yearly Operational Plan Report TOC narrative (under separate cover)
- 2 Half Yearly Action Plan and project update (under separate cover)

10. MANAGEMENT REPORTS**10.4 PLANNING PROPOSAL TUMUT LEP 2012 - AMENDMENT NO. 4**

REPORT AUTHOR: DEVELOPMENT ASSESSMENT PLANNER
RESPONSIBLE DIRECTOR: ACTING DIRECTOR STRATEGY, COMMUNITY & DEVELOPMENT

EXECUTIVE SUMMARY:

Council was issued with a Gateway Determination for Planning Proposal Amendment No. 4 of the Tumut Local Environmental Plan (LEP) 2012 to rezone certain land located at Snowy Mountains Highway and Tumut Plains Road in the town of Tumut from R5 Large Lot Residential to R2 Low Density and change the minimum lot size from 5,000m² to 600m².

A condition of the gateway determination required that Council place the planning proposal on public exhibition for a minimum period of 28 days. This document is to report to Council on the outcomes of the public exhibition period and to recommend actions for Council to proceed with the subject planning proposal.

RECOMMENDATION:**THAT COUNCIL:**

- 1. Receive the report on Planning Proposal Tumut LEP 2012 – Amendment No.4 to proceed and complete Amendment No. 4 of the Tumut LEP 2012**
- 2. Review the design and function of the existing Valley View Estate stormwater management system with a view to undertaking performance improvements, funded from future Infrastructure Works budgets.**
- 3. Respond to each of the submissions received, advising of the Council resolution and the future actions proposed in response to the matters raised in their submissions.**

BACKGROUND:

Tumut LEP 2012 Amendment No.4 is a planning proposal to re-zone two separate parcels of land, the first parcel being on the north side of Snowy Mountains Highway between Bundara Crescent and Currawong Rd (the SMH parcel). The second parcel is on the north side of Tumut Plains Road, east of the Bundara Crescent intersection (the TPR parcel).

Following the Council resolution to adopt the Planning Proposal at the Council meeting of 26th October 2017, Council requested a Gateway determination from NSW Planning and Environment. This was granted on 21st December 2017 with the following conditions:

- 1 a) Community consultation is required for a minimum of 28 days;
- 1 b) the community consultation must comply with notice requirements for public exhibition of planning proposals;
2. A public hearing is not required but this does not discharge Council from any obligation it might otherwise have to conduct a public hearing (for example, in response to a submission or of reclassifying land).
3. The timeframe for completing the LEP is to be 12 months following the date of the Gateway determination.

Since the time for completion under condition 3 above has expired, Council has requested an extension of time to complete this LEP Amendment.

The public exhibition of the Planning Proposal (conducted in accordance with conditions 1a) and 1b) above) concluded on 9th February 2018.

A common theme in the submissions relating to the SMH parcel was a concern that additional development in the area would exacerbate the stormwater runoff problems that occur because of the reported ineffectiveness of the drainage system and detention basin serving the Valley View Estate. This is a legacy issue not directly related to the current proposal but warrants further investigation and action by Council.

There were fewer concerns in the submissions on the TPR parcel and none of these related to stormwater runoff control.

REPORT:

REVIEW OF SUBMISSIONS

A total of 8 submissions were received.

A summary of the submissions received and the main points raised are shown in TABLE 1 below. The issues raised within the submissions have been referred to the Asset Department for comment. Their recommended actions are discussed below following Table 1.

TABLE 1

NAME	SUMMARY OF MAIN POINTS
K & L Epp	<u>TPR Parcel:</u> Land is in the town boundary with no negative impact on farming land to the east. It borders open space and is easily serviced by existing utilities in the area.
P & K Frowd	<u>TPR Parcel:</u> against the proposal to allow minimum 600m ² lots but agreeable to the adjacent Epp property being developed as 3 x parcels of approximately 2,500m ² each.
Tumut Showground Trust	<u>TPR Parcel:</u> Potential for complaints about noise, dirt, dust and odour from showground activities if the proposed re-zoning of the TPR parcel proceeds (this parcel adjoins the southern boundary of the showground)
M O'Donovan	<u>SMH Parcel:</u> Not opposed to the rezoning but very concerned about additional stormwater being directed onto his land. Already has major flooding problems with stormwater from the Valley View Estate. Requests Council to rectify the existing problem.
S & C Green	<u>SMH Parcel:</u> Concerned about: <ul style="list-style-type: none"> • increase in land value in the area would increase the Council rates payable on his land; • loss of amenity and lifestyle; • destruction of native habitat; • unwarranted need based on Tumut's actual growth; • control of stormwater runoff; • Council disregarding earlier strong opposition of residents
D Laney	<u>SMH Parcel:</u> Concerned about: <ul style="list-style-type: none"> • Disposal of stormwater; • Lack of action by Council to improve operation and

NAME	SUMMARY OF MAIN POINTS
	maintenance of the existing Valley View Estate stormwater system, particularly the detention basin.
G & L Turner	<u>SMH Parcel</u> : Concerned that the future subdivision will increase traffic in Bundara Crescent, making a hazard in relation to their driveway and the children of the area.
C Richards & S Baker	<u>SMH Parcel</u> : Concerned about: <ul style="list-style-type: none"> • Potential for current flooding on their property (attributed to ineffective control of stormwater runoff from the Valley View Estate) being exacerbated by the development of the SMH parcel. • Loss of amenity with headlights from traffic turning from Bundara into the future subdivision shining directly at their house. • Loss of buffer between urban development and larger R5 lots.

DISCUSSION OF ISSUES RAISED – Snowy Mountains Highway (SMH) Parcel:

1. Stormwater

Council appears to have a legacy issue relating to the Valley View Estate. Anecdotally, stormwater from intense rain events is not picked up efficiently by the inter-lot stormwater drainage pipes and directed to the detention basin on the SW corner of Bundara Crescent and Lockeridge Drive. Instead, it is claimed, that it flows along the surface drainage systems of the roadways while the basin remains dry, or at least, not fully utilised for its purpose of retaining the maximum possible volume of stormwater. The water then flows freely down the watercourse east of Bundara Crescent and inundates several properties.

This warrants further investigation by Council, bearing in mind that:

- a) The affected properties are intersected by a natural watercourse, allowing the landholders the opportunity to construct small dams that benefit their properties. Prior to urban development these natural watercourses would have always flooded, given a storm of sufficient intensity and duration. The reported increase in nuisance flooding in the period since completion of the Valley View Estate is anecdotal but plausible, as the increase in the proportion of hard surface area following urban development reduces the volume of infiltration and increases the volume of runoff during a storm event. However, we also know that climate change is causing weather events to press the historical extremes of climate, so we can expect that now and in the future, storm events may be more intense and of longer duration than those previously experienced.
- b) There is no apparent recourse on the developer of the Valley View Estate should a review of the design of the stormwater system show some deficiency when measured against current design standards.

Given the number of people expressing concern in their submissions about stormwater management from the proposed re-zoning of the SMH Parcel, Council has reviewed a possible future stormwater management scenario, whereby the subdivider would be required to drain the maximum practical area of the subject land to the existing natural watercourse through rural land east of East St. Such a design appears to be readily achievable given the lay of the land and the availability of an existing Council owned corridor of land accessible for construction of piped drainage along the unformed road to the north of the SMH parcel and then eastwards into the wide

road reserve (>30m) of Currawong Road. This could divert up to 40,000m² (approximately 50%) of the SMH parcel to the East Street catchment. This land currently drains into the Bundara catchment. When properly implemented at detailed design stage of the future subdivision of the SMH parcel, this would ameliorate the current stormwater management problems that are concerning some landowners in the Bundara catchment.

2. Loss of Amenity / Negative Impact on Lifestyle / Destruction of Habitat

In November 2015 the proponents for the development of the three eastern Lots in the SMH parcel (Mitchell and Cameron) submitted to Council a draft plan of subdivision with the following features:

- a) Approximately 50 lots ranging in size from 600m² to 1,200m²;
- b) Retention of the unformed road to the north of the SMH parcel in a natural state to preserve remnant forest;
- c) Subdivision access from the eastern end only, off Currawong Road.

This draft plan immediately addresses the concerns contained in a number of the submissions relating to the SMH parcel:

There would be no increased traffic in Bundara Crescent (ref: Turner submission).

There would be minimal impact on native habitat if the unformed road to the north is maintained in its present state (ref: Green submission).

There would be no destruction of the buffer to adjoining rural allotments if the road to the north is maintained in its present state (ref: Green and Richards / Baker submissions).

There would be no traffic turning movements from Bundara Crescent into the future subdivision given the proposed access from the east only (ref: Richards / Baker submission).

DISCUSSION OF ISSUES RAISED – Tumut Plains Road (TPR) Parcel:

1. Opposition to 600m² development

The Frowd submission is not opposed to subdivision of the adjoining Lot into three smaller Lots, but suggests strong opposition to any proposal to develop minimum 600m² lots. (Note that the proposed amendment also includes the Frowd property in the re-zoning from R5 to R2). As the intentions of the proponents for the re-zoning (K & L Epp) have not submitted a preliminary plan of subdivision, it is not known if this will become a major issue due to Council's proposal to re-zone the entire TPR parcel to R2. The act of re-zoning is but the first step in the process.

2. Concern about complaints from future residents of the TPR Parcel

The submission from the Tumut Showground Trust expresses concern about the potential for complaints from future residents about noise, dirt, dust and odour from showground activities. Since this is a long standing and well known "existing use" and the number of events throughout the year are discrete and of short duration, it would seem to be low risk of occurrence and readily dealt with if it arises. The benefits of living adjacent to a pleasant open space would far outweigh any negatives that might occasionally be experienced by future residents of the TPR parcel.

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

The rezoning of the subject land is consistent with the objectives of the Tumut Shire Community Plan 2010-2020, Tumut Housing Strategy 2004, Tumut Shire Rural Land Use Strategy 2008 and Tumut Shire Growth Strategy 2013-2033.

SUSTAINABILITY ASSESSMENT:

	Positive	Negative
Social	Expanding residential growth and potential future land release.	Effect on residents against urban growth
Environmental	Potential to extend Council infrastructure (sewer/water) thereby allowing for the removal of individual on-site sewer management systems of which a number have compliance issues.	Initial upfront costs to extend to infrastructure, however, the ability to recoup costs through developer contributions.
Economic	Boosting economy and housing stock.	Labour and professional services sourced by resident outside of the local government area.
Governance	Achieve planning goals as indicated with the current growth strategy document.	Certain residents may not want urban growth.

Financial and Resources Implications

Planning and Asset staffs' ordinary time.

Costs and Benefits:

Financial Costs	Financial Benefits	Benefits	Opportunities
Direct Costs: Planning & Asset Staffs' time. Increase in demand for Council services as development proceeds.	Ability to recoup costs through developer contributions and ongoing rates charges.	This change will enhance the opportunities and future strategy for varied types and densities of residential accommodation.	Urban expansion
Indirect costs: N/A	N/A	N/A	N/A
Initial Costs: N/A	N/A	N/A	N/A

Policy, Legal and Statutory Implications:

Snowy Valleys Council is authorised to exercise the functions of the Minister for Planning under section 3.36 of the Environmental Planning and Assessment Act 1979 and in accordance with the gateway determination to complete Planning Proposal Amendment No.4.

RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:

Alleviate and address stormwater issues within the subject area.

OPTIONS:

Council not proceed with planning proposal amendment No.4. If Council chooses not to proceed with this planning proposal, an opportunity will be overlooked for potential urban land release consistent with the Tumut growth strategy.

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

The above community consultation was carried in accordance with condition 1 of the Gateway Determination (Department Reference: PP_2017_SVALL_001_00).

Attachments

- 1 Gateway Determination - Planning Proposal PP_2017_SVALL (under separate cover)
- 2 Tumut Growth Strategy (under separate cover)
- 3 Planning Proposal for Tumut LEP 2012 Amendment No 4 (under separate cover)

10. MANAGEMENT REPORTS**10.5 ADELONG FLOODPLAIN RISK MANAGEMENT STUDY & DRAFT PLAN**

REPORT AUTHOR: DEVELOPMENT ASSESSMENT PLANNER
RESPONSIBLE DIRECTOR: ACTING DIRECTOR STRATEGY, COMMUNITY & DEVELOPMENT

EXECUTIVE SUMMARY:

In association with the Floodplain Risk Management Committee, Office of Environment & Heritage and Lyall & Associates, a draft Adelong Floodplain Risk Management Study and Plan (Stage 2) has been finalised and presented to Council for adoption.

The Adelong Floodplain Risk Management Study and Plan (Flood Plan) has been developed in accordance with the NSW Government's Flood Prone Land policy.

The overall objectives of the Flood Plan were to assess the impacts of flooding in Adelong, review existing Council policies as they relate to development of land in flood liable areas, consider measures for the management of flood affected land and to develop a Floodplain Risk Management Plan. The Flood Plan investigation utilises the flood models that were developed as part of the 2014 Adelong Flood Study (Lyall & Associates).

The Flood Plan focuses on Main Stream Flooding from Adelong Creek, Black Creek, Tanyard Creek, Golden Gully and an unnamed tributary that joins the creek opposite the extension of Gundagai Street.

The Council adoption of this report will complete Stage 2 of the Adelong Flood Study Project.

The next actions following the adoption of the Flood Plan will be to apply for grant funding from the Office of Environment & Heritage and then commence Stage 3.

The purpose of Stage 3 will be to action the management measures recommended from the subject Flood Plan.

RECOMMENDATION:**THAT COUNCIL:**

1. **Receive the report on Adelong Floodplain Risk Management Study & Draft Plan from Acting Executive Director, Community Strategy and Development.**
2. **Adopts the draft Adelong Floodplain Risk Management Study and Plan (dated August 2018 Rev No 1.2) consisting of Volume 1 - Report and Volume 2 - Figures and Appendices**
3. **Apply to the Office of Environment & Heritage for Stage 3 grant funding.**

BACKGROUND:

Following a major flood in Adelong in October, 2010, Council realised that its flood data was inadequate and that more up to date information was required.

Council was successful in obtaining a grant under the NSW Flood Plain Risk Management Grant Scheme to carry out a Flood Study at Adelong. Following a call for tenders, Lyall & Associates Consulting Water Engineers were appointed.

Stage 1 of the Adelong Floodplain Risk Management Study was completed and adopted by Council in Nov 2014. Based on the findings of the first study, which investigated the nature and

extent of the recent flood events in Adelong, Stage 2 has assessed management measures for both existing and future developments within the effected floodplain regions of the township of Adelong. The next stage (Stage 3) will implement mitigation works and management measures identified within the subject report.

After recommendation from the Floodplain Risk Management Committee, the subject report was placed on public exhibition with the submission period closing on 5 October 2018. No submissions were received from the public. However, amendments to the report were made based on comments from the committee and technical amendments by the NSW Office of Environment and Heritage.

The draft Flood Plan includes nine management measures which could be implemented by Council with the assistance of New South Wales State Emergency Service (**NSW SES**), one measure would require State Government funding. The nine measures are as follows:

Measure 1 - The application of a graded set of planning controls for future development that recognise the location of the development within the floodplain; to be applied through the draft Flood Policy for Adelong, included in the report as **Appendix D**. Application of these controls by Council will ensure that future development in flood liable areas in Adelong is compatible with the flood risk.

Measure 2 – Minor amendment to the wording of clause 6.2 of the Tumut Local Environmental Plan 2012 (**Tumut LEP 2012**) in order to support the implementation of the Flood Policy, as well as the inclusion of a new floodplain risk management clause which would apply to land identified as Outer Floodplain (i.e. to land which lies between the Flood Planning Area and the extent of the Probable Maximum Flood).

Measures 3 - Improvements in the NSW SES's emergency planning, including use of the flood related information contained in this study to update the Tumut Local Flood Plan.

Measure 4 – The development and implementation of a flood awareness and education program for residents and business owners located on the floodplain at Adelong. This could include the preparation of a Flood Information Brochure to be prepared by Council with the assistance of NSW SES containing both generic and site specific data and distributed with the rate notices.

Measure 5 – The installation of a telemetered stream gauge immediately upstream of the Herb Feint Bridge in combination with an automated broadcast system which will take the form of a loud speaker system. The flood warning system would alert residents and business owners located along Tumut Street of rising water levels in Adelong Creek, either due to increases in the rate of flow and/or as a result of a partial blockage of the Herb Feint Bridge by floating debris.

Measure 6 – The development and implementation of a program for monitoring and recording the possible accumulation of floating debris on both Rimmers Bridge and the Herb Feint Bridge during future flood events. The data gathered by the program would assist in the decision as to whether a debris control structure is required in Adelong Creek upstream of Adelong. Two measures involve works within the inbank area of Adelong Creek and comprise the following:

Measure 7 – The development and implementation of a *Vegetation Management Plan* for the reach of Adelong Creek upstream of Herb Feint Bridge. The measure includes the removal of several large poplar trees that are at risk of being undermined during a flood event.

Measure 8 – The removal by RMS of a remnant section of the Adelong Bridge given its potential to capture floating debris and increase the scour potential beneath the Herb Feint Bridge. The implementation of both of these measures would require State Government funding.

The final measure (**Measure 9**) involves the upgrade of the existing stormwater drainage system in Tumut Street and Lockhart Street. The measure will reduce the frequency of inundation in several residential and commercial properties that are located between the two roads. It will also reduce the duration of ponding in Tumut Street.

The final draft report resulting from the stage 2 process is now presented to Council for adoption.

REPORT:

The activities undertaken in this draft Adelong Floodplain Risk Management Study and Plan (Stage 2) included:

1. Review of flooding patterns at Adelong for flood events up to the Probable Maximum Flood (PMF), as determined in the *Adelong Flood Study* (herein, referred to as the *Flood Study*), which was adopted by Council in 2014. (Chapter 2).
2. Undertaking a consultation program over the course of the study to ensure that the Adelong community was informed of its objectives, progress and outcomes (Chapters 1 and 3, as well as Appendix A).
3. Assessment of the economic impacts of flooding, including the numbers of affected properties and estimation of flood damages (Chapter 2 and Appendix B).
4. Review of current flood related planning controls for Adelong and their compatibility with flooding conditions (Chapter 2).
5. Strategic review of potential floodplain management works and measures aimed at reducing flood damages, including an economic assessment of several measures (Chapter 3 and Appendix D).
6. Definition of flooding behaviour at Adelong for a flood with an Annual Exceedance Probability of 5 per cent (Appendix E).
7. Ranking of works and measures using a multi-objective scoring system which took into account economic, financial, environmental and planning considerations (Chapter 4).
8. Preparation of a draft Adelong Floodplain Risk Management Study for Adelong (Chapter 5).

A further grant submission will be submitted to the Office of Environment and Heritage for Stage 3.

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

The project is included as an action in the operational plan.

SUSTAINABILITY ASSESSMENT:

The ultimate objective of this project is to reduce the impact of flooding on public and private infrastructure. Financial assistance has been obtained from the Office of Environment & Heritage.

Financial and Resources Implications

The budget for this subject project study is made up of \$68,000 grant funding from Office of Environment and Heritage and \$17,200 Council funding.

The total estimated cost to implement the preferred floodplain management strategy is \$160,000, exclusive of Council and NSW SES Staff Costs. The timing of the measures will depend on Council's overall budgetary commitments and the availability of both Local and State Government funds.

Assistance for funding qualifying projects included in the Flood Plan may be available upon application under the Commonwealth and State funded floodplain management programs, currently administered by the Office of Environment and Heritage.

Policy, Legal and Statutory Implications:

The NSW Flood Prone Land Policy aims to reduce the impacts of flooding and flood liability on communities and to reduce private and public losses resulting from floods, using ecologically positive methods where possible.

The NSW government recommends that local councils manage their flood risk through the floodplain risk management process outlined in the Floodplain Development Manual 2005.

The objectives of the Floodplain Management Program is to support the implementation of the policy, as outlined in section 1 of the manual by providing financial support to councils to:

- make informed decisions on managing flood risk by preparing floodplain risk management plans and associated background studies
- implement the above plans to reduce flood risk to existing and future development, and reduce losses through property, flood and response modification measures outlined in the manual
- provide essential information to the State Emergency Service to enable the effective preparation and implementation of local food plans to deal with flood emergency response.

RISK MANAGEMENT – BUSINESS RISK/WHIS/PUBLIC:

Floods can have enormous impacts both human life and the environmental. Flooding in Adelong is a regular occurrence resulting in damage to public infrastructure, businesses and residential properties. Intangible impacts include emotional stress as floods can be a traumatic experience. The aim of this project is to reduce the effects of future flood events that the Adelong area may experience in the future.

OPTIONS:

Not adopt the draft report. If Council does not adopt the subject report then this will lead to a delay in completing Stage 2 and overall completion of the Adelong Flood Study project.

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Comments on potential flood management measures were sought from the Adelong community by way of the Community Questionnaire which was distributed at the commencement of the study. The responses are summarised in **Appendix A** of the report. Question 14 in the Community Questionnaire outlined a range of potential flood management measures. The responses are shown on **Table 3.1** together with initial comments on the feasibility of each measure. The measures are discussed in more detail in later sections of Chapter 3.

The Community favoured the following measures:

- Management of vegetation along creek corridors.
- Removal of floodplain obstructions.
- Improvements in the stormwater system in the urban parts of Adelong.
- Flood related controls over future development in flood liable areas.
- Improved flood warning, evacuation and flood response procedures.
- Community education to promote flood awareness.

- Advice of flood affectation via Planning Certificates for properties located within the Flood Planning Area.

After recommendation from the Floodplain Risk Management Committee, the draft Adelong Floodplain Risk Management Study and Plan (Stage 2) was placed on public exhibition with the submission period closing on 5 October 2018. No submissions were received from the public. However, amendments to the report were made based on comments by the NSW Office of Environment and Heritage and from the committee.

Attachments

- 1 Adelong Floodplain Risk Management Study Vol 1 (under separate cover)
- 2 Adelong Floodplain Risk Management Study - Vol 2 Report (under separate cover)

10. MANAGEMENT REPORTS**10.6 JUNCTION STREET MINJARY - REQUEST TO SEAL THE ROAD**

REPORT AUTHOR: ACTING DIRECTOR ASSETS AND INFRASTRUCTURE
RESPONSIBLE DIRECTOR: DIRECTOR ASSETS AND INFRASTRUCTURE

EXECUTIVE SUMMARY:

This report responds to a petition from residents and regular users of Junction Street at Minjary, requesting that the road be sealed.

In accordance with Councils Petitions Policy (SVC-COR-PO-42-1), this report is provided to ensure that the views of the community are effectively communicated to the Council and considered by Council as part of the decision making process.

The petition requesting that Junction Street be sealed, was signed by 13 residents/regular users of the street and supported with 2 individual letters and several photos. Copies of the petition, letters and photos are attached to this report.

Council Officers have assessed the request to seal Junction Street and have determined that the road is in good condition and fit for purpose.

Furthermore Council Officers determined that the cost to seal the road is not justifiable from a cost versus benefit and risk perspective.

RECOMMENDATION:**THAT COUNCIL:**

1. **Receive this report on the petition to seal Junction Street in Minjary**
2. **Not proceed with the request to seal Junction Street at this time**
3. **Consider the allocation of a budget for undertaking dust suppression seals as part of the budget deliberations for the 2019/2020 financial year**
4. **Notify the petitioners in writing on the outcomes of their petition**

BACKGROUND:

Junction Street in Minjary provides access from Gocup Road/Minjary Street to 3 rural residential residences that have direct driveway access from Junction Street.

The roadway also provides access to a further estimated 8 rural residences that rely on Junction Street to access their properties on Fitzgerald Street, Gilmore Street and Minjary Fire Road.

Two houses are located within 30metres of the roadway. The next closest house is located around 170m from the edge of the street.

The street is approximately 450m long with a compacted gravel pavement and wearing surface.



Figure 1 showing the location of Junction street.

From an asset management perspective, the condition of Junction Street is rated as very good. There has been some minor maintenance undertaken on the roadway to repair potholes and minor corrugations particularly on the approaches to the stock crossings. The approaches to the stock crossings have since been sealed to mitigate against this.

The petition refers to the following reasons for requesting that the road be sealed:

- *We are all very dependent on our rainwater tanks and the continuous clouds of dust are fouling our drinking water*
- *Residents with clothes lines close to the road have often voiced their concerns on the state of the clothes when the dust is flying*
- *Residents are fighting a losing battle to keep dust from the interior of their houses*
- *Vehicles are being damaged from hitting potholes, even at slow speeds*
- *Corrugations are appearing across the road caused by drainage issues when we do get heavy rain*

REPORT:

Council Officers have reviewed the request to seal Junction Street taking into account the following:

- The concerns raised in the petition and letters
- Usage of the road is low noting that it services in the order of 11 rural residential properties.
- There are 2 houses located within close proximity of the roadway (less than 150m)

The estimated cost to seal the road is shown in the table below, noting that this cost is based on standard book rates only. An engineering design would be required to establish a more accurate cost and scope of works to seal the road.

Cost Item	Cost
Seal Cost (to 5m)	\$25,000
Pavement Works (to 6m formation)	\$40,000
Culvert Replacement and Widening	\$10,000
Total	\$75,000

Given the current low usage, estimated cost and risk profile for the roadway it is recommended that Council not proceed with the request to seal Junction Street at this time.

In relation to dust impacting on residences located close to the roadway, Council's Road Management Policy (clause 4.7) provides for the installation of dust suppression seals on a 50/50 contribution basis between Council and the resident/s.

The following is an extract from the policy related to dust suppression seals.

