



Greater  
Hume  
Council

To: «Name»

**Ordinary Meeting of Greater Hume Council**

Wednesday, 17 July 2019

NOTICE is hereby given that an Ordinary Meeting of the Greater Hume Council will be held at the Community Meeting Room, Library Complex, Library Court, Holbrook commencing at 6.00pm.

STEVEN PINNUCK  
**GENERAL MANAGER**

ORDER OF BUSINESS TO BE CONSIDERED  
REFER OVERLEAF

## **Ordinary Meeting of Greater Hume Council**

Wednesday, 17 July 2019

### **BUSINESS TO BE CONSIDERED**

**1. PRAYER**

**2. ACKNOWLEDGEMENT OF COUNTRY**

*"I would like to acknowledge that this meeting is being held on the traditional lands of the Wiradjuri people, and pay my respect to elders both past, present and emerging".*

**3. DECLARATIONS OF PECUNIARY INTEREST OR NON-PECUNIARY INTEREST (CONFLICT OF INTEREST)**

**4. APOLOGIES**

**5. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

- Minutes of the Ordinary Meeting of Council – 19 June 2019

**6. ACTION REPORT FROM THE MINUTES**

**7. NOTICE OF MOTIONS**

**8. REPORTS FROM OFFICERS**

**PART A For Determination**

- Environment and Planning
- Governance
- Corporate and Community Services
- Engineering

**PART B For Determination**

- Environment and Planning
- Governance
- Corporate and Community Services
- Engineering

**PART C For Information**

- Governance
- Corporate and Community Services
- Engineering
- Environment and Planning

**PART D For Information**

**9. MATTERS OF URGENCY**

**10. COMMITTEE OF THE WHOLE – CONFIDENTIAL CLOSED COUNCIL REPORT**

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**ORDINARY MEETING OF GREATER HUME COUNCIL  
TO BE HELD AT  
COMMUNITY MEETING ROOM, LIBRARY COMPLEX,  
LIBRARY COURT, HOLBROOK  
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## **NOTICE OF MOTION**

1. **NOTICE OF MOTION – CR OSBORNE - RECONVENING OF JOINT COMMITTEE BETWEEN ALBURY AND GREATER HUME COUNCILS TO DISCUSS PLANNING FOR A FUTURE BIKE/WALKING PATH BETWEEN JINDERA AND LAVINGTON.**

It is requested that Council consider the reconvening of a Joint Committee between Albury and Greater Hume Councils to discuss the possibility of the construction of a bicycle / walking path between Jindera and Lavington.

Councillors may be aware that such a Committee was in place for several years until a motion was carried in October 2012 that the Committee be disbanded.

The former joint Committee had involvement from our Engineering Department and two elected members and had progressed to the stage that draft plans had been formulated. Both Councils indicated an awareness that the construction of such a path would require substantially greater financial input from Albury City than Greater Hume and sourcing of grant funding would be essential.

It is intended that should this Committee be reconstituted, the aim would be to prepare a shovel ready project to future funding opportunities.

### **RECOMMENDATION**

That Greater Hume work with Albury City Council to reconvene a joint working Committee comprising both staff and elected representatives with the aim of preparing plans for a shovel ready project to construct a bicycle / walking path to join Jindera to Lavington.

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## **NOTICE OF MOTION**

### **2. NOTICE OF MOTION – CR OSBORNE - LOT 1 DP107997 WALLA WALLA/JINDERA RD, WALLA WALLA - DWELLING ENTITLEMENT**

I have been requested by Mr Cameron Odewahn and family to put to Council the case to have a dwelling permitted on the land described above. Councillors may recall that he addressed an Ordinary Meeting of Council when the meeting was held in Walla Walla recently.

The following documents are included as **ANNEXURE 1** to support Mr Odewahn's request.

- Correspondence from Habitat Planning dated 4 June 2019
- Correspondence from Greater Hume Shire Council dated 14 June 2019
- Correspondence from NSW Department of Industry dated 27 August 2018
- Hume Shire Council Development Consent No.: 317-03/04

According to the amended title dated 14 January 2005, Council has the authority to release vary or modify the title and indeed is the only party which can do so.

Mr Odewahn has owned the land since 2005 since the death of his father in Feb 2005. His father held it for 12 months. The Odewahn family took up the property in the mid-1930s. A boundary adjustment was made to settle a deceased estate in 2003. Cameron became aware soon after that the land was deemed to be unable to have a dwelling. Two estates were sorted in a period of two years during which a father and son had passed away. A family marital breakdown led to the dispersal of a neighbouring property around this period also.

In 2008 Mr Odewahn commenced to pursue permission to erect a dwelling. He approached his neighbour, an uncle, and also Crown Lands seeking to purchase some property from either of these parties. Both declined, with Crown Lands suggesting they may want it for a Mental Asylum etc. (See attached advice).

As it stands Mr Odewahn needs 90 hectares at least and has 75.6 hectares.

There are no other avenues at his disposal other than this approach to Council and request that they allow the variance. Mr Odewahn is currently leasing the land to his neighbour, his uncle. He has approached every neighbour who might have an interest and none have any issue with a dwelling being erected.

If approval were granted there would be a dwelling erected on the land within 12 months. Mr Odewahn has already gained house plans and has undertaken tree planting. This is a family of 4 who currently live in Walla Walla and whose children attend local schools.

#### **RECOMMENDATION**

That based on the information provided by Cameron Odewahn relating to the creation of Lot 1 DP 10797 the Director Environment and Planning be requested to prepare a report on the legitimacy of the request to remove the restrictions on the use of the land.

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## **OFFICERS' REPORTS – PART A – FOR DETERMINATION**

### **ENVIRONMENT AND PLANNING**

1. **DEVELOPMENT APPLICATION 10.2019.68 – NEW SHED & AWNING LOT 3 SP80746 – UNIT 3 107 MITCHELL STREET JINDERA**

**Report prepared by Environmental Health & Building Surveyor – Sharyn Coulston**

#### **REASON FOR REPORT**

Council is in receipt of a development application for the construction of a shed and awning. The site is Unit 3, 107 Mitchell Street Jindera described as Lot 3 SP80746 (“the subject land”). The applicant is Shed Boss and the landowner is JR Howland.

This report represents an assessment of the application under the requirements of Part 4 of the *Environmental Planning and Assessment Act 1979* (EP&A Act) and is being reported to Council because of an objection to the proposal being received.

#### **REFERENCE TO DELIVERY PLAN**

None relevant.

#### **DISCUSSION**

An application has been received for the installation of a new shed with awning. The zoning is RU5 Village and the development is permissible within this zone.

The plans submitted to Council indicate the shed and awning are to be situated in the western corner in the front section of unit 3's yard, directly adjacent to the existing open vehicle space.

The other two units on the allotment have similar new structures attached to enable the occupants to house their vehicles under cover.

Council has received one objection to the development with concerns relating to the stormwater disposal for the development (see **ANNEXURE 2**).

On the original design plans for the construction of the three units the stormwater disposal systems is outlined and runs directly to the table drain located in Mitchell Street (see **ANNEXURE 2**). Essentially no stormwater runoff from the development should affect other neighbouring properties.

#### **ASSESSMENT**

A development application is required to be assessed by Council against the following ‘matters for consideration’ listed in Section 4.15C(1) of the EP&A Act.

**The provisions of any current or draft environmental planning instrument, development control plan, or matters prescribed by the regulations:**

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***State Environmental Planning Policies***

Nil.

***The Greater Hume Local Environmental Plan 2012*** (“the LEP”) is the principal environmental planning instrument applicable to the property. The relevant matters of the LEP are addressed as follows.

The construction of any development or structure which would be permissible in the zone is permitted with consent. In this instance a shed with an awning is permissible with consent in the RU5 village zones.

***Development Control Plans***

This development application is for the construction of a shed with an awning does meet all the requirements of the Greater Hume Development Control Plan 2013 (“the DCP”).

**The likely impacts of that development, including environmental impacts on both the natural and built environments, and social and economic impacts in the locality**

The following table assesses the likely environmental impacts of the development.

<b>ISSUE</b>	<b>ACCEPTABLE</b>	<b>RESPONSE</b>
Context & setting		Nil effect
Noise	✓	Nil effect
Access & parking	✓	The proposed development will enhance the occupants parking availability
Roads & traffic	✓	Nil effect
Utilities	✓	Nil effect
Heritage	✓	Nil effect
Archaeology	<b>N/A</b>	-
Stormwater	✓	Stormwater is to be connected to the existing stormwater system that all three units use. This stormwater is directed to Mitchell Street table drain
Soils & erosion	✓	Nil effect
Flora & fauna	<b>N/A</b>	-
Flooding	✓	Nil effect
Bushfire	✓	Nil effect
Technological hazards	<b>N/A</b>	-
Safety, security & crime prevention	✓	Nil effect
Privacy	✓	Nil effect
Landscaping	✓	Nil effect
Overshadowing	<b>N/A</b>	-
Land resources	<b>N/A</b>	-



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UNIT 3 107 MITCHELL STREET JINDERA [CONT'D]

**The suitability of the site for the development**

The development is in a residential area. The surrounding existing dwellings have a similar structure attached to them to allow the occupants to house their vehicles undercover.

**Any submissions made in accordance with this Act or the Regulations**

As mentioned a submission has been received that raises concerns that the neighbouring property will be affected by the additional stormwater catchment created by the proposed shed and awning.

In response to the concerns about the stormwater catchment, it is a requirement that all stormwater be conveyed to Mitchell Street table drain via the existing stormwater system.

On the drainage plan for the original development of the three units it shows two options for stormwater to be conveyed to Mitchell Street. One is located at the rear and the other is located at the front located under the concrete driveway.

The proposed development will have a condition attached stipulating that all stormwater must be conveyed to Mitchell Street table drain via the existing stormwater system.

**The public interest**

The question of 'public interest' within the context of Section 4.15C

1 essentially requires consideration of the weight in the assessment to be given to the general public benefit of the proposal versus that of the general public detriment.

In this case there is the possibility for public detriment. The objectors have stated that they fear the proposed development may affect the stormwater runoff into their property.

Conditioning the development consent of the proposed shed and awning in regards to the stormwater should ensure that all stormwater runoff is captured in the existing system and conveyed to Mitchell Street for dispersal.

The condition calls for all stormwater to be directed to the existing stormwater disposal system.

**BUDGET IMPLICATIONS**

Nil.

**CONCLUSION**

In making a decision as the consent authority under the EP&A Act, Council can:

1. approve the application, with or without conditions;
2. defer the application for further information or redesign; or
3. refuse the application.

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After considering the assessment requirements of Section 4.15C of the EP&A Act, the application is supported for conditional approval.

**RECOMMENDATION**

**APPROVED PLANS**

**1 Compliance with Plans and Conditions**

The development shall take place in accordance with the approved development plans, except as modified in red by Council and/or any conditions of this consent.

**2 Time Period of Consent**

This consent will lapse five (5) years from the date of determination unless the approved building, engineering or construction work has been physically commenced in accordance with this consent.

Development consent for the use of land does not lapse if the approved use of any land, building or work is actually commenced prior to the date on which the consent would otherwise lapse.

**PRIOR TO THE COMMENCEMENT OF ANY WORKS**

**The following conditions of consent have been imposed to ensure that the administration and amenities relating to the proposed development comply with all relevant requirements. A Certifying Authority can either be Greater Hume Shire Council or an accredited certifier. All of these conditions are to be complied with prior to the commencement of any works on site.**

**3 Notify Council of Intention to Commence Works**

The applicant must notify Council, in writing of the intention to commence works at least two (2) days prior to the commencement of any works on site.

**4 Erosion and Sedimentation Control**

Prior to the commencement of any works on site, controls shall be implemented prior to clearing of any site vegetation, to ensure the maintenance of the environment and to contain soil erosion and sediment on the property. Erosion and sediment controls shall be maintained until all construction works are completed and all disturbed areas are restored by turfing, paving and revegetation.

Note: On the spot penalties up to \$1,500 will be issued for any non-compliance with this requirement without any further notification or warning.

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**5 Toilet Facility**

Prior to the commencement of any works on site, a flushing toilet facility is to be provided on site. The toilet must be connected to either a public sewer, or an accredited sewage management facility, or to an alternative sewage management facility (chemical closet) approved by Greater Hume Shire Council.

**6 Sign During Construction**

Prior to the commencement of works, a sign must be erected in a prominent position on site during construction:

- a. Stating that unauthorised entry to the work site is prohibited,
- b. Showing the name of the person in charge of the work site and a telephone number at which that person may be contacted outside working hours, and
- c. Showing the name, address and a telephone number of the Principal Certifying Authority for the development.

Note: A \$600 on the spot fine may be issued for non-compliance with this condition.

**PRIOR TO OCCUPATION OF THE DEVELOPMENT**

**The following conditions of consent must be complied with prior to the issue of an Interim Occupation Certificate or Final Occupation Certificate by the Principal Certifying Authority.**

**7 Interim/Final Occupation Certificate Required**

Prior to the commencement of any use and/or occupation of the subject development (whole or part), either an Interim Occupation Certificate or Final Occupation Certificate must be issued.

Prior to the issue of any Occupation Certificate the Principal Certifying Authority must be satisfied that the development (part or whole) is in accordance with the respective Development Consent, Construction Certificate or Complying Development Certificate.

**8 Works-As-Executed Plans for Stormwater Drainage**

Prior to the issue of the final occupation certificate, works-as-executed drawings signed by a registered surveyor demonstrating that the stormwater drainage and finished ground levels have been constructed as approved shall be submitted to the Principal Certifying Authority.

**9 Plumbing Works Final**

The building shall not be occupied or used until such time Council has issued a Plumbing Final letter confirming that all works have been completed to the satisfaction of Council.

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NB. This letter is in addition to the inspection sheet or Certificate of Compliance from Council.

**GENERAL CONDITIONS**

The following conditions have been applied to ensure that the use of the land and/or building is carried out in such a manner that is consistent with the aims and objectives of the planning instrument affecting the land. A Principal Certifying Authority can either be Greater Hume Shire Council or an accredited certifier.

**10 Compliance with Construction Certificate**

All building works approved in this development consent must comply with the terms of the consent the plans, specifications and any other approved documents relevant to the approved Construction Certificate.

**11 Compliance with the National Construction Code (NCC)**

All building work must be carried out in accordance with the provisions of the NCC. Compliance with the performance requirements can only be achieved by:

- a. complying with the deemed-to-satisfy provisions; or
- b. formulating an alternative solution which:
  - i. complies with the performance requirements; or
  - ii. is shown to be at least equivalent to the deemed-to-satisfy provisions; or
- c. a combination of (a) and (b).

**12 Use of Building**

The building shall not be used for industrial, commercial or human habitation purposes without further consideration by Council.

**13 Critical Stage Inspections**

In accordance with Section 6.5 of the Environmental Planning and Assessment Act 1979 the Principal Certifying Authority for this development is to inform the applicant of the Critical Stage Inspections prescribed for the purposes of Section 109E(3)(d) Environmental Planning and Assessment Regulation 2000.

**Note: A \$1500 on the spot fine may be issued for failing to request the Principal Certifying Authority to undertake the above inspections.**

**14 Stormwater Disposal**

All stormwater shall be directed to the existing stormwater disposal system.

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**15 Construction - Hours of Work**

All construction works will be restricted to the following hours in accordance with the NSW Environment Protection Authority Noise Control Guidelines:

- a. Mondays to Fridays, 7.00am to 6.00pm
- b. Saturdays, 8.00am to 1.00pm
- c. No work is permitted on Sundays and Public Holidays.