4.7 Request for Dust Suppression Seals

- *Requests must be made by formal written submission*
- *Consideration of requests will be subject to the following criteria:*
 - *Distance of dwelling from unsealed road*
 - *Dust prevention measures in place, such as trees and earth mounds*
 - *Estimated traffic volume*
 - *General public use, including recreation and emergency use*
 - *Medical or economic factors affecting the property occupiers*
 - *Environmental conditions such as prevailing winds*
- *Council is not bound to consideration of requests to these conditions alone, and may consider additional relevant information*
- *Successful applications will require a contribution from the private party requesting the dust strip to an amount of 50% of the total construction cost of the dust suppression seal*
- *If approved, construction of the dust suppression seal will be undertaken in accordance with Council standards, subject to available budget and resources*
- *Council will undertake maintenance and operational responsibilities of the dust suppression seal over its life cycle*
- *Should the dust suppression seal deteriorate to a level whereby the seal is required to be replaced, according to Council standards, the property owner by which the dust seal gains benefit will be required to contribute 50% of the replacement costs*
- *If the dust suppression seal is considered to be unsafe by Council standards and the property owner does not contribute to a new replacement seal, Council may return the road to an unsealed road*

The budget for the current financial year does not provide for dust suppression seals and it is recommended that Council consider allocating funding in the 2019/20 budget for undertaking dust suppression seals in accordance with clause 4.7 of the Road Management Policy.

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

Integrated Planning and Reporting Framework:

CSP Outcome 2028

Theme 5: Our Infrastructure

Delivery Outcomes

1.7 Manage Council's resources in a manner which is equitable and ensures organisational sustainability

Operational Actions

5.4.1 Implement adopted Asset Management Framework

SUSTAINABILITY ASSESSMENT:

Financial and Resources Implications

The current level of funding allocated to maintenance of the local road network only enables for around 70% of the works required to maintain the network to a reasonable standard.

Expanding the sealed road network, could further impede the capacity of the organisation to maintain the transport network to a reasonable standard, negatively impacting on the sustainability and condition of the network.

Policy, Legal and Statutory Implications:

The Road Management Policy currently includes provision for the installation of dust suppression seals on a 50/50 cost sharing basis.

The current budget does not include funding for the installation of dust suppression seals and Council is therefore unable to cost share with residents that may want to take up this option as described in the policy.

Allocating funding to support the installation of dust suppression seals will enable Council to work in partnership with residents to better manage the impacts of dust and minimise further encumbering the ability of Council to maintain the road network.

RISK MANAGEMENT – BUSINESS RISK/WHs/PUBLIC:

Not sealing Junction Street, may impact on the quality of life of the residents that live in close proximity to the unsealed roadway. Some of these impacts as highlighted in the petition include:

- Fouling of rainwater tanks
- Fouling of clothes hanging on outdoor clotheslines
- Dust entering houses
- Road safety

It is considered that these risks can be mitigated against by residents and users of the roadway in the following ways;

- Installation of a first flush system on water tanks
- Hanging clothes inside and the closing of external doors and windows on days when prevailing weather conditions contribute to the generation of dust
- Traveling at speeds suitable to the condition of the roadway

- Drivers slow down to minimise the generation of dust.

Sealing Junction Street and extending the sealed road network, could further impede the capacity of the organisation to maintain the transport network to a reasonable standard, negatively impacting on the sustainability and condition of the network.

Noting the above risks it is recommended that Council consider allocating funding to support the installation of dust suppression seals.

This will enable Council to work in partnership with residents to better manage the impacts of dust and minimise further encumbering the ability of Council to maintain the road network.

OPTIONS:

1. Council adopt the recommendations as referred to in this report:
 - Not proceed with the request to seal Junction Street at this time
 - Consider the allocation of a budget for dust strips as part of the budget deliberations for the 2019/2020 financial year
2. Council may determine to proceed with the sealing of Junction Street. Noting that this would require the allocation of funding to undertake the work and could further impact on the capacity of the organisation to maintain the existing road network.

COUNCIL SEAL REQUIRED:

Not required

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Council Officers will formally reply to petitioners advising on the outcomes of this report and the decision of Council.

Attachments

- 1 Junction Street, Minjary Petition



16.10.18

To whom it may Concern,

I am writting to inform you of th medical problems my family and I have experienced since the installation of Junction st. Since the new road was built approx less the 50metres from our house we have experienced exressive amants of dust wether it be from the wind or traffic, in and around us all day everyday.

Our tank water has a decidedly dirty flavour and every surface in our home is contantly covered in dust even when cleaned everyday. My washing line is affected too. Both my young children and myself have suffered and I suffer from extrem asthma.

As we are constantly covered in this dust it will only make our health and living problems worse if the road is not sealed.

yours sincerely

To,

The General Manager of Snowy Valleys Council, Mathew Hyde.

We write this letter to forward our personal reasons for supporting the request of the residents and users of Junction Street, Minjary, to have the road bitumen sealed.

We have a young family of 5, 3 of whom take regular medication as they suffer from hay fever and asthma which is made worse by the extreme flow of dust from Junction Street into our home.

We are unable to open windows to enjoy a beautiful spring day as the dust is unmanageable.

The dust that settles on our clean clothes hung on the clothes line requires rewashing, time and time again.

We are unable to enjoy a meal in our outdoor area with even Christmas lunch last year interrupted by dust.

We have attached photos of the severity of the dust to support our statements. These were taken at dusk, clearer photos can be provided upon request.

We were advised by our neighbor that IWD will be attending to bitumen seal 3 meters either side of the three cattle ramps in the near future in response to their requests to have the corrugation of the road repaired.

We do not see it unreasonable to request the sealing of the entire road at this time to relieve the struggles that us and the other residents endure due to the high volume of vehicles driving on the dirt road.

Yours Sincerely,





10. MANAGEMENT REPORTS**10.7 SERVICE REVIEW PROJECT - FINAL REPORT**

REPORT AUTHOR: DIRECTOR ASSETS AND INFRASTRUCTURE
RESPONSIBLE DIRECTOR: DIRECTOR ASSETS AND INFRASTRUCTURE

EXECUTIVE SUMMARY:

The final report from the consultants on the outcomes of the Service Review has been received, including feedback from the final community sounding board session. Further to receiving the final report, Council needs to consider the integration of the feedback from this service review, in relation to informing the next revision of the Council's Integrated Planning and Reporting documents and business improvement initiatives.

RECOMMENDATION:**THAT COUNCIL:**

1. **Receive the report on Service Review Project – Feedback from the Community Final Report.**
2. **Incorporates the findings of the Service Review Project in the collation and adoption of draft 2019/20 Integrated Planning and Reporting Documents and future considerations regarding service delivery.**

BACKGROUND:

Snowy Valleys Council endorsed the Service Review Project at its September 2018 meeting. The community engagement activities of the project have now been completed.

The project is sponsored by Director Assets and Infrastructure and this report is the final component of the approved project.

Council considered the interim report from Common Thread Consulting at its December 2018 Ordinary meeting. This report was interim, due to the timeframe for completion of reports for the meeting business paper was prior to the final Community Sounding Board workshop on 8 December 2018.

REPORT:

Whilst this first detailed Service Level Review is resource intensive, it provides a strong foundation for future work targeted at updating and confirming service delivery information. Feedback received from the Community Sounding Board and general community participants has been positive towards the project.

It is imperative that the Service Level Review project aligns with and is integrated into the strategic planning, financial and asset management processes within Council. Work has commenced in using the outcomes from the project and inputting these into Integrated Planning and Reporting documentation for the 2019/20 financial year.

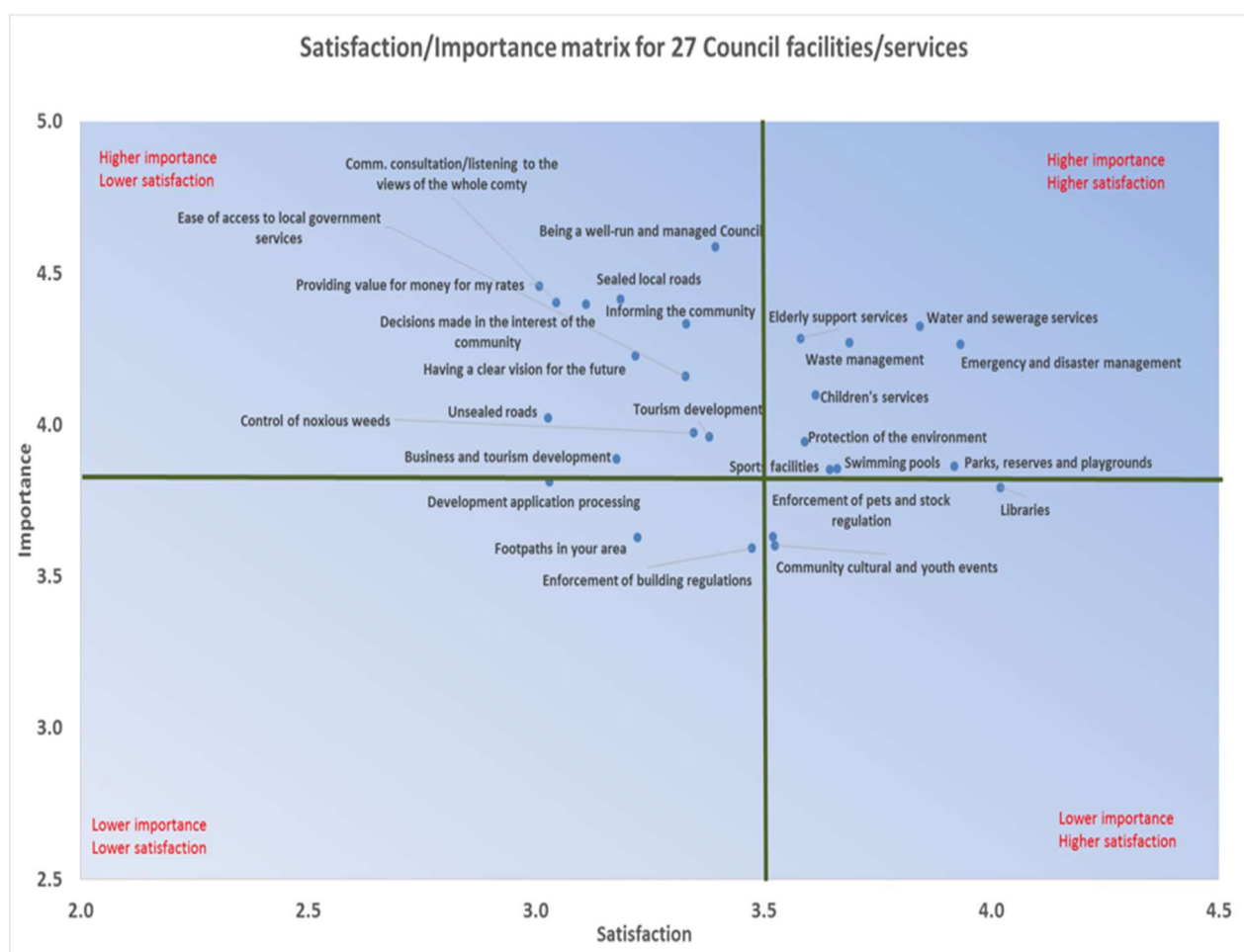
Summary of Outcomes - Satisfaction Survey

The Consultant's report indicates that feedback obtained during the Service Review Project suggests that the community is generally satisfied with Council's performance and that there is a positive trend in its satisfaction with the majority of services Council delivers.

A random telephone survey of 405 residents informed the satisfaction survey, representing a statistically significant sample for the Council area.

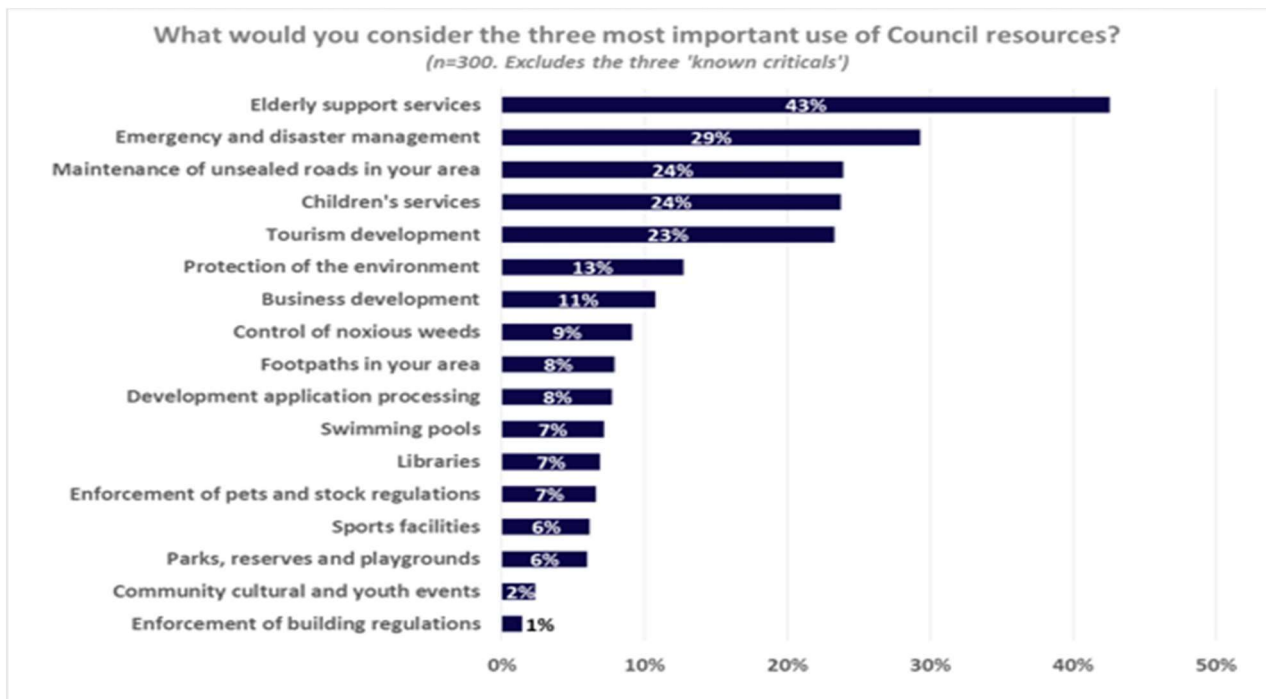
Overall satisfaction with Council's performance has been measured using the 'net satisfaction rating (NSR)', and has increased 19% from the satisfaction survey undertaken in 2016. The overall satisfaction with Council's performance was 3.30 (out of 5).

Importance and satisfaction ratings were derived from the data gained, and has provided a gap analysis of areas requiring prioritisation. Whilst a gap is still present between importance and satisfaction, there has been an overall shift in improvement in particular services comparative to the survey undertaken in 2016.



Graph 1.4 Summary of satisfaction and importance (detail) Jetty Research 2018

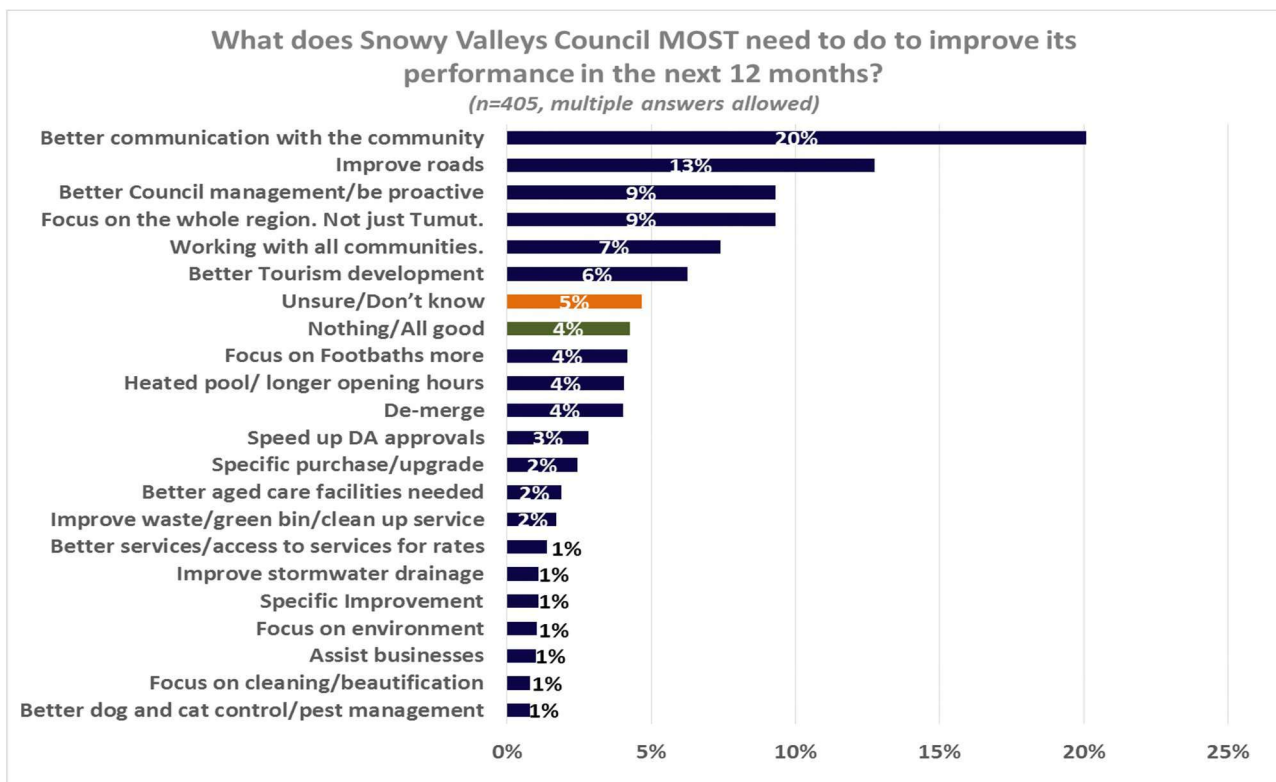
Further to the question of importance, the respondents were asked about the three most important use of Council resources, excluding the three 'critical' areas of sealed roads, water/sewer and waste services.



Graph 2.5 – Three most important use of Council Resources, Jetty Research 2018

Elderly support services, emergency and disaster management, maintenance of unsealed roads, children's services, and tourism development were considered to be top Council priorities.

Highest priorities for Council to pursue over the next 12 months were sought from questions within the survey. The question was open ended, however themes were able to be ascertained from responses.



Graph 5.1 – What does Snowy Valleys Council MOST need to do to improve its performance in the next 12 months?, Jetty Research 2018

Better communication with the community (20%) was indicated to be most important for success, followed by improve roads (13%) and being more proactive (9%) and focus on the whole region (9%).

The satisfaction survey has provided a good litmus for the progress and improvement of Council, and will provide benchmark data for future measurement and direction for service provision.

Summary of Outcomes – Budget Allocator

A budget allocator tool was used to support the service review, facilitating participatory budgeting opportunity for the community to elect the level of budget which should be directed to 15 Council services. The participants were provided a brief explanation of what each level of service for each service area with estimated cost for each service level.

The consultant's report details that the participation rate in the budget allocator was disappointing, with only 43 people taking the opportunity. Given the low participation rate the outputs cannot be considered statistically significant, but still provides useful data for consideration.

Generally, the 'most votes' were attributed to maintaining current levels of service, however there were a number of services where the respondents thought that more funding should be directed to increasing the levels of service. Most notably these included, Roads, Street Trees and Tourism.

Swimming pools is a service of note where a clear difference in opinion existed. Level of service as voted by the participants was indicated to be maintained or improved, however the most 'votes' indicated a preference to reinstate user fees.

It is hoped that future similar projects will yield greater participation following the success of the project overall.

Summary of Outcomes – Community Sounding Board

A community sounding board was established to form a reference group that was geographically and demographically representative of the Snowy Valleys community. Through an expression of interest process, 44 nominees participated in four workshops, and discussed service levels across 37 service areas.

The consultant has indicated from feedback received that the members were generally positive about the experience and the opportunity to participate in the initiative.

Feedback from the community sounding board has been collated and provided as an attachment to this report.

Whilst the majority of views on service levels was mixed, the participants of the final workshop on 8 December 2018, considered specifically financial sustainability. Comments overwhelmingly indicated a desire of the community for the Council operations to be financially sustainable into the future, with a number of suggestion on how this can be achieved.

Further, the feedback sought for greater efficiency gains from the merger process were believed to be achievable and Council needs to decrease expenditure through efficiency gains to achieve sustainability.

Integration of Outcomes

The project has delivered a wealth of feedback valuable to developing strategies that reflect the community aspirations and needs.

Council Officers are currently drafting the annual operation plan and budget for the 2019/20 financial year, as well as a new resourcing strategy for the coming 10 year period. The resourcing strategy project includes:

- Long Term Financial Plan (10 year forecast)
- Workforce Plan
- Strategic Asset Management Plan

Service management plans are also currently being drafted, detailing how Council will deliver services to the community in a sustainable way, considering the aspirations of the community and strategic direction of Council.

The focus of these strategic documents will be to deliver a sustainable services, which consider the feedback of the community (through the service level review), keeping in mind the financial resources of the Council.

As previously highlighted to Council in the interim report (December 2018), the report suggests that if Council is to continue to deliver these services into the future, it is vital that it addresses the current operating deficit in order to be financially sustainable. This does not need to happen all at once (in one year), but it is suggested that Council pursue a small operating surplus within the next 3-4 years, rather than over the 10 year timeframe (currently forecast in the Long Term Financial Plan - LTFP).

Drafting of the current suite of documents provides a focus on efficiency and business improvement processes that will improve the outlook that has been previously forecast as indicated within the Service Level Review report. Over time, it is expected that the deficit will be bridged with this program of efficiency and improvement.

The upcoming revision of Council's Integrated Planning and Reporting documents will clearly set out how Council intends to achieve a financially sustainable position, including assumptions of revenue and targets for the organisations efficiency and improvement strategy.

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

The Service Review Project is considering all of Council's activities. As such, there are links to all elements of the Delivery Program.

SUSTAINABILITY ASSESSMENT:

	Positive	Negative
Social	<p>Definition of levels of service assists with directing resources of Council to the identified priorities of the community</p> <p>Participation in service reviews fosters a sense of inclusion within the Council strategic planning process</p>	Nil
Environmental	<p>Definition of levels of service assists with directing resources of Council to the identified priorities of the community.</p>	Nil
Economic	<p>Defining services assists with setting of budget and measuring performance. Sound forward planning and assured long term financial plans do result from setting</p>	<p>As part of the service review project, expectation management will need to be undertaken as to the extent of financial resources available to meet</p>

	Positive	Negative
	of levels of service	expectations of the community.
Governance	The proposed process of service review matches the principles of Integrated Planning and Reporting, and facilitates the inclusion of Key Performance Indicators	Nil

Financial and Resources Implications

Costs

Project budget for the service review is \$200,000 to be funded from the New Council Implementation Fund. The estimated cost of delivery of the project, following the submission of the quoted price from Common Thread Consulting is \$140,000.

Benefits

The Service Level Review is a vital process to ensure that council is delivering services to its community that are:

- Appropriate – services meet current community needs and can be adapted to meet future needs
- Effective – council is delivering targeted, quality services and new methods and technologies are scoped for future application
- Efficient – council is working to improve its resource use (people, materials, plant, equipment, infrastructure, assets) and can redirect savings to fund new or improved services

The key benefits of a service level review include:

- Alignment of services to community need
- Cost savings and the identification of opportunities to generate income
- Increased efficiency of limited resources
- Cooperative working across Council divisions and teams
- A more engaged community

Policy, Legal and Statutory Implications:

The project seeks to inform the Integrated Planning and Reporting process of which Council is required to develop in accordance with principles set out in section 8C of the Local Government Act.

RISK MANAGEMENT – BUSINESS RISK/WHIS/PUBLIC:

Risk Category	
Financial	Consideration within the Long Term Financial Plan must be given to the ongoing sustainability of services, with subsequent actions within the Integrated Planning and Reporting suite to ensure that services are provided in a financially sustainable way.
Stakeholders	Consideration of changes to service levels needs to be undertaken acknowledging needs of the general community, as well as key stakeholders of the service.

Risk Category	
Reputation Political	Defining levels of service can be a sensitive topic and can lead to dissatisfaction with individuals or groups. Communication and engagement will emphasize the need to achieve a sustainable balance between the delivery of council services and the finite level of resources available.

OPTIONS:

Council may choose not to accept the Service Review Project final report. If the report were not to be accepted, consideration of the contents should not be considered within the creation of the 2019/20 Integrated Planning and Reporting Documents.

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

The Service Review Project deployed three separate processes to facilitate a meaningful conversation about Council services with the community, councillors and staff:

- a telephone survey
- an online Budget Allocator tool and
- a Community Sounding Board

Details of the community engagement undertaken as part of the Service Review Project is included in the attached report.

The final report will be placed on Council's website, should Council agree to the recommendation.

Attachments

- 1 Service Review Project - Feedback from the Community Final Report (under separate cover)
- 2 Snowy Valleys Council Community Satisfaction Survey 2018 (Jetty Research) (under separate cover)
- 3 Comments from Budget Allocator 2018 (under separate cover)
- 4 Comments from Community Sounding Board (by service) (under separate cover)
- 5 Feedback from Community Sounding Board (about the process) (under separate cover)

11. MINUTES OF COMMITTEE MEETINGS**11.1 MINUTES - TUMUT YOUTH COUNCIL COMMITTEE - 6 FEBRUARY 2019**

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

RECOMMENDATION:**THAT COUNCIL:**

1. **Accept the report on the Tumut Youth Council Meeting from Acting Director Strategy, Community & Development.**
2. **Receive the Minutes of the Tumut Youth Council meeting held on 6 February 2019 and the following recommendations contained therein be adopted:**
 1. **That Council accepts and adopts the recommended changes to the Youth Council Terms of Reference**
 2. **That Council accepts and the Tumut Youth Council Strategic Plan.**
 3. **That Council accepts Tumut Youth Council's new logo.**

BACKGROUND:

The aim of the Tumut Youth Council Committee is to provide a forum for consultation between Council and the youth (12 -25 years) of the local area to achieve:

- Promotion of a positive profile of young people
- Active involvement in increasing the level and variety of entertainment and recreation for young people
- Provision of a forum where young people can express their views and those views will be heard and respected
- Improved two-way communication between young people and the rest of the community

The Tumut Youth Council meets on the first Wednesday of the month at 4:30pm in the Gundagai Room at Council Offices.

Every alternate month the meetings are informal and are held in the Tumut Community Support Centre meeting room on 81 Capper Street starting at 4:00pm

REPORT:

The minutes of the Youth Council Committee held on 10-October 2018 were accepted as being correct and true by Jeremy Hannah and Jeane Van Der Merwe.

Summary content:

Agenda item 1 – Terms of Reference

Mark discussed the current Youth Council Terms of Reference and explained the function and purpose of Terms of Reference's for 355 committees and committees of council.

All attendees informed they had read the business paper and understood the proposed changes to the TOR.

Tumut Youth Council accepted the changes to the Youth Council Terms of Reference proposed by Tumbarumba Youth Council.

Agenda item 2 – Youth Week

Weekly Youth Week planning meetings to commence next week.

Lori Webb and Daisy James to be nominated people to attend Youth Week ACYP forum.

Agenda Item 3 – Composition of Youth Council

Discussion held around purpose and direction of Youth Council with all parties in agreement that the Youth Council needs to become more formal.

Youth Council to be forum to discuss youth priority issues and items requested to be consulted on. Youth Council members noted they would like to be consulted by Council in matters relating to youth.

The proposed Strategic Plan was noted as read and accepted.

The members also voted and selected the new TCYC logo.

Agenda item 4 – Disability Inclusion

Cr Cate Cross informed Youth Council of plan to obtain funding to build a disability playground in Richmond Park.

Tumut Youth Council would support providing community consultation in the planning of the playground.

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

Theme 2: Growth through Innovation

Delivery Outcomes

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

Operational Actions

1.2.8 Facilitate and deliver a program of youth events and activities

SUSTAINABILITY ASSESSMENT:**Financial and Resources Implications**

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

Costs and Benefits:

There are not cost implications for this report.

Benefits - the Tumut Youth Council provides a link for Council and the youth in the local community and also a platform for the young community members to raise matters that concern them that Council may be able to assist with. It allows the two parties to work in partnership to develop and deliver a program of youth recognition activities and for Council to support youth cultural activities and projects.

Policy, Legal and Statutory Implications:

Nil

RISK MANAGEMENT – BUSINESS RISK/WHIS/PUBLIC:

Nil

OPTIONS:

Nil

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

In the period since the last Tumut Youth Council meeting held 10 October 2018, no formal Tumut Youth Council community engagement or consultation has taken place.

Attachments

- 1 Minutes - Tumut Youth Council Committee - 6/2/2019 (under separate cover)
- 2 Tumut Youth Council Terms of Reference (under separate cover)
- 3 Youth Council Strategic Plan (under separate cover)
- 4 Youth Council Logo (under separate cover)

11. MINUTES OF COMMITTEE MEETINGS**11.2 MINUTES - BATLOW DEVELOPMENT LEAGUE MEETING - 5 DECEMBER 2018 INCLUDING COMMITTEE NOMINATIONS AND DRAFT TERMS OF REFERENCE**

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

RECOMMENDATION:**THAT COUNCIL:**

1. **Accept the report on the Batlow Development League committee from Director Internal Services.**
2. **Receive the Minutes of the Batlow Development League committee meeting held on 5 December 2018 and the following recommendations contained therein be adopted:**
 - a) **That the Batlow Literary Group be able to allocate funds they have raised to worthwhile local community groups.**
 - b) **Amend the Terms of Reference for the BDL regarding media comment and confidentiality. The committee and sub committees to have the authority to develop and deliver media and marketing campaigns relevant to the committee and subcommittees events. Once the amendment is made an updated version be provided to the BDL.**
3. **Approve the nomination for committee members to the Batlow Development League committee.**
 - a) **Raymond A Billing**
Qualifications – BSc(Ed), Retired High School Principal
Reason for membership – Involvement and support of the local community
 - b) **Keith Dawson**
Qualifications – Bulk Haulage Contractor (Retired), Chair of Batlow Village, Deputy Chair Batlow Development League.
Reason for Membership – To help the Town
 - c) **Marjory L Tomlinson**
Qualifications – BA Literature & English, Secondary Teacher Ed., Cert III Aged Care
Reasons for membership – To provide a service to my community.
 - d) **Colin Agate**
Qualifications – Management
Reason for membership – Treasurer BDL, Community involvement
 - e) **Justine Wilkinson**
Qualifications – Resident of Batlow
Reason for membership – Interest of Batlow and community.

BACKGROUND:

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

The Batlow Apple Blossom Festival committee and the Batlow Cider fest committees are sub-committees of the Batlow Development League.

REPORT:

At the December meeting of the Batlow Development League the following items of business were conducted:

- Minutes of the Batlow Development League meeting held on 7 November 2018 were accepted as read.
- A treasurer's report was accepted as tabled. The committee was informed that the Batlow Literary Institute group had folded and were wanting to allocate their funds to worthwhile local community groups.
- Correspondence received from SVC- Business Paper and a letter sent out to Snowy Valleys Council.
- Business arising from the minutes: A discussion around the Hide Park Sound Shell design and costs. The meeting was informed that a letter had been written to Snowy Valleys Council in relation to the masterplan, Cannery and Caravan Park.
- General business included discussion on the following topics:
 - i. Batlow Library Façade – no timeframe to complete the design had been established.
 - ii. The default printer at the library has been restored and Wi-Fi reinstated.
 - iii. The need for the toilets at the Literary Institute to be fully renovated.
 - iv. Tumut MPC – Comments from the committee forwarded to relevant body.
 - v. Ladies toilets at the showground – the new toilet becomes flooded every time the shower is used.
 - vi. CBD Masterplan, Cannery and Caravan Park – Snowy Valleys Council is hoping to have these finalised by December 2019.
 - vii. Batlow CBD 40K Zone – letter have been sent to the Traffic committee but no response has been received to date.
 - viii. Literary Institute fees structure – Subcommittee to meet to discuss fee structure. With a recommendation to Council for an online system and to be able to promote usage. The committee also discussed who is to check the cleanliness of the Literary Institute after a function. With their preference being a Council employee.
 - ix. Terms of Reference – After discussion the BDL proposed to amend the Terms of Reference media comment to include permission to speak to the media in relation to marketing campaigns relevant to the committee and subcommittee events. Proposed changes are highlighted in red on the document attached to this report.
 - x. Section 355 committees – Forms to given to volunteers to complete.
 - xi. Hose wash down area at Showground – The committee would like a representative from Recycled Race Horses to come to a meeting to discuss what is required.

- xii. An invitation be sent to Joe McGirr MP to attend a meeting of the BDL early next year.
- xiii. Legal liability of Volunteers – A question was raised about legal liability for volunteers. A recommendation made to write to council for an explanation.

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.

Attachments

- 1 Minutes - BDL Batlow Development League 5 Dec 2018
- 2 DRAFT Batlow Development League Terms of Reference

BATLOW DEVELOPMENT LEAGUE
GENERAL MEETING 5th December 2018
MEETING COMMENCED: 7.00pm



PRESENT: M Sedgwick, C Dawson, K Dawson, A Dickinson, R Sweeney, T McDonald, C Agate, R Billing, C Smit (SVC Representative) G McGrath (SVC).

APOLOGIES: H Tietze, K McLaren, D Killeen, D Wiltshire.

MINUTES:

It was **RESOLVED** that the Minutes of the **Batlow Development League (BDL)** meeting held on 7th November, 2018 be accepted as read.

Moved: C Agate/Seconded K Dawson/Passed

TREASURER'S REPORT:

It was **RESOLVED** that the Treasurer's Report of the **BDL** accounts to 5th December, 2018 be accepted as tabled.

Moved C Agate/Seconded K Dawson/Passed

The LIB group has folded and want to distribute any remaining funds they have to local community groups.

Recommendation: that the LIB group be able to allocate funds they have raised to worthwhile local community groups.

Moved C Agate/seconded T McDonald/Passed

CORRESPONDENCE:

- SVC Meeting Business Papers November 2018
- Letter SVC

BUSINESS ARISING:

Hides Park Sound Shell: H Tietze has been in contact with an engineer friend who will come up with some design ideas and the approximate costs involved. The Sub Committee will advise at the next meeting.

A letter has been written to The General Manager SVC re plans for the CBD masterplan, Cannery and Caravan Park.

GENERAL BUSINESS:

Batlow Library Façade: G McGrath (SVC) advised that a time frame to complete design hasn't been established yet. SVC are still looking into façade designs and when completed the community will be asked for comment. All issues regarding comments re the façade have been noted.

The default printer at the library has been restored and WIFI reinstated.

Public Toilets at Literary Institute: These toilets need to be fully renovated. When renovated perhaps cameras can be installed to deter vandalism from occurring.

Tumut MPC: BDL,s comments re the centre have been forwarded to the appropriate committee.

Ladies Toilet at Showground: The new Ladies toilet at the showground floods whenever the shower is used.

CBD Masterplan, Cannery and Caravan Park: SVC looking to have these finalised by December 2019.

Batlow CBD 40K Zone: The Traffic Committee has been sent letters etd, BDL still awaiting response.

Literary Institute Fee Structure: Perhaps an hourly rate for hall hire and different rates for hire of kitchen, crockery, linen etc. BDL would like to have a copy of these fees. The Sub Committee to meet to discuss fees structure.

Recommendation: That the BDL, as part of its role to actively promote The Literary Institute use, have forward booking and past booking information to enable the ability to obtain more grants that become available and monitor usage. BDL also recommends that the booking process change from paper based to an online system.

Moved R Sweeney/Seconded K Dawson/Passed

Who will check the cleanliness of the Literary Institute after a function? Preference would be a Council employee who is a Team Leader and knows Council Rules.

Terms of Reference: after discussion on who can release a Media Release, the following recommendation was made:

Recommendation: to amend the Terms of reference for BDL regarding media comment and confidentiality. Need the Committee and Sub Committee to have the authority to develop and deliver media and marketing campaigns relevant to the Committee and Sub Committee. Once amendment is made an updated version to be sent to BDL.

Moved C Agate/Seconded R Sweeney/Passed

Section 355 Committee: forms to be photocopied and given to volunteers.

Horse Wash down Area at Showground: Perhaps Craig from Recycled Race Horses can come to a meeting to discuss what is required.

Joe McGirr MP would like to attend a BDL meeting. An invitation to be sent to him asking him to attend a meeting early next year.

Legal Liability of Volunteers: K Dawson asked if and individual could be sued when acting as a SVC volunteer, and what was the policy on this.

Recommendation: A letter be written to The General Manager re liability of individuals if a legal case is brought against them while volunteering, and request for the appropriate SVC employee attend a meeting to discuss responsibility.

Moved K Dawson/Seconded T McDonald/Passed

BDL need to access the Literary Institute facebook page currently being managed by the LIB. R Sweeney to contact LIB to get access.

Meeting Closed at 9.50 pm.

Next Meeting Wednesday February 6th 2019 at 7 pm in Batlow RSL Club.



BATLOW DEVELOPMENT LEAGUE Committee

DRAFT Terms of Reference

ToR No: SVC-TofR-014-01

1. NAME

The name of the Committee is the Batlow Development League.

2. PURPOSE

The purpose of the Committee is to:

- 1) Advise Council on policy matters affecting Batlow and its environments, including
- 2) Development Applications (where appropriate community input is required) and works programs etc.
- 3) To form Sub Committees as required, to carry out functions and improvements within Batlow and environs, for example:
 - Batlow Apple Blossom Festival Sub Committee
 - Batlow CiderFest Sub Committee
 - Other Sub Committees as from time to time approved by Council.
- 4) Fundraise for community development and community events by both Batlow Development League and its sub-committees.
- 5) Carry out public events such as civic celebrations, barbeques, flower shows and other major community events including the Batlow Apple Blossom Festival and Batlow CiderFest.
- 6) Work with Council in carrying out civic improvement projects, such as walking trails, park development, recreation facilities, civic services, town beautification and tourism strategies for Batlow. **Roadside clean ups omitted.**

3. OBJECTIVES OF THE COMMITTEE

The Batlow Development League is a committee formed under Section 355 of the Local Government Act 1993. The objectives of the Committee are:

- 1) To provide civic leadership to the Batlow community
- 2) To stimulate the ongoing economic, social and cultural prosperity of the community of Batlow and its environs.

4. MANAGEMENT AND OPERATION OF THE COMMITTEE

a) Structure / Membership

The Committee shall be comprised of community representatives with an interest in the social, cultural and economic well-being of the Batlow community.

Each sub-committee shall have at least one (1) representative present at Batlow Development League Committee meetings.

It is also desirable that there are representatives from the broader Batlow community and that the representatives have a reasonable gender balance and age distribution.

b) Term

The term should initially be for **twelve months**. Any vacancies which occur will be advertised and appointed from nominations received or in the case of an organisation that group can nominate a replacement representative.

The committee will have annual elections to select eight members with voting rights for that year. This will take place at the **November** meeting.

Members of the Committee may cease to hold office:

- By death, mental incapacitation or by serving of a criminal sentence;
- If the member provides a written resignation;
- If a member is absent from three consecutive meetings (with or without apology), and without having obtained a formal leave of absence.

c) Appointment and Selection of Members

The Annual General Meeting will be advertised and a call for nominees will be made publicly. The Returning Officer will declare all positions vacant and call for nominations from community members. Persons can be self-nominated, nominated by another person, or can represent a sub-committee, community group or organisation.

If there are more than eight nominations, then nominees will be appointed to the committee by majority vote.

d) Committee Positions and Structure

The eight elected committee members shall appoint the following Executive Members:

- Chairperson
- Deputy Chairperson
- Secretary
- Treasurer

A councillor delegate without Committee voting rights will be appointed by Council.

e) Pecuniary Interests and Conflicts of Interest

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

The Committee member must refrain from participating in the discussion and leave the meeting while the matter is discussed and not participate in any decision making related to the issue.

The interest will be recorded in the minutes.

f) Quorum

A quorum of the Committee will be five (5) appointed voting members present.

If a quorum is not reached within 10 minutes of the appointed starting time, the meeting can either:

- I. Be adjourned to a time determined by the Chairperson in consultation with the staff/committee member performing Secretariat duties to ensure that the adjourned time does not clash with other scheduled meetings.
- II. Continue as an Inquorate discussion.

g) Inquorate Meetings

In the event that a meeting does not have the required quorum, those members present can determine whether they would like to continue with the meeting as an Inquorate Discussion.

In this case, recommendations to Council for decisions cannot be made, but can be carried forward to subsequent meetings where a quorum is present. The Minutes of an inquorate discussion must take the form of Inquorate Discussion Notes.

The members present at an inquorate discussion cannot put or carry any motion or resolution.

h) Decisions and Voting

The Committee's business is conducted on a simple majority vote by those members present.
The Chair will not vote unless there is an equal split in votes.

A Committee member who joins a meeting electronically will be considered to be present.
Each member of the Committee present at any meeting shall have one vote on any matter.

Major decisions and recommendations will be referred to Council for adoption prior to implementation by the Committee.

The Committee shall make recommendations to Council on matters that relate to the objectives of the Batlow Development League for the Snowy Valleys Council.

i) Attendance of Non Members

The Committee may, at its discretion, allow non-members, observers and advisers to attend meetings of the committee to facilitate exchange of information and to provide specialist advice and counsel to the Committee.

j) Working Groups

The Committee is able to form a Working Group as required to address specific issues or undertake specific activities. The Working Group must report to each Committee meeting. Non-members may be co-opted to a working group. A member of the Committee shall act in the capacity of Chairperson of the working group.

The Committee shall determine a statement of the purpose/objectives, responsibilities and tasks to be achieved by the Working Group at the time that it is formed.

5. FINANCIAL MANAGEMENT

As a Section 355 Committee of Council, the financial records of the committee are subject to the same controls as Council's financial systems. As such the following controls must be in place:

- I. Bank accounts must be in the name of the Batlow Development League. All cheques require a minimum of two (2) signatures. All income must be receipted using a recognised financial system.
- II. The Treasurer will table a summary of all income and expenditure supported by the relevant bank statements on a monthly basis.
- III. **As at 30th June each year the accounts of the Committee must be audited and a copy of the audit be given to Council so that they can be included in Council's annual external audit.**

6. COMMITTEE MEETINGS OPERATION

a) Meetings

Meetings will be held on the first Wednesday, monthly at 7:00 pm, at the Batlow RSL Club or as determined by the Committee.

A minimum of 10 meetings must be held in a separate calendar year.

b) Special Meetings

Special meetings may be called by the Chairperson, or at least two voting members of the Committee in consultation with the Secretariat to maximise member attendance.

c) Notice of Meetings

The Notice of Meeting will be provided to each Committee member in writing, setting out the date, time and place of the meeting. Minutes of the previous meeting, any reports to the Committee and the Meeting Agenda will be provided to members and Councillor Delegate in a timely manner.

A minimum of twenty four hours' written notice shall be given for any Special Meetings of the Committee.

d) Minutes

Minutes shall be kept of all meetings of the Committee and any sub-committee.

The minutes shall be confirmed at the next meeting with or without amendments.

Copies of the minutes will be supplied to Council before its next meeting following that of the Committee.

A copy of the Minutes will be placed on file at Batlow Library.

e) Meeting Procedures and Protocol

The procedures and protocols to be observed at the Committee meetings are those of the Snowy Valleys Council Code of Meeting Practice was established in accordance with the provisions of Section 360(2) Local Government Act of 1993.

7. SUPPORT AND RESOURCING THE COMMITTEE

Council will provide administrative services and other resources to support the function of the Committee, sub-committees and any working groups.

8. MEDIA COMMENT AND CONFIDENTIALITY

The Committee and the Sub Committee has authority to develop and deliver media and marketing campaigns relevant to the Committee and Sub Committee.

The Committee does not have the authority to make comments on behalf of Snowy Valleys Council.

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

9. DOCUMENTATION / COUNCIL AND EXTERNAL REFERENCES

Snowy Valleys Council Code of Meeting Practice was established in accordance with the provisions of Section 360(2) Local Government Act of 1993. The objective of the Code is to

provide procedures and standards for the proper, conduct of Council business and decision making.

Snowy Valleys Council Code of Conduct sets the minimum requirements of conduct for council officials in carrying out their functions. The Model Code is prescribed by regulation and was developed to assist council officials understand the standards of conduct that are expected of them.

10. AMENDING THE TERMS OF REFERENCE

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

Amendments to the Terms of Reference must be approved by Snowy Valleys Council.

11. DISSOLUTION

Council may at any time dissolve the Committee.

12. LIABILITY OF MEMBERS

In accordance with Division 2 Section 731 of the Local Government Act 1993, A matter or thing done by the Minister, the Director-General, a council, a councillor, a member of a committee of the council or an employee of the council or any person acting under the direction of the Minister, the Director-General, the council or a committee of the council does not, if the matter or thing was done in good faith for the purpose of executing this or any other Act, and for and on behalf of the Minister, the Director-General, the council or a committee of the council, subject a councillor, a member, an employee or a person so acting personally to any action, liability, claim or demand.

13. DIRECTOR AUTHORISATION TO IMPLEMENT POLICY

Director Internal Services

14. LIFE OF POLICY OR DATE FOR REVIEW July 2020

(Review must occur within 4 years if no other date is specified.)

4. SUPERSEDING POLICY NO AND TITLE

Batlow Development League Terms of Reference – TSC-TofR.25 (former Tumut Shire Council)

5. TERMS OF REFERENCE PREPARED AND AMENDED BY:

Title of officer

6. HISTORY TABLE

Version No	Approval Date	Resolution Number	Date to be Reviewed
1.0			

11. MINUTES OF COMMITTEE MEETINGS**11.3 MINUTES - TALBINGO PROGRESS AND RATEPAYER ASSOCIATION MEETING - 7 NOVEMBER 2018**

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

RECOMMENDATION:**THAT COUNCIL:**

- 1. Accept the report on the Minutes of the Talbingo Press and Ratepayers Association held 7 November 2018 from Director Internal Services.**
- 2. Adopt the Minutes of the Tabling Progress and Ratepayers Association meeting held on 7 November 2018.**

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:

The committee discussed the following at the meeting:

- The minutes of the previous meeting held on the 10 October 2018 were accepted, with business arising, as follows:-
 - Walking Tracks in Talbingo and the review of walking sheets is ongoing.
 - Gate at Church yard is ongoing with a letter sent on 16 April 2018.
 - The Jack Bridle Cycle/Pathway to be sealed and to be wheelchair accessible. A proposal for the renewal of the sign with a letter received from SVC being in favour of the renewal of this sign.
 - Australia Day 2019 – Discussion around contributions from SVC. Nomination forms were handed out to members.
 - Shopping Centre seating discussed
 - Committee is waiting for the Waste Management and Strategy Officer to attend meeting of the committee to discuss the Green Waste proposal and General waste collections.
 - Batlow Link Road- Committee is waiting on a report from Council in relation to this road becoming a Council owned and maintained road.
 - Discussions are ongoing in relation to the bike path to the Golf Club.
 - Committee to chase up the possibility of obtaining funds from the Department of Veteran Affairs for the Flagpoles for ANZAC Memorial.

- A media release from Lockhart Shire Council was read out to the committee members about a renewable energy project proposed for Lockhart Shire.
 - Discussions are still ongoing about the proposed cemetery for Talbingo.
 - It was resolved that a letter be sent to SVC requesting a review of the Community Use Agreement with the Department of Education to include an accessible public toilet for Talbingo.
 - The committee has been advised by the Divisional Manager for Assets Planning and Design that the Street and Public Tree planting policy is to be drafted by SVC.
 - It was reported that there is Council support for the proposed Hume and Hovell Walking track and Cycleway masterplan, but no funding as yet.
 - Other ongoing items discussed were the \$8.8 Million Stronger Communities funding and the Miles Franklin Park toilet block.
 - The draft Terms of Reference to be discussed at the next meeting and a suitable representative to be invited to attend to answer member's questions and concerns.
 - The members were informed of the Community Sounding Board being a group of community representatives who will assist Council to review and consider how best to allocate resources.
 - Advertising of the Talbingo Tattoo concert has commenced with two grants receive for the concert and advertising.
- Treasurers Report – A copy of the treasurer's report was given to all in attendance. The report showed a closing balance of \$9,772.07 with a cash reserve balance of \$10,657.91.
 - Correspondence for the month included – Minutes of Council meeting, Economic Development Strategy 2018-2022, Media release Lockhart Energy Project, Withdrawal of Public toilet at Talbingo Library.
 - General Business raised and discussed at the meeting was: Speed limits along Miles Franklin drive, Brindabella Road link group are seeking supporting letters, Remembrance Day and Talbingo talk about.
 - The next meeting will be held 5 December 2018.

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:

N/a

Attachments

- 1 Minutes - Meeting held 7 November 2018 - Talbingo Progress and Ratepayers Association



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 7 NOVEMBER 2018

Meeting Opened: 7:35

PRESENT:	Lorraine Oliver	Regina Roach	Joy Otto	Ross Shield
	Jo Erskine	Bob Erskine	Frank McCorry	James Smith
	Anne Brien	Bruce Brien	Allan Leggett	John Weckert
	Leanne Dunn (by phone)		Gary Bilton	

APOLOGIES: Mary and Herbie Trager, Cr Cate Cross.

CHAIRPERSON: Regina Roach.

NEW & RENEWED MEMBERS: Merv Ferris, Melinda & Bill Deas, Terrance Patterson, Russ Davies, Leanne Dunn, Glenda Chapman, Theresa Caffery.

ACCEPTANCE OF THE PREVIOUS MINUTES:

RESOLVED: Moved Joy 2nd Allan that the minutes of the Talbingo Progress and Ratepayers Association held on 10 October 2018 be accepted. Carried.

BUSINESS ARISING FROM THE MINUTES:

Walking Tracks in Talbingo – Walking sheets review. Ongoing.

Gate at Church yard – Ongoing (Letter sent 16-4-18)

That the Jack Bridle Cycle/Pathway be sealed to be wheelchair accessible - Ongoing

Proposal for Renewal of sign for Jack Bridle Memorial Cycle/Walkway - A letter was received from Council's Matt Christensen in favour of renewal of this sign. Gary tried contacting Council's Anthony Benjamin on October 7. Left message. Ongoing.

Australia Day 2019 - Robyn Harvey to report back re Gus Cox's review re Shire contributions to Australia Day. Lorraine distributed nomination forms to members and will leave forms at the supermarket and put a notice in the Talbingo Talkabout.

Shopping Centre Covered Seating - Ongoing.

Green Waste Proposal and General Waste Collections - Awaiting new Waste Management and Strategy Officer to attend our meeting.

Batlow Link Road - Awaiting a report from Robyn Harvey re Council's positive discussions with Forestry about this road becoming Council owned and managed. Meanwhile Forests NSW have put a large sign in supermarket showing road will be closed until May due to logging operations. Access to Yellowin is still possible. Details available on their website.

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 - Glen McGrath to follow up. Ongoing.

Flagpoles for ANZAC Memorial - James. Jo and Leanne Dunn to chase up if it is possible to get funds from Dep't of Veteran's Affairs.

Proposed Community Energy Project - Gary read a media release reporting Lockhart Shire Council and their community plus the Federal Minister for Energy and Deputy Prime Minister's support for their 100% renewable energy project.

Proposed Cemetery for Talbingo - Ongoing.

No Public Toilets at Talbingo Library - Moved Allan 2nd Bob A letter be sent to Council requesting a review of their Community Use Agreement with the Dep't of Education to include an accessible public toilet.

Street and Public Tree Plantings - Glen McGrath is drafting a Shire-wide policy to be out in November. Ongoing.

Proposed Hume and Hovell Walking Track and Cycleway Masterplan - James reported there is Council support for this but as yet no funding.

\$8.8 Million Stronger Communities Funding - Ongoing.

Miles Franklin Park Toilet Block - Ongoing.

Draft Terms of Reference for TPRA - Jo will ask Bruce Pullen (Public Officer) when he gets back for a copy of our constitution to bring to our next meeting. Moved Allan 2nd Gary That a suitable representative be invited to a future meeting to answer Members questions and concerns.