Construction works that are carried out in the open that involve the use of heavy vehicles, heavy machinery and other equipment likely to cause offence to adjoining properties is to be restricted to the above hours in accordance with the NSW Environment Protection Authority Noise Control Guidelines.

In the event that the demolition/construction relates to works inside the building and does not involve external walls or the roof, and do not involve the use of equipment that emits noise then the works are not restricted to the hours stated above. The provisions of the *Protection of the Environment Operations Act, 1997* in regulating offensive noise also apply to all construction works.

**PRESCRIBED CONDITIONS OF CONSENT**

**The following conditions are known as “Prescribed Conditions” and are required by the Environmental Planning and Assessment Regulation 2000 to be imposed as part of any development consent whether or not they are relevant to the development approved under this consent. Please do not hesitate to contact staff in Council’s Development Department who will be happy to advise you as to whether or not the conditions are relevant to your consent.**

- 16** All building work must be carried out in accordance with the requirements of the Building Code of Australia (as in force on the date the application for the relevant construction certificate or complying development certificate was made).
- 17** In the case of residential building work for which the Home Building Act 1989 requires there to be a contract of insurance in force in accordance with Part 6 of the Act, that such a contract of insurance is in force before any building work authorised to be carried out by the consent commences.
- 18** Residential building work within the meaning of the Home Building Act 1989 must not be carried out unless the principal certifying authority for the development to which the work relates (not being the council) has given the council written notice of the following information:

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- in the case of work for which a principal contractor is required to be appointed:
  - (i) the name and licence number of the principal contractor, and
  - (ii) the name of the insurer by which the work is insured under Part 6 of the Act,
- in the case of work to be done by an owner-builder:
  - (i) the name of the owner-builder, and
  - (ii) if the owner-builder is required to hold an owner-builder permit under that Act, the number of the owner-builder permit.

- 19** A sign must be erected in a prominent position on any site on which building work, subdivision work or demolition work is being carried out:
- showing the name, address and telephone number of the principal certifying authority for the work, and
  - showing the name of the principal contractor (if any) for any building work and a telephone number on which that person may be contacted outside working hours, and
  - stating that unauthorised entry to the work site is prohibited.

Any such sign is to be maintained while the building work is being carried out and must be removed when the work has been completed.

**NOTE:** This condition does not apply to building work that is carried out inside an existing building that does not affect the external walls of the building.

- 20** Any development that involves an excavation that extends below the level of the base of the footings of a building on adjoining land, the person having the benefit of the development consent must, at the person's own expense:
- (i) protect and support the adjoining premises from possible damage from the excavation, and
  - (ii) where necessary, underpin the adjoining premises to prevent any such damage.

**NOTE:** The condition referred to in sub clause (1) does not apply if the person having the benefit of the development consent owns the adjoining land or the owner of the adjoining land has given consent in writing to that condition not applying.

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**2. ADOPTION OF THE DRAFT GREATER HUME WASTE STRATEGY 2019-2023**

**Report prepared by Director Environment & Planning – Colin Kane**

**REASON FOR REPORT**

At the Ordinary meeting held on 15 May 2019, Council resolved to exhibit the draft Greater Hume Waste Strategy (the draft Strategy) which has been prepared in conjunction with staff and councillors to identify recommendations to guide the management of Council's Waste Services over the nominated period.

**REFERENCE TO DELIVERY PLAN**

Objective: Our development and maintenance is sustainable, environmentally responsible, accessible and enjoyed by our community.

Outcome 4.1 Infrastructure and facilities meet the needs of our communities.

**DISCUSSION**

The draft Strategy was considered by Council at the Ordinary meeting held on 15 May 2019 and it provided 12 recommendations to guide the delivery of the waste service over the nominated period.

In response to the report Council resolved to exhibit the draft Strategy for a period of thirty (30) days.

An advertisement advising that the draft Strategy was available for comment was placed in the Border Mail on 25 May 2019 and the document was also available on Council's website with the exhibition concluding on 27 June 2019.

It is advised that Council received two submissions in response to the exhibition of the draft Strategy. Holbrook Landcare made one of those submissions relating to the inclusion of their silage wrap and twine recycling initiative which involves silage wrap and twine being collected from the Holbrook, Culcairn, Mullengandra and Burrumbuttock waste facilities. The other submission pertained to Council permitting people to collect items for reuse from Council's waste facilities.

The draft Strategy has been amended to accommodate both submissions. Commentary is now provided about the Holbrook Landcare silage wrap and twine recycling initiative. Also, there is a discussion relating to reuse of items left for disposal at the waste facility. The revised draft Strategy **ENCLOSED SEPARATELY** shows highlighted tracked changes arising from the submissions.

As a result of the submission concerning the reuse of items an additional recommendation has been included in the draft Greater Hume Waste Strategy which is listed below:

- 10.** Council develop reuse swap areas at its waste facilities with items being left and collected on a free to take basis.

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ADOPTION OF THE DRAFT GREATER HUME WASTE STRATEGY 2019-2023 [CONT'D]

**BUDGET IMPLICATIONS**

No significant change to the draft 2019/2020 operational plan.

**CONCLUSION**

The exhibition of the draft Strategy resulted in two submissions being received and subsequent changes made to the draft Strategy. The draft Strategy differs from previous strategies as the focus is to advise Council of the current state of the waste service, identifying macro issues impacting upon the waste service and investigating opportunities for enhanced access for residents to use the waste service and providing savings for residents.

**RECOMMENDATION**

That Council resolve to adopt the modified Greater Hume Waste Strategy 2019-2023.



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**3. TENDER NO: TL 11 2018-2019 MOWING SERVICES**

**Report by Manager Waste and Facilities – Andrew Shaw**

**REASON FOR REPORT**

For Council to consider tender prices received for the mowing of Council facilities across the shire for a contract period of three (3) years.

**REFERENCE TO DELIVERY PLAN**

Nil.

**DISCUSSION**

Council has recently advertised a tender for mowing of cemeteries, pools and Council owned properties. The previous contract was with Andrew Reichal and the value of the service was approximately \$49,500.00 ex GST per year (depending on seasonal conditions).

The five (5) tender responses received ranged from \$43,956.00 to \$452,600.00 ex GST before applying any Local Preference Policy concession.

<b>No.</b>	<b>Name</b>	<b>Value (ex. GST)</b>
1.	Total Garden Solutions	\$43,956.00
2.	A Reichal	\$50,840.00
3.	AK Gardening- adjusted for (LPPP)	\$78,034.90
4.	Remedi Holdings	\$132,120.00
5.	Silkies	\$452,600.00

The evaluation matrix is **ENCLOSED SEPARATELY** for Councillors information.

The lowest tender is from Total Garden Solutions (\$43,956.00) based in Wodonga. Over the three year term of the contract Total Garden Solutions would be \$20,652.00 lower than the current Contractor, A Reichal. References provided by Total Garden Solutions were from Towong Shire Council and UDL Pty Ltd who highly recommend Total Garden Solutions and continue to utilise their services.

The evaluation process was based on price 70% and experience 30%.

The Local Preference Purchasing Policy (LPPP) was also provided to potential tenderers.

**BUDGET IMPLICATION**

The lowest tender price for the new three (3) year term will save approximately \$5,500.00 per year or \$16,500.00 for 3 years based on the previous contract costs. (Seasonal conditions affect mowing frequency and costs).

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TENDER NO: TL 11 2018-2019 MOWING SERVICES [CONT'D]

**CONCLUSION**

This report has been prepared to inform Council there have been five (5) tenders received for the mowing of facilities across the Greater Hume Council area. Total Garden Solutions has been selected as the preferred tenderer based on the lowest price tendered and being within budget expectations. Favourable referee responses have allayed any perceived risk in changing service providers.

**RECOMMENDATION**

That Council:

1. Accept the tendered price of \$43,956 received from Total Garden Solutions for a period of 3 years and the Mayor and General Manager be authorised to sign Contract documentation under the Common Seal of Council.
2. Notify the unsuccessful tenderers.