Community Sounding Board - "A group of community reps who will help Council to review and consider how best to allocate resources." James reported our sub-committee met with Council's Robyn Harvey on 20 October. Bob E reported that some Talbingo ratepayers are only just finding out about Snowy 2.0 due to ineffective communications. James reported the Snowy Hydro (SH) proposal for a swimming/mooring area adjacent to the Talbingo Dam boat ramp has been reduced from 455 mtrs to 105 mtrs. SH said this was due to their reluctance to negotiate land presently belonging to National Parks and Wildlife Service (NPWS). This smaller version was not in the original EIS. Leanne pointed out the proposed new swimming area, the boat ramp and the spillway may be all closed during construction. It was agreed winter would be the best time for construction if this was the case. Our sub-committee is to meet with Council's GM and Councilors at the boat ramp on Thursday November 22 at 9 am. James has contacted local State member Joe McGirr who said he is talking to the NSW Minister for the environment. James has also sent letters to our local Federal Member Mike Kelly and the Liberal candidate for Eden/Monaro as well as <nicole.brewer@planning.nsw.gov.au> who is managing the Snowy 2.0 proposal.

SH's response to submissions for Snowy 2.0 EIS can be viewed at

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

It's worth noting SH propose to give NPWS \$5.5 million as an "offset" for environmental damage. The next Sounding Board meeting will be November 17.

There will be a meeting tomorrow at the Talbingo Country Club tennis courts at 3 pm of a Politician, Council rep, media and some tennis players to announce a successful grant to resurface the tennis courts and install an access ramp into the Club.

Talbingo Tattoo - Sat November 24 Concert starts at 7 pm. Posters have been distributed. James to pick up lights. Lorraine has programmes. Next sub-committee meeting Thurs 15 at 2 pm. Chris Blake is leaving Evan Saunders is new contact. Rugby Choir is coming. Two Council grants have been received. \$2,000 for the concert costs and \$1,500 for advertising.

TREASURER'S REPORT:

Lorraine distributed a copy of the October 2018 report to all those present. **Opening Balance:** \$7,809.86. **Income:** Book Trolley: \$154.40, Talbingo 70 % of Tattoo Grant \$2,450, Membership Fees \$30. **Expenditure:** Jo Irskine - Ink - Talbingo Talkabout \$673. **Closing balance:** \$9,772.07 The cash reserve balance was \$10,657.91 after adding interest of \$4.81. Invoices from the Supermarket - \$11 Photocopies, and Sounds of the Mountains - Tattoo advertising \$1,210 was presented. Moved Lorraine 2nd James That the outstanding invoices be paid and Treasurer's report as presented be accepted. Carried.

CORRESPONDENCE:

Minutes of Council - Economic Development Strategy 2018 - 2022 "Preparing for Prosperity"

From Gary Bilton - Media release Lockhart Energy Project

Brought forward correspondence - Withdrawal of Public toilet at Talbingo Library

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

GENERAL BUSINESS:

Discussion on the speed limits along Miles Franklin Drive - From our October meeting.

Brindabella Link Road Group - James reported they are asking for supporting letters. Moved James 2nd Allan That we send a letter of support via Council's GM Matthew Hyde.

Remembrance Day - Centenary - Moved Gary 2nd Lorraine That Jude Clinton be approached to make a wreath up to the value of \$60. To put a notice in the Talbingo Talkabout to meet at the Cenotaph at 10.50 am. Jo to bring a copy of the Ode.

Talbingo Talkabout - There was discussion around the production costs. There are 80 colour hard copies printed. Another substantial invoice has been foreshadowed. Moved Leanne 2nd Jo That Jo draft an annual letter to advertisers including SnowyHydro and Council re renewing subscriptions. It was agreed the TT is well received.

NEXT MEETING:

The next meeting will be held on Wednesday 5 December 2018 at the Country Club meeting room at 7.30 pm.

TERMINATION: Meeting closed at 9.35 pm.

Annual Subscriptions for 2018/19 are now due. \$5.00 per person. Electronic transfer details are below. Cheques made out to the Talbingo Progress and Ratepayers Assn can be posted to the above PO Box number otherwise you can pay cash to Bruce at the supermarket.

Please forward a current email address to receive your minutes otherwise add \$12 to your subscription for postage if you live out of Talbingo.

Bank Details

BSB No:032766 A/c No:212476

A/c Name: Talbingo Progress & Ratepayers Association.

11. MINUTES OF COMMITTEE MEETINGS**11.4 MINUTES - TALBINGO PROGRESS AND RATEPAYERS ASSOCIATION MEETINGS - 5 DECEMBER 2018 AND 12 DECEMBER 2018**

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

RECOMMENDATION:**THAT COUNCIL:**

1. **Accept the report on the Minutes of the Talbingo Progress and Ratepayers Association from Director of Internal Services.**
2. **Receive the Minutes of the Talbingo Progress and Ratepayers Association general meeting held on 5 December 2018 and Extraordinary meeting held 12 December 2018 and the following recommendations contained therein be adopted:**
 - a) **That Council lobby the NSW Government to re-introduce waste disposal facilities in KNP for the period between Christmas and January.**
 - b) **That Council resolve a solution to the provision of accessible toilet facilities for Talbingo Library users.**

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:

Minutes of the general meeting of the Talbingo Progress and Ratepayers Association held on the 5 December 2018 report on discussions at the meeting:

- Amendments required to the minutes of the previous meeting to show the Director of Internal Services as an apology for that meeting. Also amend the title of the Community Sounding board discussions at the November meeting to show as the Snowy 2.0 Focus Group.
- Council representatives in attendance at this meeting were Councillor Cross, Director Internal Services and the Divisional Manager of Infrastructure Works.
- Business arising from the November meeting minutes included updates on:-
 - Waking tracks in Talbingo with a commitment given to the completion of the walking sheets
 - The matter of the Gate at the Churchyard is still ongoing with reference made to a letter written in April 2018.
 - Jack Bridle Cycle/Pathway – The matter of this pathway being sealed and wheelchair assessable still ongoing. With a recent announcement of a successful Stronger Communities Grant for \$350,000 this funding will be used to complete the project.

- Australia Day 2019 – Council increased the contribution for 2019 to \$250. The usual cake and merchandise will be provided on the day. Only one nomination has been received for Australian of the year.
- Shopping Centre Covered Seating – Four new benches and tables are in place and look good. It was raised that it may be a possibility for funding in the New Year to install covers.
- Green Waste Proposal and General Waste Collections – Council advised that there is a new Waste Officer appointed who will present a Waste Strategy in June 2019 for public comment. After discussion about the increased waste problem in Talbingo over the Christmas period the committee made the following recommendation for Council to lobby the NSW Government to re-introduce waste disposal facilities in KNP for the period between Christmas and January. The Director Internal Services will liaise with Snowy Monaro Council on this matter.
- Batlow Link Road – Council's Divisional Manager of Infrastructure Works informed the committee that this project is now part of Council's Advocacy Plan.
- Flagpoles for ANZAC Memorial is still an ongoing matter.
- The proposed Community Energy Project is ongoing.
- Proposed Cemetery for Talbingo – The Director Internal Services advised that Council's Divisional Manager Development and Environment has agreed to attend the February meeting of the Talbingo Progress and Ratepayers Association.
- Concerns again were raised that there are no public toilets at the Talbingo Library. The Director of Internal Services has advised the committee that Council has looked into this matter and there is no obligation for Council to provide public toilets at the Library, and that it is possible for the Library users to access the toilets at the Miles Franklin Park. The committee highlighted that this is unsuitable for those members of the community that use walking frames and for those parents with children. Other suggestions for a solution raised were the building of a toilet adjacent to the Library with Men's Shed providing labour, or using the funds of the committee. Another suggestion was to lobby the relevant NSW Government Minister. A recommendation made to Council to resolve a solution to the provision of assessable toilet facilities for Talbingo Library users.
- Street and Public Tree Plantings – the committee was advised by the Divisional Manager for Infrastructure Works that a policy for "Street and Public Tree Plantings" will be coming out in the New Year.
- Hume and Hovel Walking track and Cycleway masterplan is still an ongoing matter.
- Stronger Communities funding – The committee were expecting to discuss the plans for the proposed playground adjacent to the shopping centre at this meeting, but with a change of Officers in attendance the preferred option was to hold an extraordinary meeting on 12 December 2018 to discuss the revised plans as Council is keen to commence this project in February 2019.
- The committee has asked Council for an update on the Miles Franklin Park Toilet Block project.
- Discussion around the draft Terms of Reference, volunteer applications and membership appointments ensued with the Director of Internal Services providing clarification to the committee on Council requirements. The committee resolved to hold this process over until the February 2019 meeting.

- The meeting was informed that the net meeting for the Snowy 2.0 project will be held on 12 January 2019.
- Talbingo Tattoo – it was reported that a balance needs to be obtained from Council for the acquitting the grant money. The committee was informed that the Men's Shed has obtained a donated truck tray which can be converted into a stage. The possibility of getting sponsors to pay for the conversion was mentioned. The Talbingo Progress and Ratepayers Association will pay for the initial project cost of \$2000.
- Treasurer's report was distributed to members on the night showing a closing balance of \$7,579.61.
- Both incoming and outgoing correspondence is reported in the attached copy of the minutes.
- General Business discussions included Speed limit along Miles Franklin Drive, the use of different surfaces for the Tennis Courts and the Book Trolley roster.
- The next meeting of the Talbingo Progress and Ratepayers Association will be held 13 February 2019.

The Extraordinary meeting of the Talbingo Progress and Ratepayers Association was held on 12 December 2018. This meeting was conducted for the purpose of discussing the Stronger Community Grant funded \$200,000 proposed Playground adjacent to the Shopping Centre in Talbingo.

Council presented plans and details of the project to the committee. Members spoke both for and against the project in its current form. The committee showed overwhelming support for the project.

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

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

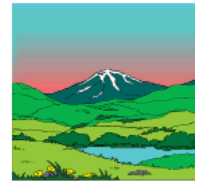
Attachments

- 1 Minutes - December 2018 and Extraordinary - Talbingo Progress and Ratepayers Association



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 5

DECEMBER 2018

Meeting Opened: 7:35

PRESENT: Lorraine Oliver	Regina Roach	Joy Otto	Ross Shield
Jo Erskine	Bob Erskine	Frank McCorry	James Smith
Anne Brien	Bruce Brien	Allan Leggett	Glyn Davey
Ken Cook	Bob Quarnby	Lindsay Raymond	Heinz Kausche
Cate Cross	Robyn Harvey	Russ Davies	Gary Bilton
Leanne Dunn (by phone)			

APOLOGIES: Mary and Herbie Trager, Leanne Leggett, Glenda Chapman.

CHAIRPERSON: Regina Roach.

NEW & RENEWED MEMBERS: Anne and Bruce Brien, Leanne and Allan Leggett.

ACCEPTANCE OF THE PREVIOUS MINUTES:

AMENDMENTS: To include Robyn Harvey as an apology. To change the title Community Sounding Board to Snowy 2.0 Focus Group.

RESOLVED: Moved Joy 2nd Allan that the amended minutes of the Talbingo Progress and Ratepayers Association held on 7 November 2018 be accepted. Carried.

WELCOME: Regina welcomed Councilor Cate Cross, Council's Robyn Harvey Director Internal Services and Heinz Kausche Council's Division Manager Infrastructure Works.

BUSINESS ARISING FROM THE MINUTES:

Walking Tracks in Talbingo – Gary contacted Peter Thompson who is committed to completing the walking sheets review.

Gate at Church yard – Ongoing (Letter sent 16-4-18)

That the Jack Bridle Cycle/Pathway be sealed to be wheelchair accessible - A recent announcement of a successful Stronger Country Communities grant for \$350,000 will complete this project. Gary reported Jack Bridle's grandson Brendon Howard has been given the go-ahead from Council's Anthony Benjamin to proceed with the renewal of the sign.

Australia Day 2019 - Council has increased their contribution to our Australia Day from \$100 to \$250. Also the usual merchandising and a cake will be provided. One nomination was received for Talbingo's Australian of the Year.

Shopping Centre Covered Seating - The four new seating benches and tables are in place and look good. Council's Heinz Kausche said they are looking at possible funding in the new year to install covers for the two uncovered tables.

Green Waste Proposal and General Waste Collections - Heinz reported there is a new waste officer who will present a waste strategy in June for public comment. A submission by email from new member Glenda Chapman suggesting solutions to collection of green waste was noted to be submitted when the draft strategy is complete and open for public comment. Our original motion was read 1. That this Association disagrees with a paid green waste collection for the Shire. 2. That Council provides additional (weekly) recyclable collections in Talbingo over the holiday periods. Heinz said it would be difficult to do extra collections of bins due to the Shire-wide timetable. He suggested additional recyclables bins. James mentioned the

failed trial of skip bins in the past. Also that separated glass/plastic/cardboard etc. bins are used at the Caravan Park. Heinz will look into skip bins for recyclables and additional 240L recyclables bins to be kept at the Talbingo waste management centre for Christmas Day to Aust. Day period only. Regarding Park visitors dumping their rubbish bags in town; Moved Allan 2nd Ross **Recommend: That Council lobby the NSW Government to re-introduce waste disposal facilities in KNP for the period between Christmas and January.** Robyn will liaise with Snowy Monaro Council on this.

Batlow Link Road - Robyn reported this was discussed with Council's Matt Christensen. Heinz reported this is now part of Council's Advocacy Plan and this is to go to next Tuesdays Council meeting. Ongoing.

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 - Heinz reported he spoke to Glen McGrath and they are hoping to use some of the \$350,000 Jack Bridle track money for this project.

Flagpoles for ANZAC Memorial - James. reported he spoke to Council's Trudy Crawford. Ongoing.

Proposed Community Energy Project - Ongoing.

Proposed Cemetery for Talbingo - Robyn reported she spoke to Council's Rob Cox. It was agreed Rob come to our February 2019 meeting to discuss the complexities of this project and look at a map re possible locations.

No Public Toilets at Talbingo Library - Robyn reported she has looked into this and concluded there is no obligation for Council to provide a toilet. She said "It's not going to happen." She said library users could access public toilets in Miles Franklin Park. It was pointed out to her that these toilets are 200 meters away and that some library users have walking frames and this would not be suitable for parents with children. There were suggestions to relocate the library to the shopping centre, or to negotiate to build a toilet adjacent to the library with Men's Shed labour and our own funds. Cate mentioned NSW Education's Community Use of School Facilities Document and suggested lobbying the relevant NSW Minister. Moved Gary 2nd Bob Q **Recommend: That Council resolve a solution to the provision of accessible toilet facilities for Talbingo library users?**

Street and Public Tree Plantings - Heinz reported he spoke to Glen McGrath and a policy will be coming out in the New Year. Heinz is the contact for this.

Proposed Hume and Hovell Walking Track and Cycleway Master-plan - Ongoing.

\$8.8 Million Stronger Communities Funding - \$200,000 Proposed Playground adjacent to Shopping Centre - Gary reported he had notified members by email and a sign in the shop window of Council's Andrew Burke attending tonight's meeting. Heinz responded that he is representing Andrew but that Heinz isn't fully briefed yet about the project. Gary expressed disappointment that we weren't informed of this change and members attending tonight for this issue may also be disappointed. Also that Council are keen to get the project going by February. After some discussion it was decided Heinz and Andrew would bring revised plans to a TPRA Extraordinary meeting to be held Wed 12 Dec 2018 at the Club.

Miles Franklin Park Toilet Block Upgrade - Heinz will check if there's a work programme for this..

Draft Terms of Reference for TPRA - Robyn reported the draft document is a template and is negotiable regarding the terms. Leanne asked for clarification re types of members. Leanne to be sent a copy of the draft. Gary read a T & A Times news article referencing Tumbafest 355 committee's requests to amend some of the terms of reference, one of which is their speaking to the media, another is to be able to appoint members without having the approval of Council. "Councillors opted not to grant Tumbafest's request to alter the standard terms of reference." A letter from Council's Shirley Williams-Enever - Governance and Compliance Officer listed "essential points that may need your committee's immediate attention." eg. 1. All committee members [our whole membership] are required to complete an online volunteer induction to become a registered volunteer. 2. The executive committee must complete a Section 355 committee member nomination form for Council to endorse. etc. A new "Framework" and "Induction Programme" is being developed with more "face to face communication between Council and committees undertaken." Moved Allan 2nd Bob Q That this process be held over to our next meeting. Our next meeting to be held on the 2nd Wednesday ie. 13 February 2019.

Snowy 2.0 Focus Group - Next meeting is January 12.

Talbingo Tattoo - 2018 - James reported he needs to get the balance from Evan Saunders re acquitting the Grant money. Allan reported the Men's Shed has obtained a donated truck tray which can be converted with axle and tow bar into a stage with conversion work to be done by the Men's Shed. James mentioned options with the possibility of getting sponsors to help pay for the conversion. Moved Lindsay 2nd James That TPRA endorses the proposal and will

cover initial costs for the project up to \$2,000. Thank you letters to be sent to Ian and Maree Parsons, Debbie Midson, Chris Blake and Jo Lorrimer. A Tattoo sub-committee debrief will be held 10 December.

Brindabella Link Road Group - A letter of support from us was read and a thank you reply from Council. Heinz reported this is in Council's Advocacy Plan which identify clear priorities out of the Operational Plan. Ongoing.

Talbingo Talkabout - Jo reported Landcare Nursery Co-ordinator Steve Hamil is happy to donate \$100 worth of native seedlings for a fundraising raffle. Jo will co-ordinate raffle to be drawn at Easter Markets.

Talbingo Community Transport - Lorraine reported Fiona Scott the new Co-ordinator of Tumut Region Community Transport has asked permission to address our Association. Moved Lorraine 2nd Allan That Lorraine pass on our invitation to her for our February 2019 meeting.

TREASURER'S REPORT:

Lorraine distributed a copy of the November 2018 report to all those present. **Opening**

Balance: \$9,772.07. **Income:** Book Trolley: \$206.80, Membership Fees \$20, Talbingo Talkabout advertising 2019 - Bob Quarmby \$50. **Expenditure:** Tattoo Advertising - Sounds of the Mountains \$1,210, Tattoo Entertainers Meals - Ming Restaurant \$960. **Closing balance:** \$7,579.61. The cash reserve balance was \$10,661.76 after adding interest of \$3.85. Invoices from Gary - Talbingo Tattoo Ribbon and Balloons \$13.48 and \$4.00, and Jo Erskine - Talbingo Talkabout \$493.05 were presented. Moved Lorraine 2nd Bruce. That the outstanding invoices be paid and Treasurer's report as presented be accepted. Carried.

CORRESPONDENCE:

To Council's GM Matthew Hyde - Our support for Brindabella Road Upgrade
From Council's Heinz Kausche - Thanking us for letter of support for Brindabella Rd Upgrade.

From Council's Evan Saunders - \$250 for Australia Day Celebrations

To Council's Tracy Wiggins - 20-11-18 Request for accessible toilet at Talbingo Library

To Council's Robyn Harvey - 3-12-18 Asking why no response from Tracy Wiggins

From Council - Plans for Talbingo Playground (Brought forward to Extraordinary Meeting)

From Council's Minutes - Annual Report - Page 111 - Talbingo Pathway - \$9,836.69
Talbingo Handrail - \$28,652.89

- Our October minutes presented for adoption.

- Talbingo Handover Funds \$124,000

From Member Glenda Chapman - Email with suggestions to Council for management of green waste

Brought forward correspondence - Withdrawal of Public toilet at Talbingo Library.

SnowyHydro News - Containing an article on our Jounama Classic.

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

GENERAL BUSINESS:

Discussion on the speed limits along Miles Franklin Drive - Brought forward from our October meeting.

Re-surface Club Tennis Courts - Lindsay reported Club has received grant for this. Is looking at different surfaces. It will not be tar pitch. Gary reported diverting to the Club Board Council's Andrew Burke's emailed requirements re the grant.

Book Trolley - Ross and Joy requested we pass on to John Weckert their inability to work their rostered time from the 24 th Dec to Sunday 30 th Dec.

NEXT MEETING:

The next meeting will be held on Wednesday 13 February 2019 at the Country Club meeting room at 7.30 pm .

TERMINATION: Meeting closed at 9.45 pm.



The Secretary
P.O. Box 6
TALBINGO NSW 2720

Talbingo Progress And Ratepayers Association.



ABN 12 881 275 246

MINUTES OF THE EXTRAORDINARY MEETING HELD WEDNESDAY 12

DECEMBER 2018

Meeting Opened: 7:30

PRESENT: Regina Roach Jo Erskine Anne Brien Bob Quarmby Gary Bilton	Joy Otto Bob Erskine Bruce Brien Lorraine Oliver	Ross Shield James Smith Allan Leggett Bruce Pullen	John Weckert Heinz Kausche Andrew Bourke Lindsay Raymond
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APOLOGIES: None

CHAIRPERSON: Regina Roach.

WELCOME: Regina welcomed Council's Heinz Kausche and Andrew Burke.

\$8.8 Million Stronger Communities Funding - \$200.000 Proposed

Playground adjacent to Shopping Centre

Gary read a potted history of the grant process detailing the lack of feedback and lack of appropriate community involvement in the decision making process.

Heinz presented plans and details of the project

At least half a dozen members spoke for and against the project in it's present form. A letter from Honorary Member Dawn Byatt was against the proposal. Andrew was asked if the online survey had been taken into account. He replied there were a number of submissions in support and a couple against.

Andrew Burke introduced himself and said the project would be unique to the Snowy Valleys Shire being an interactive nature play area. "This could be an attraction for visitors including from other towns in the Shire." A skate Park/Splash Park could be added later.

Heinz said the different components of the playground would be costed separately and after consultation with the Talbingo community the appropriate components would be selected to fit within the budget with a recommendation to Council in March. Access to toilet facilities for the disabled was mentioned as not being addressed in the plan. Andrew said there was no requirement for Council to supply it. Heinz said disabled toilet access would be quoted for and would be one of the on/off components.

Regina asked for a show of hands. There was overwhelming support for the project.

TERMINATION: Meeting closed at 9.45 pm.

11. MINUTES OF COMMITTEE MEETINGS**11.5 MINUTES - TUMBAFEST COMMITTEE MEETINGS - 21 NOVEMBER 2018 ,12 DECEMBER 2018 AND JANUARY 2019. PLUS DRAFT TERMS OF REFERENCE**

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

RECOMMENDATION:**THAT COUNCIL:**

1. **Accept the report on the Tumbafest Committee from Director Internal Services.**
2. **Adopt the Minutes of the Tumbafest Committee meetings held on 21 November 2018, 12 December 2018 and 16 January 2019.**
3. **Approve the nomination of Irene Lauder, Helen Taylor and Allison Dennis as committee members on the Tumbafest committee.**
4. **Adopt the Draft Terms of Reference for the Tumbafest committee.**

BACKGROUND:

The Tumbafest committee was established with the responsibilities for the Strategic and future planning of the Tumbafest Festival held in Tumbarumba in February annually.

The Tumbafest committee develop and implement operational aspects of the festival relying upon volunteer support to deliver a successful festival.

REPORT:

Three committee meetings have been held in November, December and January 2019.

Committee discussed the following matters at the 21 November 2018 meeting:

- Previous minutes and actions arising – Additional bridge for festival
- Sponsorship – Confirmation of sponsorship from another twelve (12) businesses.
- Sponsorship Reception format
- Correspondence – Council display, Ticket scanners and Banner/Flags
- Event Coordinators update on the following topics – Food and Market stalls, Liquor Licence, Toilet trucks, Security Contract, Purchase of additional Tables and Gazebos, Equipment hire, MC & Stage Management, Back line and Marketing.
- Hire of committee assets to third parties – Committee agreed to standard hire charges of Gazebos \$15 each per hire.
- Subcommittee reports included updates on – Children's activities, Market, Food stalls and Merchandise.
- General Business matters – Duck Race, Union Hotel Banner, Road control and closure of Hammond Lane and Photographer and SES/First Aid.

Committee discussed the following matters at the 12 December 2018 meeting.

- Previous minutes and actions arising from previous minutes – Ticketing, Additional bridge, Tear drop flags, additional gazebos, chairs and tables, Banner up at both pubs and the Tumbarumba Vignerons Association.
- Sponsorship – Confirmations from all five major sponsors.
- Correspondence – Council display – location yet to be finalised.
- Terms of Reference – Committee agrees that Council is to sign off on committee membership, with confirmation that committee is able to make media statements for event marketing and promotion only. Final document attached to this report for adoption.
- Event Coordinators update – Liquor licence, Toilet truck, Labour hire form Mannus Inmates confirmed, Photographer quotes being obtained, Amusement and stage arrangements.
- Subcommittee reports included updates on: Children activities, Market and Food stalls and Merchandise.
- General Business matters: Shortage of quality accommodation, Risk of Sports oval completion and Involvement of Service Clubs.
- Agenda discussions for next meeting to include: Tumut River Brewing Company participation, undated posters, event arrangements and cash handling procedures and security, Road control and closure of Hammond Lane.
- Considerations for next year – New logo, extending of Tumbafest activities to include Golf or Bowls day or Cycle event and updating entrance signs to Tumbarumba.

Committee discussed the following matters at the 16 January 2019 meeting:

- Previous minutes and actions arising – Follow-up with Tumut River Brewing Company, Accommodation available at Caravan Park, Kiosk booked for early bird ticket sales, SES contacted regarding First Aid, Sponsors reception, email from SVC regarding Sports oval.
- Correspondence – Korean BBQ request to sell moving bunny hats.
Information stalls charge.
Budget information from SVC – the committee would like further details included on miscellaneous costings.
Gates – Gate keepers confirmed.
Security and Liquor – Security Management Plan
- Sponsorship – Confirmations, ticketing and sponsor packs
- Subcommittee reports included updates on: Stallholders provided information on Food stalls and Market stalls. Merchandise and Sponsors reception.
- General Business matters: Committee Lanyards, Power supply for the Vignerons, Cash Handling and if there need to be a Council staff member present when cash is counted on the Monday – committee waiting on a reply from General Manager.

Welcome to Country – participants for the ceremony
Sponsors, Program and Water mist sprays.

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**

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 Tumbafest Meeting Minutes - 21 November 2018
- 2 Tumbafest Meeting Minutes - 12 December 2018
- 3 Tumbafest Meeting Minutes - 16 January 2019
- 4 Tumbafest - Terms of Reference

Tumbafest Committee Minutes

Meeting 21 November 2018

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	Present	Irene Lauder	Present
Karly Fynn	Present	Kylie Bradley	Apology	Martin Brown	Apology
Desley Kendall	Present	Sue Goldspink	Present	Julie Giddings	Apology
Alison Dennis	Present	Julia Ham	Apology	Kay Wilson	Present

Meeting Open: 5:30 pm

Agenda Item	Topic	General Discussion	Actions
1. Previous Minutes/ Actions arising		Minutes confirmed	Moved; Seconded:
	Additional bridge/s	<p>Chris has discussed with council. Nelson MacIntyre could provide bridge, lift and transport to/from site Brennans unable to commit at this stage. Karly has quote from Coates Hire; min hire 14 days, \$65 - \$114 depending on size per day, \$2500 transport each way.</p> <p>Richard Coates Constructions have crane on site from time to time and may be able to provide lift.</p> <p>Agreed; if only one additional bridge available it will need to be located where it was last year.</p> <p>Also need to resolve availability of power to ascertain viability of Vignerons' alternate site. Is swimming pool power an option?</p>	Ed to approach Lloyd Mildren re transportable bridge construction option, Hyne would provide timber.
2. Sponsorship	Confirmations	<p>Chris and Karly reported the following had committed to sponsorship:</p> <ul style="list-style-type: none"> • Batkin & Damme • Bergins Logging • Bower Wood • Bendigo Bank • Goldspink Automotive • Hyne – requested additional tickets • Ray White • Snowy Hydro • Snowy Valleys Council • IGA • Foodworks • Walsh & Blair <p>Followed up with Toms Outdoors Tumut not keen but recommended Michelle Rossiter from Ground Up who is looking to have a display of bikes, equipment, electric bikes including test rides.</p>	<p>Chris to follow up; PRD Costas</p> <p>Chris to send Karly contact info for Michelle so she can provide sponsor package</p>

Agenda Item	Topic	General Discussion	Actions
	Sponsor Reception	Discussion re best format, time and venue. Consider also asking sponsors to RSVP attendees with email reminder say 1 week prior. Consider cheese platters by local milk vendor, and catering by food stall vendors.	Karly, Ed, Helen, Richard to work up a proposition for 1 hr reception from 12:30 to 1:30 on the Saturday.
3. Correspondence	Council display	Letter from SVC Phil Stone re Council display yet to be decided. Very interested.	
	Ticket Scanners	OzTix have offered ticket scanners @ \$75 ea + GST + postage. Agreed 3 required subject to discussion with Rotary who man gates, and that 3 units remain operable throughout Fest, otherwise will need enough for backup against failures. Also require eftpos machines from Bendigo which require letter requesting them	Allison to speak with Rotary regarding effectiveness of scanners Karly to request 3 scanners + 2 back ups from OzTix Karly to arrange and to include this on Tumbafest Task List.
	Banner/ flags	Karly has letter from Extreme Marquees who supplied banners last year, and will be required again for this year 2019. Also need to replace roof of Parents tent which was purchased from Extreme Marquees	Agreed Karly to go ahead and purchase with new Bendigo Bank logo. Moved Alison Seconded Jackie Ed and Jackie to check tent and advise Karly to order new top.
4. Event Coordinator update	See Karly's emailed update attached	<u>Food & Market stalls</u> - Since Karly's email update; applications received from Toun's Thai and another Market stall. <u>Liquor Licence</u> application was submitted in September, progressing slowly as is normal, Karly is chasing it along. In previous years licence has not been issued until almost the day of the Festival. <u>Toilet trucks</u> still to be finalised, Karly has approached a number of suppliers and is waiting on quotes. <u>Security Contract</u> ; Master King has quoted \$11,458 + GST. Committee discussed risk of trying untested security supplier. <u>Purchase of additional Tables and Gazebos</u> ; Agreed to purchase an additional; 10 Gazebos and 10 round tables	Agreed to proactively offer to arrange meeting with Local Police, other Licensed venues in Tumbarumba, and security contractor, noting offer has been declined in previous years. Karly to follow up to confirm a toilet truck asap Agreed to proceed with Master King on the basis of their excellent management of security last year, and critical nature of having sound security management. Moved; Ed Seconded; Irene Agreed to proceed with purchase from Hammonds to be charged to Council account under Tumbafest. Andrew to oversee / ensure proper council accounting etc.

Agenda Item	Topic	General Discussion	Actions
5. Hire of Committee assets to third parties		<p><u>Equipment Hire</u> - Quote received from RBR Party Hire Albury – bar tent size reduced to 10 x 6 (was 10m x 9m) - wine Tent to be reduced to 15 x 5 to accommodate placement of council infrastructure.</p> <p><u>MC & Stage Management</u> Lee Ryan has been confirmed, awaiting quote</p> <p><u>Back Line</u> - Dale Allison confirmed back line equipment for performers. Just need to advise what we require, and Dale will quote.</p> <p><u>Marketing</u> - See Karly's email update, Richard will provide Karly details of free Canberra on-line music scene magazines.</p>	<p>Andrew to find out who we purchased tables from previously Moved; Jackie Seconded; Ed</p> <p>Richard will provide Karly details of Free Canberra music scene magazines.</p>
		<p>Andrew Rae confirmed Committee can set its own fees for hire to third parties. Committee agreed standard hire charges as follows;</p> <ul style="list-style-type: none"> Gazebos \$15 each per hire 	<p>Andrew to confirm council records re fees to be charged for Generators and Cool Rooms</p> <p>Karly to look at current booking form and create Tumbafest booking form</p>
6. Sub Committee updates	Children's activities	Pump track construction has started, and it will be ready.	Desley & Ed to meet with Fiona 26 Nov
		Discussions held with Tumbarumba PS Principal re children's art activities and they are keen to be involved. Have ideas for future years. Meeting scheduled for 26Nov.	
		Tony Joes kids rides	Karly will chase Tony to try and negotiate cheaper price for the rides
		Karly had contacted 3 face painters for quotes. One has quoted \$1300 for weekend. Karly following up with Nest Chiro in Tumut to provide facepainting quote. Allison spoke to Interact.	
	Market & Food Stalls	<p>Karly has posted application form on Tumbafest website and social media. Also promoted via Markets & Fairs publication. Applications close 17 December. Will start reviewing applications as they come in.</p> <p>Alcohol sales; Discussion re appropriate stall charge or sponsorship level from Tumut River Brewing Co in lieu of loss of takings for sales (estimated at \$6 to \$8k) which had previously gone through the Tumbafest Licenced bar.</p> <p>Location of Vignerons Stalls still to be finalised subject to bridges etc.</p>	Richard to open dialogue with TRBC.

Agenda Item	Topic	General Discussion	Actions
	Merchandise	<p>Jackie and Irene have explored several options. We have 45 t-shirts left from 2018 and will utilise these for 2019.</p> <p>Quotes received for</p> <ul style="list-style-type: none"> • Stubbie Holders • Ducks • Bumper Stickers • Jute tote bags • Caps and hats • Keep cups – too exy <p>Karly waiting on quotes for:</p> <ul style="list-style-type: none"> • Jute Tote bags • Hats • Bumper stickers 	<p>Agreed to go ahead and purchase appropriate items up to value of budget (Irene and Jackie)</p> <p>Moved; Ed</p> <p>Seconded; Andrew</p>
7. General Business	Duck Race	Susie to contact Football Club	Sue
	Union Hotel Banner	Ed to liaise with Hotel re putting banner up	Ed
	Road control and closure of Hammond Lane	Karly to forward last year's details to Andrew, Andrew to follow through application etc with council	Karly & Andrew
	Photographer & SES/first aid	Karly to confirm Photographer for 2019 and SES to do First Aid	Karly

Meeting Close: 7:30 pm

Next meeting date: Wednesday 12 December 2018, 5pm at Council Chambers followed by Christmas Party 7pm. Partners welcome.

february 2019 meeting.

Tumbafest Committee Minutes

Meeting 12 December 2018

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 Kendall	Present	Sue Goldspink	Apology	Julie Giddings	Present
Alison Dennis	Present	Julia Ham	Present	Kay Wilson	Present

Meeting Open: 5:05 pm

Agenda Item	Topic	General Discussion	Actions
1. Previous Minutes/ Actions arising		Minutes confirmed	
	Ticketing	Oztix won't provide a back-up machine but have a free smart phone app that could be used as backup. Agreed to hire 3 units and use app as backup.	Moved; Helen Taylor Seconded: Martin Brown Agreed
	Additional bridge/s	Has been discussed with local bridge builder Lloyd Mildren, he estimated a permanent structure would cost around \$50k, he no longer has the business but offered to assist if required, but any structure would require full engineering design details and council approvals.	Agreed not to pursue this further.
	Other action items	<ul style="list-style-type: none"> Artwork for "tear drop" flags and Parent tent repairs have been ordered Additional gazebos have been purchased Additional tables still to be ordered Chairs; agreed 1400 to be hired and order to be placed Banners are up at both pubs Tumbarumba Vignerons Association - Have met and still prefer alternative location irrespective of second bridge, but subject to power. Martin has proposed a power solution. TRBC would locate with vigneron, but yet to decide on sponsorship, likewise Batlow Cider. 	Andrew to arrange purchase of tables through council
2. Sponsorship	Confirmations	<ul style="list-style-type: none"> Chris reported all 5 major sponsors are locked in. Have decided to include a promo video production for Costa, Hyne, Bendigo Bank and Snowy Hydro (Costas were very positive with feedback on their last video a couple of years back); Sponsorship progressing well, to date; \$48,700 of a budget of \$53,900 Majors are; <ul style="list-style-type: none"> Bendigo Bank Hyne Snowy Hydro Snowy Valleys Council Costa 	Chris to follow up; Union Hotel Golf Club NAB Bank Avida Wodonga Car World

Agenda Item	Topic	General Discussion	Actions
		<ul style="list-style-type: none"> Sponsor invoices are being raised by council on request from Karly. 	
3. Correspondence	Council display	Location yet to be advised.	
	Council re Terms of Reference	<ul style="list-style-type: none"> Committee agrees for council sign-off of committee membership. Karly has circulated applications to those members that did not previously complete, to be sent to council. Julia Ham (council representative on committee) confirmed council has agreed the Committee is able to make media statements for event marketing and promotion only without prior council approval, as was the committee proposal, but not conveyed in paper recommendation put to council. 	Karly
4. Event Coordinator update	See Karly's emailed update attached	<p><u>Liquor Licence</u> application is in train, but progressing slowly as is normal, Karly is chasing it along, In previous years licence has not been issued until almost the day of the Festival.</p> <p><u>Toilet trucks</u> confirmed \$3500 + GST. Also require disabled toilet from council.</p> <p><u>RBR Hire</u> All equipment hire confirmed, Mannus Inmates labour also confirmed.</p> <p><u>Photographer</u>; Karly has contacted some Wagga photographers for quotes.</p> <p><u>Amusements and Stage</u>. Karly has followed up Tony Joes and one other as backup. Julie also has a potential backup.</p> <p><u>Marketing</u>; Also see Karly's email update,</p>	<p>Julie to contact local cleaner and request quote re toilet cleaning.</p> <p>Committee members to provide details of any local photographers to Karly.</p>
5. Other Sub Committee Reports	Children's activities	<ul style="list-style-type: none"> Desley reported on activities; Still waiting on Tony Joes Considering Face Painting options, Interact have offered to do face painting for \$5 per face, but having difficulties getting painters, Pump track and bike store to be followed up, bike store would like a "ride area" for kids, Committee suggested near rotunda, Tumbarumba High School keen to be involved with activities such as Drama and artwork, school to consider and advise Desley what it proposes. Committee generally positive but school needs to flesh out its proposal, and this may not be do-able in the time remaining for next Tumbafest. 	Julia or Martin to follow up with Gus or Evan re Cam White
	Market & Food Stalls	<p>Karly provided a list of applications received to date, and discussion ensued. Committee confirmed:</p> <ul style="list-style-type: none"> Dumplings Time Genuine Texas Smokes BBQ pending conversation that event is in Tumbarumba (they are based in QLD) 	Karly to confirm those the committee endorsed and advise those that were unsuccessful

Agenda Item	Topic	General Discussion	Actions
		<ul style="list-style-type: none"> Kirkys Coffee Cart to go in Market area Tru Blue Ice Cream Slinky Spudz Karly to contact Albury Paella operator otherwise confirm Spanish Mediterranean Paella The Spirit of Java Brunos Woodfired Pizza Golzeme Touns Thai Beef and Chicken Kebabs <p>Unsuccessful:</p> <ul style="list-style-type: none"> Boost Juice Fat Pig Piggy's Ice Cream Marshall Catering Roundabout Roasts Tato Tornado Wander Food Yummy Time Dumplings <p>Other applications to be discussed at next meeting.</p>	
	Merchandise	<p>Jackie and Irene have organised to order;</p> <ul style="list-style-type: none"> Jute Tote bags Caps & bucket hats Stubbie holders Small rubber Ducks Bumper stickers 	
6. General Business		<p>Ed Lauder reported on a course he had attended on event management:</p> <p>Shortage of quality accommodation was discussed and some consideration needs to be given to exploring options including encouraging locals to provide accommodation,</p> <p>Risk of Sports Oval completion was discussed</p> <p>Involvement of service clubs</p>	<p>Action next meeting</p> <p>Karly to invite Rotary, Football & Netball Club and TCC to man gates again for 2019</p>
	For Next meeting	<ul style="list-style-type: none"> TRBC participation to be discussed at next meeting <p>Martin Brown requested discussions occur for:</p> <ul style="list-style-type: none"> Arrangements for the event; Undated posters be available at event Gates manual, manning and security cash floats and security of cash overnight on the Saturday and Sunday prior to banking on the Monday. PRD safe has been used previously. 	<p>Karly to have undated posters printed for event</p> <p>Karly to get cash handling procedures from Council and update manuals.</p> <p>Martin Brown to arrange cash floats again. Karly to Request Security to stay on site to 9am</p>

Agenda Item	Topic	General Discussion	Actions
			instead of leaving at 7am and starting again at 9am
	Road control and closure of Hammond Lane	Andrew advised that it is in progress with SVC	
	For next year	Consider: <ul style="list-style-type: none"> • new logo • extending Tumbafest to other activities, eg; golf day or bowls day, cycle event (Tour de Tumba) • updating signs at entrance to Tumbarumba • 	

Meeting Close: 7:25 pm

Next meeting date: Wednesday 9th January 2019, 5pm at Council Chambers and weekly thereafter

Tumbafest Committee Minutes

Meeting 16 January 2019

Tumbarumba Council Chambers



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

Meeting Open: 5:05 pm

Agenda Item	Topic	General Discussion	Actions
1. Previous Minutes/ Actions arising	Previous meeting actions	<p>Karly needs to follow up with TRBC</p> <p>Accommodation still available at Caravan Park – lodge rooms and unpowered sites.</p> <p>Kiosk booked for Thursday 31st January for early bird ticket sales. Karly to advertise in Tumba times.</p> <p>Karly to develop roster for next meeting.</p> <p>Availability is:</p> <ul style="list-style-type: none"> • Ed – last hour and a half • Martin available • Jackie - afternoon • Kylie - couple of hours in morning • Chris Blake <p>Need to book eftpos machines for early bird tickets and event days</p> <p>Alison contacted SES re First Aid – awaiting response</p> <p>Sponsors reception meeting occurred prior to committee meeting.</p> <p>Recommend booking Bendigo – two at kiosk and one at kiosk.</p> <p>Sportsground update – as per email from Andrew Burke –</p> <p>The oval will be over sown on 29 Jan and top dressed – providing 4 weeks to grow which should result in good cover by Tumbafest.</p>	<p>Moved: Helen</p> <p>Second: Alison</p>
2. Correspondence	Korean BBQ	Korean BBQ want to sell moving bunny hats– would need separate stall	<p>Moved: Allison</p> <p>Second: Jackie</p>
	Information Stalls	Committee discussed charging 50% for information only sites. Committee agreed.	<p>Moved: Martin Brown</p> <p>Second: Andrew</p>
	Budget	<p>Karly received budget from Tanya.</p> <p>Would like more detail – drill down to more info especially miscellaneous costings</p>	KP to get for next meeting

Agenda Item	Topic	General Discussion	Actions
	Gates	<p>All staff for gates confirmed – Rotary, TFNC and TCC confirmed</p> <p>Need to get signage for Trade entrance only site</p> <p>Karly to get locks all keyed the same</p>	
	Security and Liquor	<p>Karly has been liaising with Fred King from King Security and has tried to contact Snr Constable Grinter via phone. Left a message and sent an email requesting consideration of the following:</p> <p>“Reducing entry and exit points to 2 - as per the updated map that will be included in the Security Management Plan Fred is sending.</p> <p>Saturday 9am - 12pm - 4 Guards - the event opens at 10am - if possible it would be ideal to keep this time slot with the 4 guards as this is the time when people are coming in, setting up their position for the day and just getting settled. 12pm - 9pm - an additional 6 guards making the total 10 guards for the remainder of the event.</p> <p>Sunday 9am-12pm - 4 guards 12pm-7pm - an additional 4 guards making a total of 8 guards for the remainder of the event. This is an increase from last year. As mentioned the Sunday is quieter than the Saturday and the event finishes earlier as well.”</p> <p>Richard has emailed Snr Constable Grinter regarding wine sales and collection points.</p> <p>Security have been confirmed extended hours from 7am-9am on Saturday, Sunday and Monday mornings.</p>	Karly to follow up with Snr Constable Grinter
Photographer		<p>Karly awaiting two quotes:</p> <ul style="list-style-type: none"> • Michael Egan • Annamarie Bolduc 	
Sponsorship		<p>\$62,700 total - \$56,300 cash and \$6,400</p> <p>Tim O'Malley from Tumut Toyota very keen to be involved. Also has gardening equipment on a still display.</p> <p>Avida caravans from Albury confirmed. They also have an MG dealership. Going to bring an MG and SUV.</p> <p>All sponsors have been requested to be invoiced.</p> <p>Golf Club – Alison to follow up</p>	Alison to follow up Golf Club Sponsorship

Agenda Item	Topic	General Discussion	Actions
		<p>NAB – bringing two face painters – plus additional ticket – only on Saturday – brings everything he needs. Committee agreed and confirmed will provide additional ticket.</p> <p>Need to confirm special arrangements sponsors have – Snowy Hydro want a site.</p> <ul style="list-style-type: none"> - Check with Katie if they want an area - Check with Bendigo bank <p>Julie requested the footage from Mayfly that they took from the sponsorship testimonials in 2018.</p> <p>Council Staff tickets can be purchased at early bird prices up to Friday 22 Feb.</p> <p>30 Jan committee meeting will arrange sponsor packs:</p> <ul style="list-style-type: none"> • Thank you letter • Sponsor reception invite and details • Additional tickets <p>All sponsors to be finalised by Friday 25 Jan.</p>	<p>Moved – Karly Second – Jackie</p> <p>Karly to follow up</p> <p>Karly to follow up</p> <p>Karly to provide details to Council.</p>
Stallholders	<p>Food Stalls</p> <p>Market Stalls</p>	<p>Finalised:</p> <ul style="list-style-type: none"> • Dumpling Time • Texas Smoked BBQ • Slinky Spuds • Touns Thai • Beef and Chicken Lebanese kebabs • Tru Blue Ice Cream • Brunos woodfired pizza • Indonesian BBQ – Spirit of Java • Kokoda – • Paella • Deniz Golzeme • Korean BBQ • Cyprus Kitchen • Nest – first spot across the bridge • Peeches • Kirkys coffee for markets <p>Ed will work on site plan.</p> <p>Still don't want too many clothes. Julie contacted Kimo Market organiser to see if they can do an email out to their stall holders Chris to contact Frank – wine barrel furniture and the ground up in Tumut. Karly to follow up with Mangoplah Wroght Iron stallholder</p> <p>Info tents all together on other side of creek (Hammond lane) towards the end – SVC, Snowy Hydro, SES, Hume and Hovell, Local Land Care, Rock at the Turf, Indigenous info tent</p>	

Agenda Item	Topic	General Discussion	Actions
Merchandise		All ordered and Karly chasing confirmations. Committee Shirts - Blue shirt – required for: <ul style="list-style-type: none"> • Helen • Chris • Kay • Kylie • Karly • Andrew 	
Sponsors Reception		12:30pm for 1 hour in cooking tent Cheeses, dips, yoghurt, other nibbles Ed to get beers and soft drink from bar tent and wine from Richard.	Jackie to Book Winona Studios for the weekend
3. General Business	Committee Lanyards	New lanyards for committee	Karly to arrange
	Power from Vignerons	Power for Vignerons. Closest power point coming out back of swimming pool building. Alternatively, may require generator. Can locate cool room near the footy scoreboard as can't run a cord that long and through the event.	Karly to advise Richard Ed has booked the cool room
	Cameron Whyte	Cameron White phone number provided	Karly to get in touch
	Cash Handling	Cash handling – formally adopt our cash handling manual at committee meeting and utilise this. Do we require a council staff member to be present when we count the cash on the Monday?	Waiting to hear back from Matt Hyde
	Welcome to Country	The elders would like to conduct the Welcome to Country with Imogen involved. John and Lorna Casey + Imogen.	Karly to invite
	Sponsors	Letter and packs to be done at meeting on 30 Jan	Karly to arrange
	Program	PIPES AND DRUMS –pipe out – play for 10, pipe out for 5 - or pipe out/march out after official ceremony. Play 15 – the speeches (another 15min) then pipe out at 11:15am. Stick with DL layout for program	
	Water mister sprays	Can't get water. Was going to get a misting tent one year but no cap for water access.	Next year look at having an area for water fights/water pistols etc.

Meeting Close: 6:50pm

Next meeting date: Wednesday 9th January 2019, 5pm at Council Chambers.



Tumbafest Committee

Draft

***DRAFT* Terms of Reference**

ToR No: SVC-TofR-022-01

1. NAME

The name of the Committee is the Tumbafest Committee. The Tumbafest Committee is a Section 355 Committee of Snowy Valleys Council.

2. STATUS

Being a Section 355 committee, the Tumbafest Committee does not have executive power or authority to direct staff nor does it enjoy the delegation of any powers, functions or duties of Council.

3. DELEGATION

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

4. PURPOSE

The purpose of the committee is to plan, organise and execute the Tumbafest event and associated activities.

5. OBJECTIVES OF THE COMMITTEE

The Tumbafest Committee is a committee of Council responsive to community needs. The effectiveness of the committee depends on community support.

The Tumbafest Committee is responsible for:

- (1) Strategic and future planning of Tumbafest
- (2) Developing and implementing operational aspects of the festival
- (3) Policy Decisions surrounding the festival
- (4) Financial planning and decisions
- (5) Management of the Events Coordinator
- (6) Coordination of the festival program, operations and delivery
- (7) Signing contracts
- (8) Complying with legal and governance requirements
- (9) Risk management planning

6. DECISION MAKING

It is intended that the Committee will make decisions based on consensus. If it is not possible to arrive at a consensus on a particular item, the recommendation to Council should note the dissenting views.

a) DECISION MAKING PROCEDURES

- (1) All motions that are put to the meeting must have a mover and a seconder. The motion should first be discussed and, following the discussion, it should be put to the meeting. The meeting then votes on the motion and, if adopted

by the meeting, it becomes a resolution of the Tumbafest Committee and the Committee must act on it.

- (2) Once a motion is adopted, it will be noted in the minutes which of the members are responsible for seeing that it is acted on.

7. MANAGEMENT AND OPERATION OF THE COMMITTEE

a) STRUCTURE / MEMBERSHIP

- 1) The Committee shall be comprised of a minimum of seven (7) of citizen/community representatives, all Committee members must make application to be a registered approved volunteer of Council. Committee members who are not staff of Council are to abide by Council's Volunteer Policy and Guidelines, the General Manager or nominated delegate and One (1) Councillor and One (1) Council representative.

b) APPOINTMENT AND SELECTION OF MEMBERS

The Tumbafest Committee will call for applications from community members within the Council area for all community member positions. The Tumbafest Committee will recruit and select committee members if, and when required, and will notify Council upon the selection of new Committee members.

c) TERM

The term should initially be for four years in line with the term of Council. Any vacancies which occur will be advertised and appointed from nominations received or in the case of an organisation that group can nominate a replacement representative.

Members of the Tumbafest Committee may cease to hold office:

- By death, mental incapacitation or by serving of a criminal sentence;
- If the member provides a written resignation;
- If a member is absent from three consecutive meetings (with or without apology), without having obtained a formal leave of absence.

d) PRESIDENT AND VICE PRESIDENT

The President shall be elected by the committee by a simple majority vote taken from members present at the first meeting of each calendar year and shall serve a term of one year.

The Vice President shall be elected by the committee by a simple majority vote taken from members present at the first meeting of each calendar year and shall serve a term of one year.

The key responsibility of the President is facilitating the operations of the committee. The duties of the chairperson include:

- Providing coordination, guidance and leadership to ensure the successful functioning of the committee
- Representing the committee in the public domain
- Ensuring the administrative and other tasks from meeting are carried out

Specifically during meetings, the President is responsible for ensuring:

- Meetings are correctly convened
- A quorum is present for all decisions
- Meeting decisions are recorded properly in the minutes
- The maintenance of order at the meetings
- The business of the meeting is conducted

If the President is absent from any meeting, the Vice President will fill-in for the President.

The President may vote on any motion considered by the meeting and in the event of a tied vote; the President may exercise a second or casting vote.

e) SECRETARIAT

The Secretariat shall be elected by the committee by a simple majority vote taken from members present at the first meeting of each calendar year and shall serve a term of one year and perform the Secretariat duties for the Committee.

f) EVENTS COORDINATOR

The Events Coordinator is employed by Snowy Valleys Council, through funding provided in the Tumbafest budget. Under the Tumbafest Committee's direction, the Events Coordinator provides event coordinator support to the Tumbafest Committee to ensure that Tumbafest activities and events are successful and profitable.

g) COUNCIL STAFF MEMBERS ON COMMITTEES

Snowy Valley's Council staff members who attend Committee meetings shall, unless they are on the committee as a community member:

- Not be considered as part of the quorum;
- Have no voting rights
- Not be able to enact the role of President or Vice President at any meeting;
- Be considered as an ex-officio member of the committee at all times.

h) PECUNIARY INTERESTS AND CONFLICTS OF INTEREST

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

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

i) QUORUM

A quorum of the Committee will be half of the appointed voting members present plus one (a simple majority).