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## **GOVERNANCE**

### **1. LOCAL GOVERNMENT NSW ANNUAL CONFERENCE – MONDAY 14 TO WEDNESDAY 16 OCTOBER 2019**

**Report prepared by General Manager – Steven Pinnuck**

#### **REASON FOR REPORT**

To advise Councillors that the Local Government NSW Annual Conference will be held from Monday 14 to Wednesday 16 October 2019 at the William Inglis Hotel, Warwick Farm.

#### **REFERENCE TO DELIVERY PLAN ACTIONS**

Objective            We lead a vibrant, connected and and inclusive community  
Outcome 1.1       Leadership and advocacy is demonstrated and encouraged in our communities.

#### **DISCUSSION**

The Local Government NSW Annual Conference will be held from Monday 14 to Wednesday 16 October 2019 at the William Inglis Hotel, Warwick Farm and always provides an opportunity to raise issues of importance to Greater Hume Council and local government industry more broadly.

#### **Motions**

Council has the opportunity to submit motions for consideration at the Conference.

The Board has resolved that motions will be included in the Business Paper for the Conference where they:

- a) are consistent with the objects of the Association (see Rule 4 of the Association's rules);
- b) relate to Local Government in NSW and/or across Australia;
- c) concern or are likely to concern Local Government as a sector;
- d) seek to advance the Local Government policy agenda of the Association and/or improve governance of the Association;
- e) have a lawful purpose (a motion does not have a lawful purpose if its implementation would require or encourage non-compliance with prevailing laws);
- f) are clearly worded and unambiguous in nature; and
- g) do not express preference for one or several members over one or several other members.

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LOCAL GOVERNMENT NSW ANNUAL CONFERENCE – MONDAY 14 TO WEDNESDAY  
16 OCTOBER 2019 [CONT'D]

Member Councils are asked to submit their motions by **12 midnight (AEST) on Monday 19 August 2019**. In line with the LGNSW rules, the latest date motions will be accepted for inclusion in the Conference Business Paper is 12 midnight (AEST) on **Monday 16 September 2019**.

To meet the deadline for submission of motions (16 September) it will be necessary for any proposed motions to be considered by Council at the August meeting, at the latest.

Therefore it is recommended that Councillors advise the General Manager of proposed motions at the earliest opportunity to ensure research can be undertaken, if required.

Once again Council will be able to nominate two voting delegates in accordance with the formula for calculating members' voting entitlements.

Other important dates are outlined in the table below.

<b>Deadline</b>	<b>Action</b>
19 August	Deadline for submitting motions (note: the latest date motions can be accepted for inclusion in the Business Paper is 16 September 2019)
20 September	Deadline for members to provide names to LGNSW of delegates who will vote on Motions

2019 is a Board election year and accordingly, voting for the LGNSW President and Director positions will also take place at this year's Conference.

**Attendance**

Generally Council approves the attendance of the Mayor and Deputy Mayor as voting delegates and the General Manager and one other Councillor as observers for the annual Conference of the peak local government body in NSW.

This year as part of professional development of staff it is recommended that the Director Corporate and Community Services attend in lieu of the General Manager.

Traditionally Council has only attended the Local Government NSW and the Murray Darling Association Conferences.

Accommodation bookings have been made for four Council representatives.

**BUDGET IMPLICATIONS**

Expenditure allocations are included in the 2019/2020 Budget to enable Councillor and senior staff attendance at this Conference.

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LOCAL GOVERNMENT NSW ANNUAL CONFERENCE – MONDAY 14 TO WEDNESDAY  
16 OCTOBER 2019 [CONT'D]

**CONCLUSION**

The annual conference of NSW Local Government is an excellent forum to raise issues affecting local government and the communities they represent. Accordingly, it is recommended that Council again be represented.

**RECOMMENDATION**

That:

1. the Mayor and Deputy Mayor attend the Local Government NSW Annual Conference as voting delegates and the Director Corporate and Community Services and one other Councillor attend as Observers
2. Councillors submit proposed motions to the General Manager by Tuesday 31 July 2019 to enable a report to be submitted to the August Council meeting for consideration.

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**2. REVIEW OF WARD BOUNDARIES**

**Report prepared by Steven Pinnuck – General Manager**

**REASON FOR THE REPORT**

Currently the population variance between the highest populated Ward and the lowest populated Ward is greater than 10% and therefore does not comply with section 211 of the Local Government Act, 1993.

Accordingly Council will need to review and seek public comment on proposed Ward boundary changes.

**REFERENCE TO DELIVERY PLAN ACTIONS**

Nil.

**DISCUSSION**

Under section 211 of the Local Government Act 1993 a Council must keep Ward boundaries under review. If a review is undertaken and the difference between the number of electors between the highest ward and the lowest ward is greater than 10% the ward boundaries must be altered.

A council must consult with the NSW Electoral Commission and the Australian Statistician before altering ward boundaries.

Currently the variance between the ward with the lowest number of electors (North) and the highest number of electors (South) is 337 electors or 12.71%.

When Greater Hume Shire Council was created in 2004 the proclamation included that the first election of the new Council would be with an undivided area. This election was held in March 2005, however a vacancy in April 2005 provided an opportunity for a referendum on whether to reintroduce wards. This referendum was held at the By-election held in June 2005.

Table 2 below outlines that there was an overwhelming yes vote to reintroduce wards and wards were used for the first time at the 2008 elections.

Yes	3,582	71%
No	1,468	29%
Total	5,050	100%

The outcome of the referendum was not surprising given that two of the three former Councils had wards.

A report on the suitability of wards was also presented to Council in the lead up to the 2012 elections when all Councils in NSW had an on-off opportunity to abolish wards without a referendum.

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REVIEW OF WARD BOUNDARIES [CONT'D]

This opportunity is no longer available.

At a Workshop held on 22 March 2017 the consensus of Councillors was that Ward and Councillor numbers should remain unchanged.

The current Greater Hume Council ward boundaries have been in force for the 2008, 2012 and 2016 local government elections.

Office of Local Government Circular No. 11-26 provides guidance on how the variance in ward boundaries should be calculated (i.e. the variance between the highest and lowest ward should not be greater than 10%. A copy of Circular No. 11-26 is attached for Councillors information as **ANNEXURE 3**.

Section 211 of the Local Government Act, 1993 outlines the process for reviewing Ward boundaries and is as follows:

- 1) The council of an area divided into wards must keep the ward boundaries under review.
- 2) If:
  - (a) during a council's term of office, the council becomes aware that the number of electors in one ward in its area differs by more than 10 per cent from the number of electors in any other ward in its area, and
  - (b) that difference remains at the end of the first year of the following term of office of the council,

the council must, as soon as practicable, alter the ward boundaries in a manner that will result in each ward containing a number of electors that does not differ by more than 10 per cent from the number of electors in each other ward in the area.

- 3) Nothing in subsection (2) prevents a council that has become aware of the discrepancy referred to in subsection (2) (a) from altering its ward boundaries before the end of the first year of the following term of office of the council.

Section 210A is also relevant to the review of Ward boundaries and states:

- 1) Before dividing a council's area into wards or altering a council's ward boundaries, the council must:
  - (a) consult the Electoral Commissioner and the Australian Statistician to ensure that, as far as practicable, the proposed boundaries of its wards correspond to the boundaries of appropriate districts (within the meaning of the *Electoral Act 2017* ) and census districts, and to ensure that the proposed boundaries comply with section 210 (7), and
  - (b) prepare and publicly exhibit a plan detailing the proposed division or alteration (the "**ward boundary plan**" ).