If a quorum is not reached within 10 minutes of the appointed starting time, the meeting shall:

- i. be adjourned to a time determined by the Chairperson in consultation with the staff member performing Secretariat duties to ensure that the adjourned time does not clash with other scheduled meetings or;
- ii. continue as an Inquorate discussion (refer 5i).

j) INQUORATE MEETINGS

In the event that a meeting does not have the required quorum, those members present can determine whether they would like to continue with the meeting as an Inquorate Discussion.

In this case, recommendations for decisions cannot be made, but can be carried forward to subsequent meetings where a quorum is present.

Minutes of an inquorate discussion must take the form of Inquorate Discussion Notes. The members present at an inquorate discussion cannot put or carry any motion or resolution.

k) ATTENDANCE OF NON-MEMBERS

The Committee may, at its discretion, allow non-members, observers and advisers to attend meetings of the committee to facilitate exchange of information and to provide specialist advice and counsel to the Committee.

l) DECISIONS AND VOTING

- i. The Committee's business is conducted on a simple majority vote by those appointed members present.
- ii. Each appointed member of the Committee present at any meeting shall have one vote on any matter.
- iii. Major decisions and recommendations will be referred to Council for adoption prior to implementation by the Committee.
- iv. The Committee shall make recommendations to Council on matters that relate to the objectives of the Tumbafest Committee for the Snowy Valleys Shire.

The minutes shall be confirmed at the next committee meeting with or without amendments.

Copies of the minutes will be supplied to Council before its next meeting following that of the Committee if recommendations are included.

8. MEETING PROCEDURES AND PROTOCOL

The procedures and protocols to be observed at the Committee meetings are those of the Code of Meeting Practice was established in accordance with the provisions of Section 360(2) Local Government Act of 1993.

- i. Meetings will be monthly from May through September, fortnightly from October through December and weekly during January and February. Debriefs and meetings are held as required during March.
- ii. The Tumbafest Annual General Meeting is held in April each year at which time the committee is to advise Office Bearers and Committee Membership to Snowy Valleys Council.
- iii. Meetings are held in the Snowy Valleys Council Chambers Tumbarumba pending availability.

- iv. Special meetings may be called by the Chairperson, or at least two voting members of the Committee in consultation with the Secretariat to avoid potential clashes.

9. SUPPORT AND RESOURCING THE COMMITTEE

Council will provide administrative services and other resources, including a venue, preparation and distribution of agendas/minutes) to support the function of the Committee and any working groups.

10. MEDIA COMMENT AND CONFIDENTIALITY

The Committee has the authority to make comments, develop and deliver media and marketing campaigns relevant to the Tumbafest event only.

The Committee has no delegated authority to make comments to the media on any other matter without the express permission of the General Manager.

The Committee does not have the authority to make comments on behalf of Snowy Valleys Council, unless specifically related to the Tumbafest event.

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

11. FINANCE

A record of the financial transactions of the Committee will be maintained by Council's finance team and reported to the committee at (select one) each meeting or monthly.

Receipting, purchasing and tendering of goods and services shall be conducted in accordance with Council's internal financial control procedures.

12. DOCUMENTATION / COUNCIL AND EXTERNAL REFERENCES

Snowy Valleys Council Code of Meeting Practice was established in accordance with the provisions of Section 360(2) Local Government Act of 1993. The objective of the Code is to provide procedures and standards for the proper, conduct of Council business and decision making.

Snowy Valleys Council Code of Conduct sets the minimum requirements of conduct for council officials in carrying out their functions. The Model Code is prescribed by regulation and was developed to assist council officials understand the standards of conduct that are expected of them.

13. AMENDING THE TERMS OF REFERENCE

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

Amendments to the Terms of Reference must be approved by Snowy Valleys Council.

14. DISSOLUTION

Council may at any time dissolve the Committee.

15. LIABILITY OF MEMBERS

In accordance with Division 2 Section 731 of the Local Government Act 1993, A matter or thing done by the Minister, the Director-General, a council, a councillor, a member of a committee of the council or an employee of the council or any person acting under the direction of the Minister, the Director-General, the council or a committee of the council does not, if the matter or thing was done in good faith for the purpose of executing this or any other Act, and for and on behalf of the Minister, the Director-General, the council or a committee of the council, subject a councillor, a member, an employee or a person so acting personally to any action, liability, claim or demand.

16. SUPERSEDING POLICY NO AND TITLE

Tumbafest Constitution

17. TERMS OF REFERENCE PREPARED AND AMENDED BY:

Title of officer

18. HISTORY TABLE

Version No	Approval Date	Resolution Number	Date to be Reviewed
1.0			

11. MINUTES OF COMMITTEE MEETINGS**11.6 MINUTES - TUMBARUMBA MENS SHED MEETINGS - AGM 27 JUNE 2018 AND 28 NOVEMBER 2018**

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

RECOMMENDATION:**THAT COUNCIL:**

1. **Accept the report on the Tumbarumba Men's Shed Minutes from Director Internal Services.**
2. **Adopt the Minutes of the Tumbarumba Men's Shed meeting held on 27 June 2018 and 28 November 2018.**

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:**AGM**

At the Tumbarumba Men's Shed AGM meeting held on the 27 June 2018, it was resolved that subscriptions would remain at \$40.00 per annum and the following office bearers were elected:

President:	-	Ron Passlow
Secretary:	-	Gerry Hall
Treasurer:	-	Ian Harrison
Safety Officer:	-	Jeff Underwood

Ordinary Meeting

At the 28 November 2018 meeting the following items were part of the agenda.

- That a letter be sent to the Pony Club advising them that it is approved for them to use the Men's shed electricity.
- Christmas get together to be held 20 December 2018 at the Men's shed.
- The Treasurers report was presented reporting a closing balance of \$2965.61.
- Projects completed include: Chopper handle, Farm yard, Drink Stand, Notice board, and Children's shop counter.
- Projects underway and planned are Rocking horse being painted and the Cot still needs to be painted.

General Business discussions:

- Angle Grinder to be disposed of.
- Update inventory and put on the computer
- Donations received and street stall.

The next meeting of the Tumbarumba Men's Shed is to be 23 January 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:

N/a

Financial and Resources Implications

N/a

Costs and Benefits:

N/a

Policy, Legal and Statutory Implications:

Local Government Act 1993

RISK MANAGEMENT – BUSINESS RISK/WHIS/PUBLIC:

Nil

OPTIONS:**COUNCIL SEAL REQUIRED:**

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:Attachments

- 1 Minutes 28 November 2018 meeting
- 2 Minutes AGM - 27 June 2018



TUMBARUMBA MENS SHED MINUTES

MINUTES OF MEETING

28th November 2018

Present: Ian Harrison, Jeff Underwood, Gerry Hall, Graham Derrett

Apologies: Ken Campbell, James Green, John Wittich, Ron Passlow

Minutes: The minutes of the previous meeting were read.

Matters Arising out of the Minutes:

Letter to Pony Club re use of power to be sent advising them it's approved to Karen Shore Secretary.

Christmas get together. To be on the 20th December not 18th as advised. Discussions took place and it was agreed to have it at the Shed to enable better socialisation rather than around a large table, it was agreed members to bring a plate.

Moved that the minutes be accepted: Ian Harrisom **Seconded:** Jeff Underwood

Treasures Report:

Opening Balance: \$2766.46

Closing Balance \$2965.61

Income:

Garden Lounge \$50.00

Farmyard \$50.00

Tea money \$75.00

Sale of Wine Stands \$40.00

Expenses \$15.85

Electricity account has yet to be paid

Moved: Graham Derrett **Seconded.** Gerry Hall

Correspondence:

Hearing Clinic advert

Snowy Valley Council re Show Ground upgrade: Members agreed to respond for to refurbish existing facilities

Roger Tools and More catalogue

Projects Completed:

Chopper handle

Farm yard

Drink Stand

Notice board

Ron Frew is aware of our position and support. Jeff Allen from Tumut Taste buds but no sale

Childrens shop counter

Jim's grass has been mowed

Projects Under way or planned:

Rocking Horse being painted

Cot still to be painted

General Business

9" Angle Grinder to be disposed of.

Update inventory and put on computer

Ian Chaffey donated \$20.00 for street stall

Street stall on Friday 30th November 2018

There being no further business the meeting closed at 10.40 am.

Next meeting at 10.00 am 23rd January 2019

**PLEASE BE ADVISED THAT SUBS ARE NOW DUE
\$40.00**



SNOWY VALLEYS COUNCIL RECEIVED 30 NOV 2018 Tumbarumba Office DOC ID: _____ BOX ID: _____ Notes:
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TUMBARUMBA MENS SHED MINUTES

MINUTES OF AGM MEETING

27th June 2018

Present: Ian Harrison, Graham Derrett, Jeff Underwood, Ray Davies, ~~Bill~~ Henness, Ron Passlow.

Apologies: Ken Campbell, James Green, John Wittich, Gerry hall

Minutes: The minutes of the previous meeting were read.

Matters Arising out of the Minutes:

Nothing to discuss

Moved that the minutes be accepted: Ian Harrisom **Seconded:** Graham Derrett

Treasurers Report

It was agreed that the subscriptions remain at \$40.00 per annum

Moved the treasurer's report be accepted

Moved: Graham Derrett

Seconded. Bill Henness

Election of Officers:

President: Ron Passlow -Nominated by Ian – Second Jeff :Agreed

Secretary: Gerry Hall – Nominated by Graham – Second Ian: Agreed

Treasurer: Ian Harison – Nominated by Ron – Second Jeff: Agreed

Safety Officer: Jeff Underwood – Nominated Ian – Second Bill: Agreed

There being no further business the annual general meeting closed at 11.10 am .

11. MINUTES OF COMMITTEE MEETINGS**11.7 TERMS OF REFERENCE FOR SECTION 355 COMMITTEE - CHRISTMAS IN TUMUT**

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

RECOMMENDATION:**THAT COUNCIL:**

1. **Accept the report on the Draft Terms of Reference for Christmas in Tumut committee from Director Internal Services.**
2. **Adopt the Terms of Reference of the Section 355 committee – Christmas in Tumut and the following recommended amendments contained therein be adopted:**
 - a) **Added to clause (h) the wording: - A quorum of the committee will be four (4) of the appointed voting members present.**
 - b) **Amend the first sentence of clause (j) to read: - The Committees business is conducted by simple majority vote by those appointed members present.**
 - c) **Include a second sentence in clause (h) to read:- Each appointed member of the Committee present at any meeting shall have one vote on any matter.**
3. **Provide the delegated authority to the Christmas in Tumut committee to make decisions concerning the planning and delivery of its associated events, including decisions regarding expenditure and budget.**

BACKGROUND:

The Christmas in Tumut committee is an Advisory committee to Snowy Valleys Council. The committee makes decision concerning the planning and delivery of its associated events, and promotes Christmas in the Tumut region.

REPORT:

Terms of Reference are used for committees delegated to perform specific tasks for Council under Section 355 of the Local Government Act. Each committee is to have a Terms of Reference document (ToR) that, at a minimum, describes the purpose, scope and authority of the committee. The purpose of the committee is the most important section of this document as it defines what the purpose and role of the committee is.

Typically the ToR is a written road map for the committee and contains clear and specific information on how the committee runs and what the committee is trying to achieve, who the members are, and when they meet and how members can vote.

Requirements or other circumstances can change over time and it will be necessary to review and amend the ToR of committees. Any recommendations for amendments to a committees Terms of Reference must be approved by Snowy Valleys Council.

All committees Terms of Reference documents will be reviewed by Council following each Local Government General Election (4 yearly). This review has been conducted by the committee and the document is now presented to Council with proposed amendments.

The Christmas in Tumut committee has previously been given the delegated authority to make decision concerning the planning and delivery of its associated events, including decisions regarding expenditure and budget. All other decisions constitute a recommendation to 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

4.5 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:

Section 355 of the Local Government Act, 1993.

RISK MANAGEMENT – BUSINESS RISK/WHIS/PUBLIC:

Nil

OPTIONS:

To adopt the committee Terms of Reference as attached or amend.

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Nil

Attachments

- 1 Draft Terms of Reference - Christmas in Tumut Committee



Christmas in Tumut Committee

Draft

***DRAFT* Terms of Reference**

ToR No: SVC-TofR-15-01

1. NAME

The name of the Committee is the Christmas in Tumut Committee.

The Christmas in Tumut Committee is an Advisory committee to Snowy Valleys Council.

2. STATUS

Being a Section 355 committee, the Christmas in Tumut Committee does not have executive power or authority to direct staff nor does it enjoy the delegation of any powers, functions or duties of Council.

3. DELEGATION

The Christmas in Tumut Committee has the delegated authority to make decisions concerning the planning and delivery of its associated events, including decisions regarding expenditure and budget. All other decisions constitute a recommendation to Council.

4. PURPOSE

The purpose of the committee is to promote Christmas in the Tumut Region

5. OBJECTIVES OF THE COMMITTEE

The xxx Committee is a committee of Council responsive to community needs. The effectiveness of the committee depends on community support.

The committee aims to:

- Raise the profile of Christmas within the Tumut Region;
- To decorate the streets of Tumut in celebration of Christmas;

To work with businesses and organisations to make the Tumut Region more festive.

6. DECISION MAKING

It is intended that the Committee will make decisions based on consensus. If it is not possible to arrive at a consensus on a particular item the recommendation to Council should note the dissenting views.

7. MANAGEMENT AND OPERATION OF THE COMMITTEE**a) STRUCTURE / MEMBERSHIP**

The Committee shall be comprised of five (5) of citizen/community representatives, who will liaise with a staff member from Council's Community Development Team. It is desirable that there is a representation from the entire Tumut Region, a reasonable gender balance and age distribution on the Committee.

b) APPOINTMENT AND SELECTION OF MEMBERS

The Snowy Valleys Council will call for applications from community members within the Council area for all community member positions.

The applications will be assessed on their merit and suitable persons will be appointed to the Christmas in Tumut Committee by Snowy Valleys Council. Persons can be self-nominated, or can represent a group or organisation.

c) TERM

The term should initially be for four years in line with the term of Council. Any vacancies which occur will be advertised and appointed from nominations received or in the case of an organisation that group can nominate a replacement representative.

Members of the Christmas in Tumut Committee may cease to hold office:

- By death, mental incapacitation or by serving of a criminal sentence;
- If the member provides a written resignation;
- If a member is absent from three consecutive meetings (with or without apology), without having obtained a formal leave of absence.

d) CHAIRPERSON

The Chairperson and Deputy Chairperson shall be elected by the committee by a simple majority vote taken from members present at the first meeting of each calendar year and shall serve a term of one year.

e) SECRETARY

The Secretary shall be elected by the committee by a simple majority vote taken from members present at the first meeting of each calendar year and shall serve a term of one year.

f) COUNCIL STAFF MEMBERS ON COMMITTEES

Snowy Valley's Council staff members who attend Committee meetings shall (unless attending as private members):

- Not be considered as part of the quorum;
- Have no voting rights, with the exception of the Executive Chairperson, who has casting vote rights in the event of a decision deadlock only;
- Not be able to enact the role of Chairperson or Vice Chairperson at any meeting;
- Be considered as an ex-officio member of the committee at all times.

g) PECUNIARY INTERESTS AND CONFLICTS OF INTEREST

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

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

h) QUORUM

A quorum of the Committee will be four number of appointed voting members present.

If a quorum is not reached within 10 minutes of the appointed starting time, the meeting shall:

- a) be adjourned to a time determined by the Chairperson in consultation with the member performing Secretariat duties to ensure that the adjourned time does not clash with other scheduled meetings or;
- b) continue as an Inquorate discussion (refer 4i).

i) INQUORATE MEETINGS

In the event that a meeting does not have the required quorum, those members present can determine whether they would like to continue with the meeting as an Inquorate Discussion.

In this case, recommendations for decisions cannot be made, but can be carried forward to subsequent meetings where a quorum is present.

Minutes of an inquorate discussion must take the form of Inquorate Discussion Notes. The members present at an inquorate discussion cannot put or carry any motion or resolution.

j) DECISIONS AND VOTING

The Committee's business is conducted by *simple majority vote by those appointed members present.*

Each appointed member of the Committee present at any meeting shall have one vote on any matter.

Major decisions and recommendations that fall outside of the planning, management and delivery functions of the Christmas in Tumut Committee will be referred to Council for adoption prior to implementation by the Committee.

k) ATTENDANCE OF NON MEMBERS

The Committee may, at its discretion, allow non-members, observers and advisers to attend meetings of the committee to facilitate exchange of information and to provide specialist advice and counsel to the Committee.

l) WORKING GROUPS

The Committee is able to form a Working Group as required to address specific issues or undertake specific activities. Each Working Group is responsible to a committee member who is required to report to each Committee meeting.

Non-members may be co-opted to a working group. A member of the Committee shall act in the capacity of Chairperson of the working group.

The Committee shall determine a statement of the purpose/objectives, responsibilities and tasks to be achieved by the Working Group at the time that it is formed.

8. COMMITTEE OPERATION AND MEETINGS**a) MEETINGS**

Meetings will be held quarterly.

b) SPECIAL MEETINGS

Special meetings may be called by the Chairperson, or at least two voting members of the Committee in consultation with the Secretariat to avoid potential clashes.

c) NOTICE OF MEETINGS

The Notice of Meeting will be provided to each Committee member in writing, setting out the date, time and place of the meeting; and be accompanied by an agenda for the meeting, minutes of the previous meeting and any reports to the Committee.

The agenda for ordinary meetings of the committee will be provided to members of the Committee at least one working day prior to the meetings. The agenda and minutes will be emailed as the first communication option. It is the responsibility of members to check their emails for this correspondence in a timely manner. Members not on email will obtain a copy of their agenda and minutes at the meeting.

A minimum of twenty four hours' notice shall be given for any Special meetings of the Committee

d) MINUTES

Minutes shall be kept of all meetings of the Committee and any working group.

Other arrangements to receive minutes from the meetings can be made by resolution of the voting members of the Committee.

The minutes shall be confirmed at the next committee meeting with or without amendments.

Copies of the minutes will be supplied to Council before its next meeting following that of the Committee if recommendations are included.

e) MEETING PROCEDURES AND PROTOCOL

The procedures and protocols to be observed at the Committee meetings are those of the Code of Meeting Practice was established in accordance with the provisions of Section 360(2) Local Government Act of 1993.

f) SUPPORT AND RESOURCING THE COMMITTEE

Council will provide administrative services as required to support the function of the Committee and any working groups.

g) MEDIA COMMENT AND CONFIDENTIALITY

The Committee authority to make comments to the media on behalf of the Christmas in Tumut Committee only.

The Committee does not have the authority to make comments on behalf of Snowy Valleys Council.

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

h) FINANCE

For Committees who hold funds with Council:

A record of the financial transactions of the Committee will be maintained by Council's finance team and reported to the committee or monthly.

Receipting, purchasing and tendering of goods and services shall be conducted in accordance with Council's internal financial control procedures.

i) DOCUMENTATION / COUNCIL AND EXTERNAL REFERENCES

Snowy Valleys Council Code of Meeting Practice was established in accordance with the provisions of Section 360(2) Local Government Act of 1993. The objective of the Code is to provide procedures and standards for the proper, conduct of Council business and decision making.

Snowy Valleys Council Code of Conduct sets the minimum requirements of conduct for council officials in carrying out their functions. The Model Code is prescribed by regulation and was developed to assist council officials understand the standards of conduct that are expected of them.

j) AMENDING THE TERMS OF REFERENCE

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

Amendments to the Terms of Reference must be approved by Snowy Valleys Council.

k) DISSOLUTION

Council may at any time dissolve the Committee.

l) LIABILITY OF MEMBERS

In accordance with Division 2 Section 731 of the Local Government Act 1993, A matter or thing done by the Minister, the Director-General, a council, a councillor, a member of a committee of the council or an employee of the council or any person acting under the direction of the Minister, the Director-General, the council or a committee of the council does not, if the matter or thing was done in good faith for the purpose of executing this or any other Act, and for and on behalf of the Minister, the Director-

General, the council or a committee of the council, subject a councillor, a member, an employee or a person so acting personally to any action, liability, claim or demand.

m) SUPERSEDING POLICY NO AND TITLE

Christmas in Tumut Committee and TofR No 27

n) TERMS OF REFERENCE PREPARED AND AMENDED BY:

Governance Support Officer – Allyson Dodd

o) HISTORY TABLE

Version No	Approval Date	Resolution Number	Date to be Reviewed
1.0			

11. MINUTES OF COMMITTEE MEETINGS**11.8 TERMS OF REFERENCE FOR SECTION 355 COMMITTEE - GLENROY HERITAGE RESERVE COMMITTEE****REPORT AUTHOR:** GOVERNANCE & COMPLIANCE OFFICER**RESPONSIBLE DIRECTOR:** DIRECTOR INTERNAL SERVICES**RECOMMENDATION:****THAT COUNCIL:**

1. **Accept the report on the Draft Terms of Reference – Glenroy Heritage Reserve from Director Internal Services.**
2. **Adopt the Terms of Reference of the Glenroy Heritage Reserve Committee after consideration of the proposed amendments below.**
 - a) **To change the wording of point 4 to –
The Glenroy Heritage Reserve Committee has the responsibility for the care, control and management of the Glenroy Heritage Reserve, including: letting and operations, the purchase of furniture and fittings and small maintenance items. The committee be empowered to vote such sums for expenditure as is necessary from amount received from fees and charges.**
 - b) **Point 5 – remove – To maintain the asset to the satisfaction of Council. Accept responsibility in conjunction with Council, for the maintenance and running costs of the facility.
Replace with – To maintain best museum practice as per Museums and Galleries NSW Standards 2012, in so far as possible. To accept responsibility to manage the collection from funds generated by the facility in conjunction with Council.**
 - c) **Point 7 (d) – Add wording – The Chairperson shall be elected by the committee by a simple majority voter taken from members present at the first meeting of each calendar year and serve a term of one year.**
 - d) **Point 7 (h) – Add the wording - A quorum of the committee will be half of the appointed voting members present plus one (a simple majority).**
 - e) **Point 7 (j) – Should read The Committees business is conducted on a simple majority vote by those appointed members present. For Voting: Each appointed member of the Committee present at any meeting shall have one vote on any matter.**
 - f) **Point 8 (a) – Add meeting will be held quarterly at 1.30pm**
 - g) **Point 8 (c) – Add to second paragraph “and displayed at Glenroy Heritage Reserve Notice Board”.**

BACKGROUND:

The aim of the Glenroy Heritage Reserve Management Committee is to care for, control and manage the Glenroy Heritage Reserve.

This committee also controls the letting of the facility, the cleaning of the facility, the daily operations of the museum and purchasing of furniture and fittings for the museum.

The Glenroy Heritage Reserve Management committee also manages the Pioneer Women's Hut museum functions through a subcommittee called the Pioneer Women's Hut committee. This subcommittee report directly to the Glenroy Heritage Reserve Management committee.

REPORT:

The Glenroy Heritage Reserve Committee is a small committee with the responsibility of the management of the facilities at the Glenroy Heritage Reserve in conjunction with the subcommittee – Pioneer Women's Hut committee.

The committees have a small number of members but maintains compliance with Section 355 and Volunteer Management arrangements. Council offers a small administrative service to this committee as they have had trouble appointing someone to the role of secretary from their current members.

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:

Council can adopt the proposed amended Draft Terms of Reference, or amend.

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Nil

Attachments

- 1 DRAFT Glenroy Heritage Reserve Committee Terms of Reference - SVC-TofR-16-01



GLENROY HERITAGE RESERVE Committee

DRAFT Terms of Reference

ToR No: SVC-TofR-16-01

1. NAME

The Glenroy Heritage Reserve Committee with the Pioneer Women's Hut Sub Committee are committees to Snowy Valleys Council.

2. STATUS

Being a Section 355 committee, The Glenroy Heritage Reserve Committee with the Pioneer Women's Hut Sub Committee does not have executive power or authority to direct staff nor does it enjoy the delegation of any powers, functions or duties of Council.

3. DELEGATION

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

4. PURPOSE

The purpose of the committee is to:

The Glenroy Heritage Reserve Committee has the responsibility for the care, control and management of the Glenroy Heritage Reserve, including letting ~~cleaning maintenance~~ (remove) and operations and the purchase of furniture and furnishings ~~and small maintenance items~~ (add) and empowered to vote such sums for expenditure as is necessary from amounts received from fees and charges to meet costs ~~arising out of the delegated function.~~ (remove)

Pioneer Women's Hut Sub Committee

Management of the Pioneer Women's Hut.

5. OBJECTIVES OF THE COMMITTEE

~~To maintain the asset to the satisfaction of Council. Accept responsibility in conjunction with Council, for the maintenance and running costs of the facility. (Remove)~~

~~(Add) To maintain best museum practice as per Museums and Galleries NSW standards 2012, in so far as possible. To accept responsibility to manage the collection from funds generated by the facility in conjunction with Council.~~

6. DECISION MAKING

It is intended that the Committee will make decisions based on consensus. If it is not possible to arrive at a consensus on a particular item the recommendation to Council should note the dissenting views.

7. MANAGEMENT AND OPERATION OF THE COMMITTEE

a) Structure / Membership

The Committee shall be comprised of 6-8 (~~number~~) of citizen/community representatives, the General Manager or nominated delegate and One (1) Councillor. It

is desirable that there is a representation from the entire Shire, a reasonable gender balance and age distribution on the Committee.

b) Appointment and Selection Of Members

The Snowy Valleys Council will call for applications from interested community members within the Council area for all community member positions.

The applications will be assessed on their merit and suitable persons will be appointed to the Glenroy Heritage Reserve Committee by Snowy Valleys Council. Persons can be self-nominated, or can represent a group or organisation.

c) Term

The term should initially be for four years in line with the term of Council. Any vacancies which occur will be advertised and appointed from nominations received or in the case of an organisation that group can nominate a replacement representative.

Members of the Glenroy Heritage Reserve Committee may cease to hold office:

- By death, mental incapacitation or by serving of a criminal sentence;
- If the member provides a written resignation;
- If a member is absent from three consecutive meetings (with or without apology), without having obtained a formal leave of absence.

d) Chairperson

The Chairperson shall be elected by the committee by a simple majority vote taken from members present at the first meeting of each calendar year and shall serve a term of one year.

In the absence of the Chairperson, the Committee shall elect a Deputy Chairperson for that meeting.

e) Secretariat

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

f) Council Staff Members On Committees

Snow Valleys Council staff members who attend Committee meetings shall:

- Not be considered as part of the quorum;
- Have no voting rights
- Not be able to enact the role of Chairperson or Vice Chairperson at any meeting;
- Be considered as an ex-officio member of the committee at all times.

g) Pecuniary Interests and Conflicts Of Interest

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

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

h) Quorum

Select one of the following:

A quorum of the Committee will be half of the appointed voting members present plus one (a simple majority).

If a quorum is not reached within 10 minutes of the appointed starting time, the meeting shall:

- a) be adjourned to a time determined by the Chairperson in consultation with the staff member performing Secretariat duties to ensure that the adjourned time does not clash with other scheduled meetings or;

- b) Continue as an Inquorate discussion (refer 5i).

i) Inquorate Meetings

In the event that a meeting does not have the required quorum, those members present can determine whether they would like to continue with the meeting as an Inquorate Discussion.

In this case, recommendations for decisions cannot be made, but can be carried forward to subsequent meetings where a quorum is present.

Minutes of an inquorate discussion must take the form of Inquorate Discussion Notes.

The members present at an inquorate discussion cannot put or carry any motion or resolution.

j) Decisions and Voting

The Committee's business is conducted on a *simple majority vote by those appointed members present*.

For voting:

Each appointed member of the Committee present at any meeting shall have one vote on any matter.

Major decisions and recommendations will be referred to Council for adoption prior to implementation by the Committee.

The Committee shall make recommendations to Council on matters that relate to the objectives of the Glenroy Heritage Reserve Committee for the Snowy Valleys Shire.

Only those Councillors appointed to the Glenroy Heritage Reserve Committee have voting rights.

k) Attendance of Non Members

The Committee may, at its discretion, allow non-members, observers and advisers to attend meetings of the committee to facilitate exchange of information and to provide specialist advice and counsel to the Committee.

l) Working Groups

The Committee is able to form a Working Group as required to address specific issues or undertake specific activities. The Working Group must report to each Committee meeting.

Non-members may be co-opted to a working group. A member of the Committee shall act in the capacity of Chairperson of the working group.

The Committee shall determine a statement of the purpose/objectives, responsibilities and tasks to be achieved by the Working Group at the time that it is formed.

8. COMMITTEE OPERATION AND MEETINGS

a) Meetings

Meetings will be held *quarterly at 1.30pm* at Glenroy Heritage Reserve 1st Saturday in August, November, February and May.

b) Special Meetings

Special meetings may be called by the Chairperson, or at least two voting members of the Committee in consultation with the Secretariat to avoid potential clashes.

c) Notice of Meetings

The Notice of Meeting will be provided to each Committee member in writing, setting out the date, time and place of the meeting; and be accompanied by a business paper which includes an agenda for the meeting, minutes of the previous meeting and any reports to the Committee.

The agenda for ordinary meetings of the committee will be provided to members of the Committee at least three working days prior to the meetings **and displayed at Glenroy Heritage Reserve Notice Board**.

A minimum of twenty four hours' notice shall be given for any Special meetings of the Committee

A copy of the notice of meeting, agenda and accompanying reports shall be placed on public exhibition at the Council office, Council website and libraries.

d) Minutes

Minutes shall be kept of all meetings of the Committee and any working group. Each Committee members will receive copies of the minutes with the notice of meeting for the next meeting.

Other arrangements to receive minutes from the meetings can be made by resolution of the voting members of the Committee.

The minutes shall be confirmed at the next committee meeting with or without amendments.

Copies of the minutes will be supplied to Council before its next meeting following that of the Committee if recommendations are included.

e) Meeting Procedures and Protocol

The procedures and protocols to be observed at the Committee meetings are those of the Code of Meeting Practice was established in accordance with the provisions of Section 360(2) Local Government Act of 1993.

9. SUPPORT AND RESOURCING THE COMMITTEE

Council will provide administrative services and other resources, including a venue, preparation and distribution of agendas/minutes) to support the function of the Committee and any working groups.

10. MEDIA COMMENT AND CONFIDENTIALITY

The Committee has no delegated authority to make comments to the media on behalf of the Committee without the express permission of the General Manager.

The Committee does not have the authority to make comments on behalf of Snowy Valleys Council.

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

11. FINANCE (include this section if applicable)

For Committees who hold funds in external bank accounts:

Council must authorise the establishment of any separate bank accounts for the Committee.

The Committee must provide an audited statement of finances to Council at the end of the Financial Year.

Receipting, purchasing and tendering of goods and services shall be conducted in accordance with Council's internal financial control procedures.

12. DOCUMENTATION / COUNCIL AND EXTERNAL REFERENCES

Snowy Valleys Council Code of Meeting Practice was established in accordance with the provisions of Section 360(2) Local Government Act of 1993. The objective of the Code is to provide procedures and standards for the proper, conduct of Council business and decision making.

Snowy Valleys Council Code of Conduct sets the minimum requirements of conduct for council officials in carrying out their functions. The Model Code is prescribed by regulation and was developed to assist council officials understand the standards of conduct that are expected of them.

13. AMENDING THE TERMS OF REFERENCE

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

Amendments to the Terms of Reference must be approved by Snowy Valleys Council.

14. DISSOLUTION

Council may at any time dissolve the Committee.

15. LIABILITY OF MEMBERS

In accordance with Division 2 Section 731 of the Local Government Act 1993, A matter or thing done by the Minister, the Director-General, a council, a councillor, a member of a committee of the council or an employee of the council or any person acting under the direction of the Minister, the Director-General, the council or a committee of the council does not, if the matter or thing was done in good faith for the purpose of executing this or any other Act, and for and on behalf of the Minister, the Director-General, the council or a

committee of the council, subject a councillor, a member, an employee or a person so acting personally to any action, liability, claim or demand.

16. SUPERSEDING POLICY NO AND TITLE

Tumbarumba Shire Council Resolution M433/1999.

4. TERMS OF REFERENCE PREPARED AND AMENDED BY:

Title of officer

5. HISTORY TABLE

Version No	Approval Date	Resolution Number	Date to be Reviewed
1.0			

11. MINUTES OF COMMITTEE MEETINGS**11.9 TERMS OF REFERENCE FOR SECTION 355 COMMITTEE - FESTIVAL OF THE FALLING LEAF**

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

RECOMMENDATION:**THAT COUNCIL:**

1. **Accept the report on the Festival if the Falling Leaf from Director Internal Services.**
2. **Adopt the Terms of Reference of the Festival of the Falling Leaf Committee, with the following proposed amendment, as highlighted in red on the attached document:-**
 - a) **Purpose of the committee to deliver a festival event within an approved budget for the whole of the Tumut Region**
 - Or**
 - b) **Purpose of the committee to deliver a festival event within an approved budget for the whole of the Snowy Valleys Council Region**

BACKGROUND:

The Festival of the Falling Leaf committee plans and organises the Tumut Festival of the Falling Leaf.

The committee aims to provide an opportunity for the community to come together and celebrate the regions autumn charm and beauty, and to attract visitors to the region while providing entertainment to the community and visitors.

REPORT:

Terms of Reference are used for committees delegated to perform specific tasks for Council under Section 355 of the Local Government Act. Each committee is to have a Terms of Reference document (ToR) that, at a minimum, describes the purpose, scope and authority of the committee. The purpose of the committee is the most important section of this document as it defines what the purpose and role of the committee is, as delegated by Council.

Typically the ToR is a written road map for the committee and contains clear and specific information on how the committee runs and what the committee is trying to achieve, who the members are, and when they meet and how members can vote.

Requirements or other circumstances can change over time and it will be necessary to review and amend the ToR of committees. Any recommendations for amendments to a committees Terms of Reference must be approved by Snowy Valleys Council.

All committees Terms of Reference documents will be reviewed by Council following each Local Government General Election (4 yearly). This review has been conducted by the committee and the document is now presented to Council with no amendments made.

The Festival of the Falling leaf committee has the decision making powers for the planning and delivery of the event and regarding festival expenditure within the annual budgeted approved by 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

4.5 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:

To adopt the committee Terms of Reference as attached or amend

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Nil

Attachments

- 1 Festival of the Falling Leaf Committee Working Party Terms of Reference - SVC-TofR-012-01



Festival of the Falling Leaf Working Party

***DRAFT* Terms of Reference**

ToR No: SVC-TofR-012-01

1. NAME

The name of the Working Party is the Tumut Festival of the Falling Leaf Working Party.

2. PURPOSE

The purpose of the committee is to:

- Plan, organise and deliver a quality annual festival event within an approved budget for the whole of the **Tumut Region or Snowy Valleys Council Region** that provides a high value festival experience for both the community and visitors to the region.

3. OBJECTIVES OF THE COMMITTEE

The Tumut Festival of the Falling Leaf Working Party is a Working Party formed by delegation of Council under Section 355 of the Local Government Act 1993. The Festival of the Falling leaf is responsive to changing community needs. The effectiveness of the Working Party depends on community support.

The Working Party aims to:

- Provide an opportunity for the community to come together and celebrate the region's autumn charm and beauty;
- To attract visitors to the regions;
- To provide entertainment;

4. DECISION MAKING

It is intended that the Working Party will make decisions based on consensus. If it is not possible to arrive at a consensus on a particular item the recommendation to Council should note the dissenting views.

- The (former Tumut Shire Council) Snowy Valleys Council has voted that the Festival of the Falling Leaf Working Party has the delegated authority to:
- Make decisions concerning the planning and delivery of the Festival and its associated events.
- Make decisions concerning what constitutes the annual festival program
- Make decisions regarding festival expenditure, including the establishment of an annual festival budget which is to be submitted to Council for approval.
- Make comments to the media on behalf of the Tumut Festival of the Falling Leaf Working Party only. The Working Party does not have the authority to make comments on behalf of the Snowy Valleys Council.

- Submit to Council for approval a request for Council support (including costings)

All other decisions, including expenditure that falls outside of the festival's annual operation budget, constitute a recommendation to Council. (E.g. infrastructure improvements to public areas).

Proxy votes are not permitted, Voting members must be in the room to vote.

5. MANAGEMENT AND OPERATION OF THE COMMITTEE

a) STRUCTURE / MEMBERSHIP

The Working Party shall be comprised of Six (6) of citizen/community representatives.

b) APPOINTMENT AND SELECTION OF MEMBERS

The Snowy Valleys Council will call for applications from community members for the Working Party member positions. The Working Party is comprised of an Executive and general Working Party.

The Executive positions include:

- Chairperson
- Secretary
- Treasurer
- Publicity Officer
- Sponsorship Coordinator

The role of the Executive is to assume the leadership role for the festival to:

- Oversee and review progress of the working groups against the event plan
- Develop and monitor the annual festival budget
- Oversee the strategic, risk and financial management of the festival
- Act as ambassadors for the festival in the community
- Exercising some or all powers of the full Working Party between regularly scheduled meetings on matters considered urgent. In this instance, the Executives actions are to be ratified by the full Working Party at its next scheduled meeting.

The role of the Chairperson is to take responsibility for the decisions of the Working Party. The Chairperson has responsibility for:

- Calling, cancelling or adjourning meetings
- Placing items of business on the agenda
- Conduct of the meetings and determining the vote on a particular matter, including the use of a casting vote in the event of a tied vote
- Admission of observers to the meetings
- Conducting the meetings in accordance with good meeting practice

The Secretary has responsibility for:

- Preparing accurate and concise agendas and minutes within the timeframe set out in these Terms of Reference

- Undertake associated administrative tasks for the Working Party

The remaining Working Party positions will comprise Key Program Coordinators (POD Coordinators). The Key Program Coordinators are each responsible for:

- Developing an event plan and budget for each approved festival program area;
- Preparing reports on the Key Program POD for Working Party meetings;
- Recruiting sufficient volunteers to the Key Program POD and ensuring they are inducted under Council's Volunteer Induction program;
- Delivering a quality program event/item for the festival within approved budget

There is the provision for different events to constitute the annual festival program. If an event is approved by the Working Party, these events will require a POD Coordinator to sit on the Working Party who will need to be appointed by Council.

Working Party applicants are required to describe the relevant skills that they bring to the position that they nominate for. The applications will be assessed on their merit and suitable persons will be appointed to the Working Party by Snowy Valleys Council. Persons can be self-nominated.

c) TERM

The term should initially be for two years commencing from the annual general meeting of the committee. Any vacancies which occur will be advertised and appointed from nominations received or in the case of an organisation that group can nominate a replacement representative.

Members of the Festival of the Falling Leaf Committee may cease to hold office:

- By death, mental incapacitation or by serving of a criminal sentence;
- If the member provides a written resignation;
- If a member is absent from three consecutive meetings (with or without apology), without having obtained a formal leave of absence.

d) COUNCILLORS OR COUNCIL STAFF MEMBERS ON COMMITTEES

Snowy Valley's Council staff members or Councillors who attend Working Party meetings shall (unless they attend as private members):

- Not be considered as part of the quorum;
- Have no voting rights
- Not be able to enact the role of Chairperson or Vice Chairperson at any meeting;
- Be considered as an ex-officio member of the Working Party at all times.

e) PECUNIARY INTERESTS AND CONFLICTS OF INTEREST

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

The Working Party member must refrain from participating in the discussion and if deemed appropriate by the voting members present, leave the meeting whilst the

matter is discussed and not participate in any decision making related to the issue. The interest will be recorded in the minutes.

Members are bound by the Snowy Valleys Council Code of Conduct.

f) QUORUM

A quorum of the Working Party will be **four** appointed voting members present. Voting members include the Executive and the key program coordinators.

If a quorum is not reached within 10 minutes of the appointed starting time, the meeting shall:

- a) be adjourned to a time determined by the Chairperson in consultation with the Secretary to ensure that the adjourned time does not clash with other scheduled meetings or;
- b) Continue as an Inquorate discussion (refer 5g).

g) INQUORATE MEETINGS

In the event that a meeting does not have the required quorum, those members present can determine whether they would like to continue with the meeting as an Inquorate Discussion.

The Chairperson can rule a meeting as inquorate after 10 minutes from the scheduled meeting time.

In this case, recommendations for decisions cannot be made, but can be carried forward to subsequent meetings where a quorum is present.

Minutes of an inquorate discussion must take the form of Inquorate Discussion Notes.

The members present at an inquorate discussion cannot put or carry any motion or resolution.

h) DECISIONS AND VOTING

The Working Party's business is conducted on a simple majority vote by those appointed Working Party members present.

Each appointed member of the Working Party present at any meeting shall have one vote on any matter.

In the event that a vote is tied, the Chairperson may choose to use a casting vote to determine the matter.

Major decisions and recommendations that fall outside of the planning and delivery functions of the Festival of the Falling Leaf will be referred to Council for adoption prior to implementation by the Working Party.

i) ATTENDANCE OF NON MEMBERS

The Working Party may, at its discretion, allow working group/POD members, non-members, observers and advisers to attend meetings of the Working Party to facilitate exchange of information and to provide specialist advice and counsel to the Working Party. Non-members are not entitled to vote on any matter.

j) WORKING GROUPS

The Working Party is able to form a Working Group/specialist PODS as required to address specific issues or undertake specific activities or events. Each Working Group is responsible to a Working Party member who is required to report to each Working Party meeting.

Non-members may be co-opted to a working group. A member of the Working Party shall act in the capacity of Chairperson of the working group.

The Working Party shall determine a statement of the purpose/objectives, responsibilities and tasks to be achieved by the Working Group at the time that it is formed, along with an annual budget if required.

6. WORKING PARTY OPERATION AND MEETINGS**a) MEETINGS**

Meetings will be held fortnightly, or otherwise at a time and place as determined by vote of the Working Party.

Every person attending the meeting has a role to play to ensure effective and timely decision making. This includes:

- Providing the Chairperson/Secretary with any items for inclusion on the agenda (including Notices of Motion which requires 7 days notice)
- Not tabling papers and reports at the meetings (should be circulated with agenda)
- Not inviting people to the meeting without the approval of the Chairperson/Secretary
- Contributing to the discussion on issues
- Undertaking the required pre-reading of the agenda, minutes and other documentation circulated by the Secretary/Chairperson before arriving at the meeting
- Bringing all relevant documents and materials to the meeting

b) SPECIAL MEETINGS

Special meetings may be called by the Chairperson, or on the written request of at least two voting members of the Working Party. Written requests include emails.

c) NOTICE OF MEETINGS

- The Notice of Meeting will be provided to each Working Party member in writing, setting out the date, time and place of the meeting along with minutes of the previous meeting and any reports to the Working Party.

The agenda for ordinary meetings of the Working Party will be provided to members of the Working Party at least one working day prior to the meetings.

- The agenda will be emailed as the first communication option. It is the responsibility of members to check their emails for this correspondence in a timely manner. Members not on email will obtain a copy of their business paper/agenda at the meeting or in hard copy by prior arrangement.

- A minimum of twenty four hours' written notice (includes electronic) shall be given for any Special meetings of the Working Party.

The agenda format will include as a minimum the following items:

- Name of the Working Party
- Meeting date, time and venue
- Apologies
- Confirmation of previous minutes
- Business arising from previous minutes
- Declaration of interest
- Correspondence
- Chairpersons' Report, including any matters requiring ratification of the Executive's actions
- Treasurer's Report
- Key Program Area Reports
- General Business
- Meeting Close and Next Meeting Date

d) MINUTES

Minutes shall be kept of all meetings of the Working Party and any working group. Each Working Party members will receive copies of the minutes with the notice of meeting for the next meeting.

Other arrangements to receive minutes from the meetings can be made by resolution of the voting members of the Working Party.

The minutes shall be confirmed at the next Working Party meeting with or without amendments.

Copies of the minutes will be supplied to Council at the same time that they are distributed to Working Party members.

e) ABSENCE OF THE CHAIRPERSON

In the absence of the Chairperson, the Deputy Chairperson will assume the role of Chair for that particular meeting.

In situations where both the Chairperson and Deputy Chairperson are absent, a voting member of the Working Party shall be elected to Chair that meeting by a vote of the voting members present.

f) MEETING LENGTH

The Chairperson will be conscious of the time being taken for each item and is able to make a judgement concerning the length of time for discussion of each area of business on the agenda.

The Chairperson may also recommend that some items on the agenda be carried over to a subsequent meeting should time not permit adequate and thorough

discussion and decision making.

g) ELECTRONIC MEETINGS

In the event that the Executive are required to make a decision on a matter of urgency between meetings, they may do so in consultation with voting members. Consultation may be undertaken by electronic means such as email.

h) MEETING PROCEDURES AND PROTOCOL

The procedures and protocols to be observed at the Working Party meetings are those set out in these Terms of Reference.

7. SUPPORT AND RESOURCING THE WORKING PARTY

Council will provide agreed event support to the Working Party through the services of the Community and Cultural Development Team. Such support shall be negotiated and agreed upon in writing by both the Working Party and the General Manager at the commencement of the new festival planning year and no later than 31st August.

8. MEDIA COMMENT AND CONFIDENTIALITY

Members of the Working Party should appreciate that the Working Party may, from time to time, deal with sensitive matters of a confidential nature. The confidentiality of such information should be respected by all members. Media comment can only be made by the chairperson, secretary or publicity officer. Comment may only be made on Festival matters.

9. FINANCIAL MANAGEMENT

As a Working Party for Council, the financial records of the Working Party are subject to the same controls as Councils financial systems. As such the following controls must be in place:

- a) The Working Party must appoint a community Treasurer as part of its Executive.
- b) Bank accounts must be in the name of the Festival of the Falling Leaf. All cheques require a minimum of two (2) signatures. All income must be receipted using an official receipt book.
- c) The Treasurer will table a summary of all income and expenditure supported by the relevant bank statements on at least a monthly basis at the Working Party meeting.
- d) As at 30th June each year the accounts of the Working Party must be audited and a copy of the audit are given to Council by the 31 July so that they can be included in Councils annual external audit.

10. DOCUMENTATION / COUNCIL AND EXTERNAL REFERENCES

Snowy Valleys Council Code of Conduct sets the minimum requirements of conduct for council officials in carrying out their functions. The Model Code is prescribed by regulation and was developed to assist council officials understand the standards of conduct that are expected of them.

11. AMENDING THE TERMS OF REFERENCE

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

Amendments to the Terms of Reference must be approved by Snowy Valleys Council.

12. DISSOLUTION

Council may at any time revoke its delegations.

13. LIABILITY OF DELEGATES OF COUNCIL

In accordance with Division 2 Section 731 of the Local Government Act 1993, A matter or thing done by the Minister, the Director-General, a council, a councillor, a member of a Committee of the council or an employee of the council or any person acting under the direction of the Minister, the Director-General, the council or a Committee of the council does not, if the matter or thing was done in good faith for the purpose of executing this or any other Act, and for and on behalf of the Minister, the Director-General, the council or a Committee of the council, subject a councillor, a member, an employee or a person so acting personally to any action, liability, claim or demand.

14. SUPERSEDING POLICY NO AND TITLE

Festival of Falling Leaf Working Party TOR 22 (Former Tumut Shire Council)

TERMS OF REFERENCE PREPARED AND AMENDED BY:

Governance Support Assistant.

HISTORY TABLE

Version No	Approval Date	Resolution Number	Date to be Reviewed
1.0			

11. MINUTES OF COMMITTEE MEETINGS**11.10 TERMS OF REFERENCE FOR SECTION 355 COMMITTEE - FRIENDS OF THE TUMBARUMBA LIBRARY**

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

RECOMMENDATION:**THAT COUNCIL:**

- 1. Accept the report on the Draft Terms of Reference for the Friends of the Tumbarumba Library Committee from Director Internal Services.**
- 2. Adopt the Terms of Reference for the Friends of the Tumbarumba Library committee.**

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:

Terms of Reference are used for committees delegated to perform specific tasks for Council under Section 355 of the Local Government Act. Each committee is to have a Terms of Reference document (ToR) that, at a minimum, describes the purpose, scope and authority of the committee. The purpose of the committee is the most important section of this document as it defines what the purpose and role of the committee is.

Typically the ToR is a written road map for the committee and contains clear and specific information on how the committee runs and what the committee is trying to achieve, who the members are, and when they meet and how members can vote.

Requirements or other circumstances can change over time and it will be necessary to review and amend the ToR of committees. Any recommendations for amendments to a committees Terms of Reference must be approved by Snowy Valleys Council.

All committees Terms of Reference documents will be reviewed by Council following each Local Government General Election (4 yearly). This review has been conducted by the committee and the document is now presented to Council with no amendments made.

The Friends of the Tumbarumba Library has no delegated authority and all decisions of the Committee will, constitute recommendations to 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

4.5 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:

Section 355, Local Government Act.

RISK MANAGEMENT – BUSINESS RISK/WHIS/PUBLIC:

Nil

OPTIONS:

To adopt the committee Terms of Reference as attached or amend.

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Nil

Attachments

- 1 Draft Terms of Reference - Friends of the Tumbarumba Library



FRIENDS OF THE TUMBARUMBA LIBRARY Committee

***DRAFT* Terms of Reference**

ToR No: SVC-TofR-18-01

1. NAME

The Friends of the Tumbarumba Library Committee is a Section 355 committee to Snowy Valleys Council.

2. STATUS

Being a Section 355 committee, the Friends of the Tumbarumba Library Committee does not have executive power or authority to direct staff nor does it enjoy the delegation of any powers, functions or duties of Council.

3. DELEGATION

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

4. PURPOSE

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.

5. OBJECTIVES OF THE COMMITTEE

The Friends of the Tumbarumba Library Committee is a committee of Council responsive to community needs. The effectiveness of the committee depends on community support. The objectives are:

To conduct, or assist in conducting, lectures, addresses, classes, functions, social gathering and other activities associated with the Library, with books, reading and related interests such as discussion groups.

To assist and encourage enhancement of the Tumbarumba Library Service within the local government area. This includes the mobile library service of the Upper Murray region.

To encourage appreciation of the Library and its value to all sections of the community.

To raise funds and expand same for the furtherance of the above objects, to endow or otherwise assist the development of the resources of the Library Service, for the betterment of the cultural, leisure and educational facilities of the area.

6. DECISION MAKING

It is intended that the Committee will make decisions based on consensus. If it is not possible to arrive at a consensus on a particular item the recommendation to Council should note the dissenting views.

7. MANAGEMENT AND OPERATION OF THE COMMITTEE

a) Structure / Membership

The Committee shall be comprised of 4 of citizen/community representatives, the General Manager or nominated delegate and 1 Councillor. It is desirable that there is a representation from the entire Council Region, a reasonable gender balance and age distribution on the Committee.

b) Appointment and Selection of Members

The Snowy Valleys Council will call for applications from community members within the Council area for all community member positions.

The applications will be assessed on their merit and suitable persons will be appointed to the Friends of the Tumbarumba Library Committee by Snowy Valleys Council. Persons can be self-nominated, or can represent a group or organisation.

c) Term

The term should initially be for four years in line with the term of Council. Any vacancies which occur will be advertised and appointed from nominations received or in the case of an organisation that group can nominate a replacement representative.

Members of the Friends of the Tumbarumba Library Committee may cease to hold office:

- By death, mental incapacitation or by serving of a criminal sentence;
- If the member provides a written resignation;
- If a member is absent from three consecutive meetings (with or without apology), without having obtained a formal leave of absence.

d) Chairperson

The Chairperson shall be elected by the committee by a simple majority vote taken from members present at the first meeting of each calendar year and shall serve a term of one year.

In the absence of the Chairperson, the Committee shall elect a Deputy Chairperson for that meeting.

e) Council Staff Members on Committees

Snowy Valley's Council staff members who attend Committee meetings shall:

- Not be considered as part of the quorum;
- Have no voting rights
- Not be able to enact the role of Chairperson or Vice Chairperson at any meeting;
- Be considered as an ex-officio member of the committee at all times.

f) Pecuniary Interests and Conflicts of Interest

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

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

g) Quorum

A quorum of the Committee will be 3 of appointed voting members present.