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REVIEW OF WARD BOUNDARIES [CONT'D]

- 2) The council must give public notice of the following:
  - (a) the place at which the ward boundary plan may be inspected,
  - (b) the period for which the plan will be exhibited (being a period of not less than 28 days),
  - (c) the period during which submissions regarding the ward boundary plan may be made to the council (being a period of not less than 42 days after the date on which the ward boundary plan is placed on public exhibition).
- 3) The council must, in accordance with its notice, publicly exhibit the ward boundary plan together with any other matter that it considers appropriate or necessary to better enable the plan and its implications to be understood.
- 4) Any person may make a submission to the council regarding the ward boundary plan within the period referred to in subsection (2) (c).
- 5) The council must consider submissions made in accordance with this section.

A Councillor workshop was held on Wednesday 5 June 2019 to receive a briefing on the current status of Ward boundaries and to consider two options.

Based on the attached circular and information extracted from the NSW Electoral Commission website the variance in existing ward boundaries is detailed below.

<b>Ward</b>	<b>Number</b>
<b>East</b>	2,560
<b>North (Lowest)</b>	2,354
<b>South (Highest)</b>	2,697
<b>Total</b>	<b>7,611</b>

**Note: Ward numbers have an extraction date of 27 June 2019.**

Highest ward - South 2,697 electors  
Lowest ward - North 2,354 electors

Variance of 343 electors

On a percentage basis this is a variance of 343/2697 or 12.71%, 2.71% above the 10% tolerance level.

The above table is not surprising given that the ABS area known as the Jindera State Suburb which includes Jindera and rural districts around Jindera; the population has grown from 1,809 people at the 2011 census to 2,222 at the 2016 census or 413 additional people (22.83% increase).



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REVIEW OF WARD BOUNDARIES [CONT'D]

This is in contrast to Culcairn and district where the population increased by 3.5%, Henty 8.9%, Holbrook 1.6% and Walla Walla decreased by 5.4%.

Wherever possible Ward boundaries should align with Statistical Area (Census) boundaries for ease of determining which Ward electors are in and where possible should also take into consideration communities of interest. It is difficult to achieve a balance of the aforementioned objectives in a diverse Council area as exists within Greater Hume.

With a rapidly growing area around Jindera and modest growth elsewhere there seems little option but to have one Ward with three major population areas of Culcairn, Henty and Walla Walla . The Two options have been developed for consideration by Council and will result in the Walla Walla township moving from South to North Ward.

The key attributes and advantages and disadvantages of each Option is outlined below:

**Option 1**

<b>Ward</b>	<b>Number</b>
<b>East (Highest)</b>	2,611
<b>North</b>	2,561
<b>South (Lowest)</b>	2,439
<b>Total</b>	<b>7,611</b>

Highest ward - East 2,611 electors

Lowest ward - South 2,439 electors

Variance of 172 electors.

On a percentage basis this is a variance of 172/2611 or 6.58% which is below the 10% tolerance level.

**Key attributes**

- Walla township to move from South to North Ward
- Area of SA 75-21 (including the Morven township) will move to East Ward
- An area to the west of Gerogery West and through Glenellen will move to South Ward (Gerogery West itself will stay in East Ward)

**Advantages**

- Better aligns with SA (census) boundaries in several areas
- Areas around Gerogery West and Glenellen have a stronger community of interest with South Ward.
- South Ward (fastest growing Ward) has the lowest number of electors.

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REVIEW OF WARD BOUNDARIES [CONT'D]

**Disadvantages**

- Three major towns in one Ward (North)
- Lack of community interest from area of SA 75-21 (area of east of Culcairn and Morven) transferred to East Ward

**Option 2**

<b>Ward</b>	<b>Number</b>
<b>East</b>	2,499
<b>North (Highest)</b>	2,615
<b>South (Lowest)</b>	2,497
<b>Total</b>	<b>7,611</b>

Highest ward -North 2,615 electors  
Lowest ward – South 2,497 electors

Variance of 118 electors

On a percentage basis this is a variance of 118/2615 or 4.51% which is well below the 10% tolerance level.

- More significant change than Option 1 and moves away from the Culcairn/Hume shire boundaries.
- Walla township to move from South to North Ward
- Part of SA 81-05 and all of SA 75-20 from North Ward to South Ward
- Part of SA 75-21 ((area of east of Culcairn and Morven)
- The area to the west of Gerogery West and through Glenellen remains in East Ward.

**Advantages**

- Better aligns with SA boundaries in a number of areas.
- Moves away from the Culcairn/Hume shire boundaries.
- North Ward (slowest growing Ward) has the largest number of electors)
- South Ward (fastest growing Ward) has the lowest number of electors.

**Disadvantages**

- Would require South Ward to be renamed; possibly West Ward
- The northern area of the redrawn ward does not have a community of interest with the southern area (although a similar position could be taken in East Ward).
- Areas around Gerogery West and Glenellen remain in East Ward.

Based on growth from 2008 until the current time, it is anticipated that under either Option 1 or Option 2 the revised boundaries would remain within the 10% elector variance for the 2020, 2024 and 2028 elections.

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REVIEW OF WARD BOUNDARIES [CONT'D]

Maps of the existing Ward boundary and Options 1 and 2 along with a table outlining the number of electors in each Ward is also included as **ANNEXURE 3** for Councillors information.

Discussion at the Workshop indicated support for both options however Option 2 seemed to be most favoured of the two options. There was also discussion whether it may again be time to test the views of electors as to whether wards should be retained in the Greater Hume Council area by holding a constitutional referendum in conjunction with the 2020 local government elections.

If Council resolved to hold a constitutional referendum at the 2020 local government elections the existing ward boundaries will still be required to be reviewed and altered to ensure compliance with section 211 of the Local Government Act 1993.

**BUDGET IMPLICATIONS**

It is not anticipated that the public consultation associated with proposed ward boundary changes will have a significant impact on Council's 2019/2020 budget.

**CONCLUSION**

The current ward boundaries for the Greater Hume Council currently do not comply with section 211 of the Local Government act, 1993 and therefore will need to be redefined by early December 2019 for the 2020 local government elections.

Following the Councillor Workshop held on 5 June 2019 it is recommended that a Constitutional Referendum be held in conjunction with the 2020 local government elections to consider whether the Council area continue to be divided into wards.

**RECOMMENDATION**

1. That Council adopted Option 2 as the preferred Ward boundary option for public consultation.
2. That in accordance with section 210A (b) Council publicly exhibit a plan detailing Option 2.
3. Under Option 2, South Ward be renamed West Ward.
4. Ward boundary alteration - Option 2 be exhibited at all Customer Service Centres and receive submissions for a period of 42 days commencing on Monday 29 July 2019.
5. Following the closure and consideration of submissions a further report be submitted to the September 2019 meeting of Council for determination.
6. Council hold a constitutional referendum in conjunction with the 2020 local government elections for electors to consider whether the Council area should continue to be divided into wards.

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**3. STRONGER COUNTRY COMMUNITIES FUND ROUND 3**

**Report prepared by General Manager – Steven Pinnuck**

**REASON FOR REPORT**

To advise Council of the announcement of Round 3 of the Stronger Country Communities Fund (SCCF) and changes to the grant process, including eligible organisations.

**REFERENCE TO DELIVERY PLAN ACTIONS**

Objective We lead a vibrant, connected and and inclusive community  
Outcome 1.1 Leadership and advocacy is demonstrated and encouraged in our communities.

**DISCUSSION**

On 21 June 2019 the NSW State Government announced Round 3 of the SCCF with the allocation for the Greater Hume Council area being \$794,431. A copy of the Stronger Country Communities Fund 2019 Program Guidelines is attached as **ANNEXURE 4**.

There have been a number of changes to the guidelines including:

- 50% of the funding needs to be for youth (12-24 years old) projects or programs
- Previously applications had to be made by the Council as opposed to Round 3 where eligible applicants include NSW Councils, Joint Organisations and incorporated not for profit organisations that have a public purpose and carry out activities in NSW.
- Applicants must hold an ABN, CAN or be registered under the Associations Incorporations Act 2009.
- Projects must seek \$50,000 or more.