If a quorum is not reached within 10 minutes of the appointed starting time, the meeting shall:

- a) be adjourned to a time determined by the Chairperson in consultation with the staff member performing Secretariat duties to ensure that the adjourned time does not clash with other scheduled meetings or;
- b) continue as an Inquorate discussion (refer 5i).

h) Inquorate Meetings

In the event that a meeting does not have the required quorum, those members present can determine whether they would like to continue with the meeting as an Inquorate Discussion.

In this case, recommendations for decisions cannot be made, but can be carried forward to subsequent meetings where a quorum is present.

Minutes of an inquorate discussion must take the form of Inquorate Discussion Notes. The members present at an inquorate discussion cannot put or carry any motion or resolution.

i) Decisions and Voting

The Committee's business is conducted on a simple majority vote by those appointed members present.

For voting:

Each appointed member of the Committee present at any meeting shall have one vote on any matter.

Major decisions and recommendations will be referred to Council for adoption prior to implementation by the Committee.

The Committee shall make recommendations to Council on matters that relate to the objectives of the Friends of the Tumbarumba Library Committee for the Snowy Valleys Council.

Only those Councillors appointed to the Friends of the Tumbarumba Library Committee have voting rights.

j) Attendance of Non Members

The Committee may, at its discretion, allow non-members, observers and advisers to attend meetings of the committee to facilitate exchange of information and to provide specialist advice and counsel to the Committee.

8. COMMITTEE OPERATION AND MEETINGS

a) Meetings

Meetings will be held bi-monthly at 10:00 am at Tumbarumba Library.

b) Special Meetings

Special meetings may be called by the Chairperson, or at least two voting members of the Committee in consultation with the Secretariat to avoid potential clashes.

c) Notice of Meetings

The Notice of Meeting will be provided to each Committee member in writing, setting out the date, time and place of the meeting; and be accompanied by a business paper which includes an agenda for the meeting, minutes of the previous meeting and any reports to the Committee.

The agenda for ordinary meetings of the committee will be provided to members of the Committee at least three working days prior to the meetings.

A minimum of twenty four hours' notice shall be given for any Special meetings of the Committee.

A copy of the notice of meeting, agenda and accompanying reports shall be placed on public exhibition at the Council office, Council website and libraries.

d) Minutes

Minutes shall be kept of all meetings of the Committee and any working group. Each Committee members will receive copies of the minutes with the notice of meeting for the next meeting.

Other arrangements to receive minutes from the meetings can be made by resolution of the voting members of the Committee.

The minutes shall be confirmed at the next committee meeting with or without amendments.

Copies of the minutes will be supplied to Council before its next meeting following that of the Committee if recommendations are included.

e) Meeting Procedures and Protocol

The procedures and protocols to be observed at the Committee meetings are those of the Code of Meeting Practice was established in accordance with the provisions of Section 360(2) Local Government Act of 1993.

9. SUPPORT AND RESOURCING THE COMMITTEE

Council will provide administrative services and other resources, including a venue, preparation and distribution of agendas/minutes) to support the function of the Committee and any working groups.

10. MEDIA COMMENT AND CONFIDENTIALITY

The Committee has no delegated authority to make comments to the media on behalf of the Committee without the express permission of the General Manager.

The Committee does not have the authority to make comments on behalf of Snowy Valleys Council.

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

11. FINANCE

For Committees who hold funds in external bank accounts:

Council must authorise the establishment of any separate bank accounts for the Committee.

The Committee must provide an audited statement of finances to Council at the end of the Financial Year.

Receipting, purchasing and tendering of goods and services shall be conducted in accordance with Council's internal financial control procedures.

12. DOCUMENTATION / COUNCIL AND EXTERNAL REFERENCES

Snowy Valleys Council Code of Meeting Practice was established in accordance with the provisions of Section 360(2) Local Government Act of 1993. The objective of the Code is to provide procedures and standards for the proper, conduct of Council business and decision making.

Snowy Valleys Council Code of Conduct sets the minimum requirements of conduct for council officials in carrying out their functions. The Model Code is prescribed by regulation and was developed to assist council officials understand the standards of conduct that are expected of them.

13. AMENDING THE TERMS OF REFERENCE

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

Amendments to the Terms of Reference must be approved by Snowy Valleys Council.

14. DISSOLUTION

Council may at any time dissolve the Committee.

15. LIABILITY OF MEMBERS

In accordance with Division 2 Section 731 of the Local Government Act 1993, A matter or thing done by the Minister, the Director-General, a council, a councillor, a member of a committee of the council or an employee of the council or any person acting under the direction of the Minister, the Director-General, the council or a committee of the council does not, if the matter or thing was done in good faith for the purpose of executing this or any other Act, and for and on behalf of the Minister, the Director-General, the council or a committee of the council, subject a councillor, a member, an employee or a person so acting personally to any action, liability, claim or demand.

16. SUPERSEDING POLICY NO AND TITLE

17. TERMS OF REFERENCE PREPARED AND AMENDED BY:

Division Manager Community Services

18. HISTORY TABLE

Version No	Approval Date	Resolution Number	Date to be Reviewed
1.0			

11. MINUTES OF COMMITTEE MEETINGS**11.11 TERMS OF REFERENCE FOR SECTION 355 COMMITTEE - TUMBARUMBA HISTORICAL SOCIETY****REPORT AUTHOR:** GOVERNANCE & COMPLIANCE OFFICER**RESPONSIBLE DIRECTOR:** DIRECTOR INTERNAL SERVICES**RECOMMENDATION:****THAT COUNCIL:**

1. Accept the report on the Draft Terms of Reference for Tumbarumba Historical Society from Director Internal Services.
2. Adopt the Terms of Reference of the Tumbarumba Historical Society including the proposed amendments shown below.
 - a) Add to point two the Aim, the words – With the Tumbarumba Librarian, manage the Tumbarumba Archives.
3. Approve the nomination of the following committee members to the Tumbarumba Historical Society committee:
 - **Mr Robert William Gay**
Qualifications – BSc (For.)
Reason for Membership – Interest in local community and history. Supports the aims and activities of the Tumbarumba Historical Society.
 - **Mrs Catherine Frew**
Qualifications – BA, Dip ED, Dip Librarianship
Reason for membership – Interest in local community and history. Support the aims and activities of the Tumbarumba Historical Society.
 - **Mrs Grace Mc Eachern**
Qualifications – Retired teacher librarian
Reason for membership - Interest in local community and history. Support the aims and activities of the Tumbarumba Historical Society.
 - **Mr Grant Harris**
Reason for membership - Interest in local community and history. Support the aims and activities of the Tumbarumba Historical Society.
 - **Mr Peter Marshall**
Reason for membership - Interest in local community and history. Support the aims and activities of the Tumbarumba Historical Society.
 - **Mr Ron Frew**
Qualifications – BSc(Hons) Dip Ed
Reason for membership - Interest in local community and history. Support the aims and activities of the Tumbarumba Historical Society.
 - **Mrs Roslyn Gay**
Qualifications – BSc(Dip Ed)
Reason for membership - Interest in local community and history. Support the aims and activities of the Tumbarumba Historical Society.
 - **Mr Terry MacGregor**
Qualification – JP, Game Management 2012, Cert IV Government (Investigations) 2015, Advanced Remote Area First Aid (2015), HP RM8 TRIM Records Management.

Reason for membership - Interest in local community and history. Support Interest in local community and history. Support the aims and activities of the Tumbarumba Historical Society.

BACKGROUND:

The Historical Society committees purpose is to preserve Tumbarumba and surrounding district's history and undertake the management and running of the Tumbarumba Museum and archives.

The Tumbarumba Historical Society collects, displays and preserves artefacts, records and photographs relevant to the origins and development of Tumbarumba district, its people and their activities.

This committee and its volunteers support many projects including: Street Signage and history walks signs, Signs for historic buildings and sites, Police Paddock - Trackers and History, Railway (Rail trail) History, Town Goldfields Park sign and walk, archival storage of information at the Tumbarumba library and providing assistance to family and local historians.

The Historical Society also has a subcommittee called the Rail Trail Advisory Group to provide input to the Tumbarumba/Rosewood rail trail historical displays.

REPORT:

Terms of Reference are used for committees delegated to perform specific tasks for Council under Section 355 of the Local Government Act. Each committee is to have a Terms of Reference document (ToR) that, at a minimum, describes the purpose, scope and authority of the committee. The purpose of the committee is the most important section of this document as it defines what the purpose and role of the committee is.

Typically the ToR is a written road map for the committee and contains clear and specific information on how the committee runs and what the committee is trying to achieve, who the members are, and when they meet and how members can vote.

Requirements or other circumstances can change over time and it will be necessary to review and amend the ToR of committees. Any recommendations for amendments to a committees Terms of Reference must be approved by Snowy Valleys Council.

All committees Terms of Reference documents will be reviewed by Council following each Local Government General Election (4 yearly). This review has been conducted by the committee and the document is now presented to Council with proposed amendments.

The Tumbarumba Historical Society committee has no delegated authority by Council resolution.

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:

Section 355 Local Government Act 1993.

RISK MANAGEMENT – BUSINESS RISK/WHIS/PUBLIC:

Nil

OPTIONS:

Nil

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Nil

Attachments

- 1 Tumbarumba Historical Society Committee Terms of Reference



TUMBARUMBA HISTORICAL SOCIETY Committee DRAFT Terms of Reference

ToR No: SVC-TofR-19-01

1. NAME

The Committee shall be called Tumbarumba Historical Society Committee.

2. AIM

The Tumbarumba Historical Society Section 355 Committee aims to:

- Collects, displays and preserves artifacts, records and photographs relevant to the origins and development of the Tumbarumba district, its people and their activities.
- Promotes and encourages the recording and preservation of items and places of historical merit in the Tumbarumba area.
- Encourages and supports research and recording of Tumbarumba's history.
- Seeks, raises and disperses funds to meet the aims of the Historical Society
- Managing the Tumbarumba Museum.
- **With the Tumbarumba Librarian, manage the Tumbarumba Archives**

3. THEMES

The Historical Society concentrates on the history of Tumbarumba's aboriginal origins, the European pioneers, gold mining, timber harvesting, involvement in wars, schools, commerce and community support, social and recreational activities and organisations, individual histories and stories.

4. DECISION MAKING PROCEDURES

Each decision of the Committee should be made by a formal vote, even if everyone agrees, and recorded in the Minutes. Decisions are made by passing Motions. Any committee member may move a Motion and the Chairperson accepts the Motion for consideration.

5. MEMBERSHIP CRITERIA

Membership is free and open to all interested in promoting the aims of the Historical Society. The Secretary will maintain a record of members for communication purposes

6. NOMINATION OF MEMBERS

Should a vacancy occur at any time the Committee is asked to inform Council in writing regardless of whether or not it wishes to recommend a replacement. Nominations may be called by way of advertisement to fill the role of a community representative.

Remember that membership of Committees remains in Council's control but consideration will be given at any time to recommendations from the Committee on the matter of membership.

Council reserves the right to appoint one of its members to each Committee

7. OFFICE BEARERS

President

- Oversight of the Historical Society's program of events,
- Chairing meetings,
- Negotiations with Council,
- Oversight of cataloguing and care of artifacts and records,
- Preparation of submissions to Council and to funding agencies,
- Oversight of displays.

Secretary

The key responsibility of a Secretary is the administration of the committee.

- Correspondence
- Advertising
- Reports on activity to council

Treasurer

- Collecting and banking funds,
- Paying accounts,
- Recording income and expenditure,
- Preparing annual financial report for Council.

8. SUPPORT SERVICES

- Snowy Valleys Council – as a Section 355 Committee the Historical Society reports annually on financial and other matters including the museum to the Council and maintains contact through an appointed Council Representative.
- Library – the Tumbarumba Library is a meeting place, point of Internet access and primary point of contact for numerous family historians and houses the Tumbarumba Historical Archives. The Historical Society will continue to purchase and deposit with the Library as many local histories and family files as possible.
- Glenroy Museums – the museum will generally avoid impinging on the themes of Pioneer Women and Farming and refers materials and requests in these areas to these organisations. There is a reciprocal understanding.
- Museums Associations – the Historical Society maintains and seeks advice from the Museums and Galleries Foundation, Museums Australia and local professional advisors.
- Tumbarumba Visitor Centre – Close co-operation is maintained so the museum can be open and supervised as often as possible and coordination of activity is assured.
- Writers groups and individual researchers – the photographs, documents and records held by the Society are regarded as public property, the Society being the custodians. Use of copies in a not for profit fair dealing way is looked upon favourably. The executive committee can approve applications for commercial exploitation of materials owned by the society after consideration.

9. MEETINGS

An annual meeting is held at the end of the financial year to elect the executive committee and to set the direction for the coming year(s). Where possible a two to three year plan is set.

The executive committee consults as frequently as needed to ensure the program as set is achieved.

The Society aims to conduct five or six additional meetings throughout the year. These meetings are organised as events around a particular theme or for a special interest group. Family history is one such group.

An Annual General Meeting must be held no later than 30 September.

The Committee may determine its own meeting procedure but should adhere as far as possible to generally accepted procedures.

A Financial Report should be submitted to each meeting for those Committees handling funds.

Agenda

Prior to any meeting an Agenda is prepared. The Agenda is short document that sets out the business to be dealt with at the meeting.

Usually the Secretary, in consultation with the Chairperson, prepares the Agenda, but all Committee members can nominate items of business to be included on the meeting Agenda. When circulating the Agenda, the Minutes of the previous meeting and any reports to be considered at the meeting are usually attached.

At the start of the meeting the Chairperson usually asks (a) if there are other items of business that any member wishes to be added to the Agenda, and (b) if any member wishes to change the order of the Agenda. The addition of new items at the meeting is generally acceptable, but if those items are contentious and/or some members are absent from the meeting, the meeting, may decide to refer such items to a subsequent meeting of the Committee.

Conduct at meetings

For more formally run Committees, all Committee members addressing the meeting must direct their remarks through the Chairperson. A committee member addressing the meeting shall not be interrupted by any other member, except that the Chairperson has the right to provide any direction to the member regarding the conduct of that address (appropriate language, length of time taken etc.)

Meeting minutes

In accordance with Clause 39 of the Local Government meeting regulation:

Each Committee of a Council must ensure that full and accurate minutes of the proceedings of its meetings are kept. In particular, a Committee must ensure that the following matters are recorded in the Committee minutes:

Details of each Motion moved at a meeting and of any Amendments moved to it, the names of the Mover and Seconder of the Motion or Amendment, whether the Motion or Amendment is passed or lost.

Minutes are a formal, written record of a meeting and must be kept for all meetings of the Committee. They should record decisions, rather than who said what. At a minimum, the Minutes should record:

- The time the meeting started and finished
- The place of the meeting
- The names of the Committee members present
- The time of any arrivals and departures of members during the meeting
- A list of all items of business considered
- The exact wording of any Motions moved, including the name of the mover and seconder, and the mover and seconder of any amendments to the Motion
- A record of any or all of the members who supported or opposed the Motion if requested by any member
- The results of consideration of any Motions – carried, lost, withdrawn, lapsed, amended
- Details of any questions taken on notice
- Details of any deputations made to the Committee, or any guest speakers, and
- Disclosure of any pecuniary interest or conflict of interest of any member

The minutes should enable a Committee member not present at the meeting to be informed of all actions and decisions arising, and the reasons for those actions and decisions. Every page of the Minutes should be numbered and bear the date of the meeting.

Copies of meeting Minutes are to be forwarded to Snowy Valleys Council.

Committee Members Non-Attendance at Meetings

All Committee Members are expected to attend all Committee meetings and are to notify the Chairman when unable to attend. Alternative delegates may attend in the absence of members.

A representative ceases to be a member if they have been absent from 3 consecutive meetings of the committee without having given reasons acceptable to the committee for the member's absences.

Alternate Delegates at committee meetings

If a Committee member is aware that he/ she will be absent for a meeting then a substitute representative may be nominated.

Procedure for changing the Constitution

The procedure for any Constitutional changes will be as follows: -

- (a) Any proposed changes can only be made by a member of the committee and are to be in the hands of the Secretary at least 21 working days prior to any meeting so that notice may be given to all Committee members at least 14 working days in advance of any meeting.
- (b) Any Constitutional changes will be by at least seventy five percent consensus.
- (c) Constitutional changes are to be approved by the Committee and the General Manager.

President of - Tumbarumba Historical Society - Ron Frew

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General Manager

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Dated 30/8/2018

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11. MINUTES OF COMMITTEE MEETINGS**11.12 TERMS OF REFERENCE FOR SECTION 355 COMMITTEE - TUMBARUMBA RSL MEMORIAL HALL MANAGEMENT COMMITTEE**

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

RECOMMENDATION:**THAT COUNCIL:**

1. **Accept the report on the Draft Terms of Reference for the Tumbarumba RSL Memorial Hall Management Committee from Director Internal Services.**
2. **Adopt the Terms of Reference of the Tumbarumba RSL Memorial Hall Management Committee.**

BACKGROUND:

The role of the Tumbarumba RSL Memorial Hall Management Committee the care, control and Management of the hall and to promote and organised associated activities pertaining to the RSL.

This committee has no delegations of authority and all decisions of the committee will therefore constitute a recommendation to Council.

REPORT:

Terms of Reference are used for committees delegated to perform specific tasks for Council under Section 355 of the Local Government Act. Each committee is to have a Terms of Reference document (ToR) that, at a minimum, describes the purpose, scope and authority of the committee. The purpose of the committee is the most important section of this document as it defines what the purpose and role of the committee is.

Typically the ToR is a written road map for the committee and contains clear and specific information on how the committee runs and what the committee is trying to achieve, who the members are, and when they meet and how members can vote.

Requirements or other circumstances can change over time and it will be necessary to review and amend the ToR of committees. Any recommendations for amendments to a committees Terms of Reference must be approved by Snowy Valleys Council.

All committees Terms of Reference documents will be reviewed by Council following each Local Government General Election (4 yearly). This review has been conducted by the committee and the document is now presented to Council with proposed amendments.

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:

Section 355 of the Local Government Act.

RISK MANAGEMENT – BUSINESS RISK/WHIS/PUBLIC:

Nil

OPTIONS:

To adopt the committee Terms of Reference as attached or amend.

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

Nil

Attachments

- 1 DRAFT RSL Management Committee Terms of Reference



TUMBARUMBA RSL MEMORIAL HALL MANAGEMENT Committee DRAFT Terms of Reference

ToR No: SVC-TofR-20-01

1. NAME

The Committee shall be called: RSL Hall Management Committee

2. ROLE

The role of the RSL Hall Management Committee Section 355 Committee is:

The care, control and management of the Tumbarumba RSL Hall and to promote and organise associated activities pertaining to the RSL.

3. DECISION MAKING PROCEDURES

- Each decision of the Committee should be made by a formal vote, even if everyone agrees, and recorded in the Minutes.
- Decisions are made by passing Motions.
- Any committee member may move a Motion and the Chairperson accepts the Motion for consideration.

4. MEMBERSHIP CRITERIA

As a general guide a representative Committee should comprise of a minimum of four (4) members with a maximum of twelve (12) members. All Committee members must make application to be a registered approved volunteer of Council.

Committee members who are not staff of Council are to abide by Council's Volunteer Policy and Guidelines.

Unless otherwise determined by Council, the term of membership shall be no less than twelve (12) months and not exceed four (4) years.

Retiring members shall be eligible for reappointment.

5. NOMINATION OF MEMBERS

Should a vacancy occur at any time the Committee is asked to inform Council in writing regardless of whether or not it wishes to recommend a replacement.

Nominations may be called by way of advertisement to fill the role of a community representative.

Remember that membership of Committees remains in Council's control but consideration will be given at any time to recommendations from the Committee on the matter of membership.

Council reserves the right to appoint one of its members to each Committee.

SVC-TofR-020-01
DRAFT Tumbarumba RSL memorial Hall Management Committee Terms of Reference

Page 1 of 4

Adopted:
Reviewed:

6. OFFICE BEARERS

Chairperson

Every Committee must have an appointed member as Chairperson.

The key responsibility of a Chairperson is facilitating the operations of the committee.

The Chairperson is generally a Council Representative.

The duties of a chairperson include:

- Providing coordination, guidance and leadership to ensure the successful functioning of the committee
- Representing the committee in the public domain
- Ensuring the administrative and other tasks from meeting are carried out

Specifically during meetings the Chairperson is responsible for ensuring:

- Meetings are correctly convened
- A quorum is present for all decisions
- Meeting decisions are properly minuted
- The maintenance of order at the meetings
- The business of the meeting is conducted

If the Chairperson is absent from any meeting, the committee may temporarily appoint another of its members as the chairperson.

The Chairperson may vote on any motion considered by the meeting and in the event of a tied vote; the chairperson may exercise a second or casting vote.

Secretary (Provided by Council)

The key responsibility of a Secretary is the administration of the committee.

The duties of the Secretary include;

- Taking and recording minutes of all meetings
- Maintaining off all records and correspondence
- Receiving all incoming correspondence and bringing it to the attention of the committee
- Writing and dispatching all outwards correspondence required by the committee
- Keeping committee members properly informed by sending them notices of meetings, agendas and copies of correspondence, reports etc. as required
- Liaising with the chairperson between meetings so that the business of the committee is attended to and, in consultation with the chairperson, to call extraordinary meetings as required.

Treasurer (Finances are managed by Council)

7. MEETINGS

Meetings may be held as often as necessary but must be held at least quarterly, unless otherwise stated in individual Committee Constitutions. The members shall determine the dates and venues for Committee meetings.

An Annual General Meeting must be held no later than 30 September.

The Committee may determine its own meeting procedure but should adhere as far as possible to generally accepted procedures.

8. AGENDA

Prior to any meeting an Agenda is prepared. The Agenda is short document that sets out the business to be dealt with at the meeting.

Usually the Secretary, in consultation with the Chairperson, prepares the Agenda, but all Committee members can nominate items of business to be included on the meeting Agenda. When circulating the Agenda, the Minutes of the previous meeting and any reports to be considered at the meeting are usually attached.

At the start of the meeting the Chairperson usually asks (a) if there are other items of business that any member wishes to be added to the Agenda, and (b) if any member wishes to change the order of the Agenda. The addition of new items at the meeting is generally acceptable, but if those items are contentious and/or some members are absent from the meeting, the meeting, may decide to refer such items to a subsequent meeting of the Committee.

i. Meeting Minutes

In accordance with Clause 39 of the Local Government meeting regulation:

Each Committee of a Council (or committee of Council) must ensure that full and accurate minutes of the proceedings of its meetings are kept. In particular, a Committee must ensure that the following matters are recorded in the Committee minutes:

Details of each Motion moved at a meeting and of any Amendments moved to it, the names of the Mover and Seconded of the Motion or Amendment, whether the Motion or Amendment is passed or lost.

Minutes are a formal, written record of a meeting and must be kept for all meetings of the Committee. They should record decisions, rather than who said what. At a minimum, the Minutes should record:

- The time the meeting started and finished
- The place of the meeting
- The names of the Committee members present
- The time of any arrivals and departures of members during the meeting
- A list of all items of business considered
- The exact wording of any Motions moved, including the name of the mover and seconded, and the mover and seconded of any amendments to the Motion
- A record of any or all of the members who supported or opposed the Motion if requested by any member
- The results of consideration of any Motions – carried, lost, withdrawn, lapsed, amended
- Details of any questions taken on notice
- Details of any deputations made to the Committee, or any guest speakers, and
- Disclosure of any pecuniary interest or conflict of interest of any member

The minutes should enable a Committee member not present at the meeting to be informed of all actions and decisions arising, and the reasons for those actions and decisions. Every page of the Minutes should be numbered and bear the date of the meeting.

Copies of meeting Minutes are to be forwarded to Snowy Valleys Council.

ii. Committee Members Non-Attendance at Meetings

All Committee Members are expected to attend all Committee meetings and are to notify the Chairman when unable to attend. Alternative delegates may attend in the absence of members.

A representative ceases to be a member if they have been absent from 3 consecutive meetings of the committee without having given reasons acceptable to the committee for the member's absences.

iii. Alternate Delegates at committee meetings

If a Committee member is aware that he/ she will be absent for a meeting then a substitute representative may be nominated.

9. AMENDING THE TERMS OF REFERENCE

- a. Recommendations for amendments to the Terms of Reference can be made at any time provided that suggested changes are noted on the Agenda, a quorum is present at the meeting and the majority of voting members present support the recommendation.
- b. Amendments to the Terms of Reference must be approved by Snowy Valleys Council.

10. DISSOLUTION

Council may at any time dissolve the Committee.

11. LIABILITY OF MEMBERS

In accordance with Division 2 Section 731 of the Local Government Act 1993, A matter or thing done by the Minister, the Director-General, a council, a councillor, a member of a committee of the council or an employee of the council or any person acting under the direction of the Minister, the Director-General, the council or a committee of the council does not, if the matter or thing was done in good faith for the purpose of executing this or any other Act, and for and on behalf of the Minister, the Director-General, the council or a committee of the council, subject a councillor, a member, an employee or a person so acting personally to any action, liability, claim or demand.

12. SUPERSEDING POLICY NO AND TITLE

13. TERMS OF REFERENCE PREPARED AND AMENDED BY:

Corporate Support Assistant

14. HISTORY TABLE

Version No	Approval Date	Resolution Number	Date to be Reviewed
1.0			

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 GENERAL MANAGERS ANNUAL PERFORMANCE REVIEW REPORT

Item 12.1 is confidential under the Local Government Act 1993 Section 10A 2 (a) as it relates to personnel matters concerning particular individuals (other than councillors) and Council considers that discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

12.2 TUMBARUMBA CARAVAN PARK REDEVELOPMENT - INSTALLATION OF CAMP KITCHEN

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 2018/17 - PANEL OF SUPPLIERS TENDER - PROVISION OF GUARDRAIL, LINE MARKING AND TRAFFIC CONTROL

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.