**Key dates are:**

<b>Monday 1 July 2019</b>	Applications open - 9am
<b>Friday 27 September 2019</b>	Applications close - 5pm
<b>October 2019 to January 2020</b>	Projects are assessed by NSW Government
<b>From January 2020</b>	Successful projects expected to be announced by <b>NSW Government</b>

To date Council has undertaken the following activities to promote the availability of the funding through the Council area:

- Distributed through Council's email database to over 300 organisations
- Included on Council's website [www.greaterhume.nsw.gov.au](http://www.greaterhume.nsw.gov.au)
- Facebook posts (additional posts are scheduled weekly for July and August)
- Media release issued
- Email to all staff and Councillors

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STRONGER COUNTRY COMMUNITIES FUND ROUND 3 [CONT'D]

It is recommended that, where requested, the General Manager be authorised to provide letters of support for any projects or program applications proposed by Management Committees of Council or incorporated community organisations from within the Council area.

As stated previously the grant guidelines state that at least 50% of the funding needs to be for youth (12-24 years old) projects or programs. It is possible that Council may receive requests for letters of support from Not for Profit Organisations from outside the Council area that are active in providing programs for younger people within Greater Hume. In this instance to ensure any projects are consistent with Council's Community Strategic Plan, it is recommended that the requests be considered by the Mayor and General Manager prior to a letter of support being provided.

Council may also consider any projects that it may wish to put forward (e.g. toilets at Morgan's Lookout). In this regard it is recommended that any potential projects be advised to the General Manager by 31 July 2019 to enable a report to be submitted to the August meeting of Council for consideration.

**BUDGET IMPLICATIONS**

It will be incumbent upon Council to, as far as possible, ensure that any projects proposed by Committees of Management or incorporated community organisations within the Shire can be completed within budget parameters outlined in the applications to ensure Council is not financially exposed.

**CONCLUSION**

On 21 June 2019 the NSW State Government announced Round 3 of the SCCF with Councils allocation \$794,431.

There have been a number of changes to the guidelines including:

- 50% of the funding needs to be for youth (12-24 years old) projects or programs
- Previously applications had to be made by the Council as opposed to Round 3 where eligible applicants include NSW Councils, Joint Organisations and incorporated not for profit organisations that have a public purpose and carry out activities in NSW.
- Applicants must hold an ABN, CAN or be registered under the Associations Incorporations Act 2009.
- Projects must seek \$50,000 or more.

It will be incumbent upon Council to, as far as possible, ensure that any projects proposed by Committees of Management or incorporated community organisations within the Shire can be completed within budget parameters outlined in the applications to ensure Council is not financially exposed.

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STRONGER COUNTRY COMMUNITIES FUND ROUND 3 [CONT'D]

**RECOMMENDATION**

That:

1. Councillors consider any projects that it may wish to put forward (e.g. toilets at Morgan's Lookout) and that any potential projects be advised to the General Manager by 31 July 2019 to enable a report on costings, feasibility etc. to be submitted to the August meeting of Council for consideration.
2. the General Manager be authorised to provide letters of support for any projects or program applications proposed by Management Committees of Council or incorporated community organisations from within the Council area.
3. Requests for ensure any projects are consistent with Council's Community Strategic Plan, it is recommended that the requests be considered by the Mayor and General Manager prior to a letter of support being provided.

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**4. INDEPENDENT PRICING AND REGULATORY TRIBUNAL (IPART) – REVIEW OF LOCAL GOVERNMENT ELECTION COSTS**

**Report prepared by General Manager – Steven Pinnuck**

**REASON FOR REPORT**

To advise Council of the release of draft IPART report into the review of local government election costs and likely financial impact on Council.

**REFERENCE TO DELIVERY PLAN ACTIONS**

Statutory matter

**DISCUSSION**

On 25 June 2019 IPART released its draft report into the review of local government election costs. The draft report contains 12 recommendations.

The report is recommending a substantial increase in the cost of local government elections to Councils. In relation to Greater Hume Council the increase in cost would be from \$58,000 in 2016 to a proposed \$97,000 in 2020 or an increase of 67.24% over the four year period. The NSW Electoral Commission was proposing an estimated cost increase for Greater Hume of \$19,000 or 32.76% over the four year period.

Included as **ANNEXURE 5** is a table outlining the bill impacts on all NSW Councils.

In preparing its draft report IPART has employed the **impactor pays philosophy** of:

1. **Preferably the impactor should pay** - The entity that creates the costs, or the need to incur the costs, should pay the costs.
2. **If that is not possible, the beneficiary should pay** – the entity that benefits from the service should pay the costs of the service. In some cases, the impactor and the beneficiary are the same entity.
3. **As a last resort, the taxpayers should pay** – taxpayers may be considered as a funder of last resort where impactors or beneficiaries have not been clearly identified, or where it is not administratively efficient or practical to charge them (ie, it is too difficult or costly)

IPART consider that Councils should pay a larger share of efficient costs as detailed below:

1. IPART recommend that councils would pay for 97% of the NSWEC's costs of administering local government elections. The NSW Government (or NSW taxpayers) would pay the NSWEC's remaining costs of administering local government elections. In contrast:
2. Under the NSWEC's existing allocation of costs, councils would pay for 89% of the cost of local government elections.
3. Under the NSWEC's proposed allocation of costs, councils would pay for 62% of the cost of local government elections.

The Figure below outlines the existing, NSW Electoral Commission proposed and IPART recommended cost allocations.

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INDEPENDENT PRICING AND REGULATORY TRIBUNAL (IPART) – REVIEW OF LOCAL GOVERNMENT ELECTION COSTS [CONT'D]

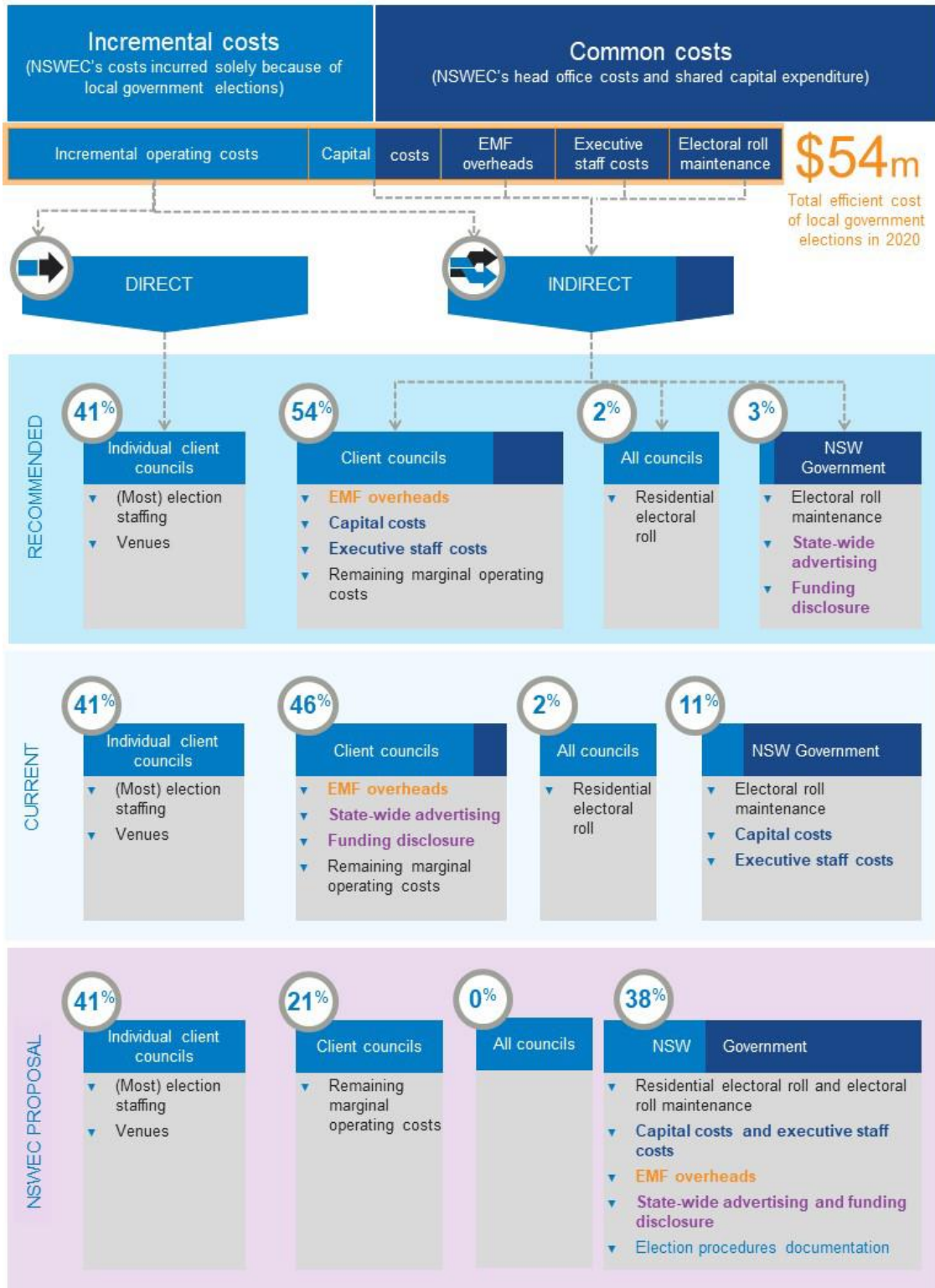
The timeline for consideration of the draft Report is as follows:

Submissions to lodged by	<b>19 July 2019</b>
Final report submitted to the Minister for Local Government	<b>30 August 2019</b>



**ORDINARY MEETING OF GREATER HUME COUNCIL  
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**INDEPENDENT PRICING AND REGULATORY TRIBUNAL (IPART) – REVIEW OF LOCAL GOVERNMENT ELECTION COSTS [CONT'D]**



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INDEPENDENT PRICING AND REGULATORY TRIBUNAL (IPART) – REVIEW OF LOCAL GOVERNMENT ELECTION COSTS [CONT'D]

The Table below outlines all 12 recommendations along with Council proposed response.

1	The NSWEC's notional revenue requirement for the 2020 local government elections should be set at \$53.91 million, as outlined in Table 3.1.
2	The NSWEC's efficient level of operation expenditure for the 2020 local government elections should be set at \$49.9 million, as outlined in Table 3.2.
3	Set an allowance for a return on assets for the 2020 local government elections at \$0.43million as shown in table 3.1.
4	Adopt a real post-tax WACC of 3.2% for the purposes of calculating the allowance for a return on assets, which included: <ul style="list-style-type: none"> <li>• A gearing ratio of 45% and an equity beta of 0.45</li> <li>• Market observations (cost of debt and market risk premium, based on the February 2019 bi-annual market update</li> </ul>
5	Calculate regulatory depreciation (or return of assets) using a straight line depreciation method for each group of assets, applying the asset lives in Table 3.6.
6	Set an allowance for regulatory depreciation for the 2020 local government elections at \$2.76 million as shown in Table 3.1.
7	Set a tax allowance for the 2020 local government elections at \$0.18 million as shown in table 3.1.
8	Set an allowance for a return on working capital for the 2020 local government elections at \$0.63 million as shown in Table 3.1.
9	NSWEC's efficient costs of managing local government elections should be allocated using the impactor-pays funding hierarchy. That is, where possible, costs should be allocated to the parties that create the need for those costs. Where it is impractical to allocate costs in this way, they should be funded by the NSW Government (ie, taxpayers).
10	Applying the impactor-pays funding hierarchy means the NSWEC should allocate to: <ul style="list-style-type: none"> <li>• Client Councils (ie, those councils which have engaged the NSWEC to manage their elections), the efficient cost of services it provides exclusively to those Councils.</li> <li>• Client and non-client councils, the efficient cost of enrolment services it provides to both types of council.</li> <li>• NSW Government, the efficient cost of services it provides to both client and non-client councils, but it is unable to recover from non-client councils (ie, maintaining the electoral roll, state wide advertising, community education materials and funding disclosure).</li> </ul>

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INDEPENDENT PRICING AND REGULATORY TRIBUNAL (IPART) – REVIEW OF LOCAL GOVERNMENT ELECTION COSTS [CONT'D]

11	<p>The indirect costs the NSWEC allocates to client councils (and, in relation to enrolment services, client and non-client councils) should be shared amongst these councils on a per-electoral basis (ie, the amount a council pays depends on the number of electors in its area), with the following exceptions:</p> <ul style="list-style-type: none"> <li>• Shared Returning Officer costs should be allocated by the number of electors for each client council in the Shared Returning Officer grouping.</li> <li>• Sydney Town Hall costs should be allocated by the number of ballots for each of the client councils using the Sydney Town Hall as a polling place (both pre-polling and on election day).</li> <li>• Counting and results costs that are venue-specific (eg, venue procurement costs and labour costs for a counting hub) should be allocated by the number of ballots for each client council in the venue.</li> <li>• Other counting and results costs (eg, project management costs) should be allocated by the number of ballots for each client council.</li> <li>• Local government boundaries costs (part of enrolment services) should be allocated evenly amongst all councils (ie, allocated by the number of client and non-client councils rather than the number of electors within each of those councils).</li> <li>• Postal voting costs should be allocated by the number of ballots issued by each client council.</li> </ul>
12	<p>That the NSW Government implement a new market model for local government election services by undertaking the following regulatory reforms:</p> <ul style="list-style-type: none"> <li>• Legislative reform to require the mandatory unbundling, component pricing and offering of the NSWEC's individual local government election services. In advance of the council elections in 2024, the NSWEC should have unbundled its costs and services, and provide councils with binding quotes for each individual election service, so that councils can decide which election services the NSWEC will provide them with.</li> <li>• The establishment of independent regulatory oversight of:             <ol style="list-style-type: none"> <li>a. The NSWEC's prices for unbundled local government election services, until genuine choice and competition emerges.</li> <li>b. The performance of all service providers, to ensure that all providers provide the mandatory, minimum levels of service (ie, that they comply with the non-discretionary standards of conducting an election).</li> </ol> </li> <li>• Legislative change to reduce the period before an election by which a council has to resolve to engage the NSWEC from 18 months to 9 months.</li> <li>• Provision of assistance to councils to further develop their election management capabilities through a training program delivered by the Office of Local Government.</li> <li>• Legislative change, if required, to ensure that a council's General Manager becomes responsible for producing a valid election result if and when the council ceases to engage the NSWEC for all election services.</li> </ul>

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INDEPENDENT PRICING AND REGULATORY TRIBUNAL (IPART) – REVIEW OF LOCAL GOVERNMENT ELECTION COSTS [CONT'D]

It is recommended that Council make a submission on the following grounds:

1. The cost of the NSW Electoral Commission, even if there were no local government elections, has not been clearly quantified.
2. The changes proposed by IPART in the draft report are unlikely to increase competition for elector services in rural NSW.
3. Council has no confidence in IPART's ability to properly provide for increased elector charges in its local government cost index used in the calculation of the rate pegging determination.

**BUDGET IMPLICATIONS**

If IPART's impactor pays philosophy is adopted by the NSW State Government then there will be a significant impact on the election costs for the 2020/2021 local government elections and future elections.

**CONCLUSION**

In preparing its draft report IPART has employed the impactor pays philosophy for the costs to local government for the conduct of future local government elections. If this philosophy is adopted by the NSW State Government then there will be a significant impact on the election costs for the 2020/2021 local government elections and future elections.

**RECOMMENDATION**

That the General Manager prepare and forward a submission on IPART's draft report – *Review of Local Government election costs* on the following issues:

1. The cost of the NSW Electoral Commission, even if there were no local government elections, has not been clearly quantified.
2. The changes proposed by IPART in the draft report are unlikely to increase competition for elector services in rural NSW.
3. Council has no confidence in IPART's ability to properly provide for increased elector charges in its local government cost index used in the calculation of the rate pegging determination.

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## **CORPORATE AND COMMUNITY SERVICES**

### **1. CLOSURE AND SALE OF UNUSED SECTION OF ROAD - CULCAIRN**

**Report prepared by Manager Corporate Services – Suzanne Klemke**

#### **REASON FOR REPORT**

For Council to consider calling for submissions in respect of an application to close and purchase a section of an unused road reserve.

#### **REFERENCE TO DELIVERY PLAN ACTION**

Nil.

#### **DISCUSSION**

Council has received a “Closing of Council Public Road Application” from Jonathon Schoff who wishes to close and purchase a portion of an unused section of road reserve adjacent to his property. The section of unused road separates Lot 53 DP 753735 from Lot 1 DP 171815, Lot B DP 972054, Lot 73 DP 753764. A copy of the map is attached in **ANNEXURE 6**.

Council may close a public road, as the road authority, under Section 38A of the Roads Act 1993 if:

- a. The road is not reasonably required as a road for public use (whether for present or future needs), and
- b. The road is not required to provide continuity for an existing road network, and
- c. If the road provides a means of vehicular access to particular land, another public road provides lawful and reasonably practicable vehicular access to that land.

Council staff have inspected the road reserve and considered the road reserve is excess to Council requirements and not required for any current or future extensions of Councils road network.

Council has no assets within the road reserve and there is no formed road present. The land is currently maintained by the applicant.

It appears that access to existing properties will be unaffected, with all current accesses contained in areas of the road reserve that is not to be sold.

A search has been undertaken to determine the status of the road and whilst not conclusive, the information provided indicates the unused road as being owned by Greater Hume Council. Council is awaiting a response from the Department of Industry – Lands to provide final verification.

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**CLOSURE AND SALE OF UNUSED SECTION OF ROAD – CULCAIRN [CONT'D]**

In accordance with the Roads Act 1993 when an unconstructed council road reserve is closed, it becomes vested in the Crown as Crown land. However, the Crown may object to the proposed closure if the consequential vesting in the Crown is considered unsuitable according to Crown land policy. Preliminary advice has been provided to Crown Lands for comment.

In this instance if Crown approve of the vesting of the road as Crown land, upon finalisation of the required surveys, plans, gazettal and other legal notifications the completion of the sale will be facilitated by the Crown. The proceeds from the sale of Crown land that was previously an unconstructed council road will be retained by the Crown.

Section 42(1) of the Roads Act specifies that Crown land forming part of a former public road must be dealt with under the Crown Land Management Act 2016 (CLM Act). Any proposal to sell a former public road under the CLM Act will require council to undertake consultation by way of newspaper advertising, notifying adjoining landowners and notifiable authorities and service providers.

This report seeks Council's authorisation to invite submissions in respect to the potential closure and disposing of the unused section of road separating Lot 53 DP 753735 from Lot 1 DP 171815, Lot B DP 972054, Lot 73 DP 753764 in accordance with Section 38B of the Roads Act 1993.

**BUDGET IMPLICATION**

The proceeds from the sale of a council unconstructed road reserve will be retained by Crown Land. The applicant is responsible for all associated costs. No material impact on Councils budget.

**CONCLUSION**

The section of unused road requested to be purchased by Jonathon Schoff is surplus to Council needs and will have no impact on access to surrounding properties. It is therefore considered appropriate for Council to invite submissions in accordance with Section 38B of the Roads Act 1993.

**RECOMMENDATION**

That council invite submissions for a period of 28 days in respect to the potential closure and disposing of the unused section of road reserve separating Lot 53 DP 753735 from Lot 1 DP 171815, Lot B DP 972054, Lot 73 DP 753764 in accordance with Section 38B of the Roads Act 1993.

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**2. REQUEST TO AMEND WATER CHARGES**

**Report prepared by Director Corporate & Community Services – David Smith**

**REASON FOR REPORT**

To present a further request from Mr Bruce Dwerryhouse for Council to consider reducing the amount of water usage charges levied for the period October 2016 to December 2016.

**REFERENCE TO DELIVERY PLAN ACTION**

Not Applicable

**DISCUSSION**

A report was presented to the March 2019 Council Meeting detailing a request from the owner of 1067 Walla Walla Road, Gerogery, Mr Bruce Dwerryhouse, for Council to reduce water charges levied for the period October 2016 to December 2016.

Following consideration of the matter, Council resolved as follows:

**5224 RESOLVED** *[Hicks/Weston]*

*That the owner of 1067 Walla Walla Road, Gerogery be advised:*

- 1. Council cannot acceded to the request to reduce the water consumption charges as levied for the period October 2016 to December 2016*
- 2. a suitable payment plan can be negotiated between Council and Mr Dwerryhouse.*

Management subsequently advised Mr Dwerryhouse of Council's decision which in turn lead to further correspondence being received and face to face discussions initiated.

During the face to face discussions, Mr & Mrs Dwerryhouse strongly requested that this matter be brought back to Council as they consider that the usage of 367kls in the December 2016 quarter is so inconsistent with past and subsequent usage that there must be an error in the reading or that the water meter was tampered with in some way.

The property is vacant land used for cattle grazing and Mr & Mrs Dwerryhouse do not live at the property. In past years, the water supply at this property serviced a single cattle trough. However Mr & Mrs Dwerryhouse have confirmed that the water reticulation system at the property was expanded in December 2018 to provide service to a number of cattle troughs and as such a higher level of consumption is expected for the periods ending March 2019 and June 2019. A complete listing of all water meter readings and consumption figures for this property is included as **ANNEXURE 7**.

Based on the sequencing of the water meter readings over past years it is clear that the readings taken are correct. If the reading recorded for the December 2016 period was higher than the actual reading then the error would have been highlighted at the March 2017 reading, however this was not the case.

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REQUEST TO AMEND WATER CHARGES [CONT'D]

It is also unlikely that the high consumption is the result of an undetected leak as if this was the case then there would be an expectation that the consumption for all subsequent periods would also be high, however this also was not the case.

The only remaining explanations are that the water was used or the meter had been tampered with in some manner and the reading altered without any water actually passing through the meter.

Discussions with Council's Manager of Water & Waste Water confirm that it is highly improbable that someone could alter the reading of a water meter by means other than passing water through the meter. The mechanics of the water meter are such that the reading dials are turned via an internal impeller which spins as water flows through the meter. In order to spin the impeller without water, one would have to dismantle the meter and manually spin the impeller. According to Council's Manager, the only way in which the impeller could be spun fast enough is to use compressed air blown into the meter. This would require the water supply to be closed off on Council's side of the meter and the service line disconnected. Again, this is highly improbable and Council staff have found no evidence of the meter being tampered with in any way.

As detailed in the March 2019 report to Council, one cow can drink up to 80l/day. Assuming a consumption rate of 70l/day with no dam water is available, 55 head of cattle could consume 3.85kls/day or 385kls over a 100 day billing cycle. Whilst Council is unaware of how many cattle Mr Dwerryhouse had on the property during the December 2016 billing period it is nonetheless possible that all of the water was consumed simply by cattle drinking at the water trough.

**BUDGET IMPLICATIONS**

Nil budget implications

**CONCLUSION**

Taking into account the above factors it would appear that the amount of water as measured during the October 2016 to December 2016 billing period did flow through the meter and was consumed on the property. Whether the water was actually consumed by Mr Dwerryhouse or other persons is unknown.

**RECOMMENDATION**

That Council reaffirm its decision that water charges levied at 1067 Walla Walla Road, Gerogery for the period October 2016 to December 2016 remain due and payable.



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**3. POLICY DEVELOPMENTS**

**Report prepared by Manager Corporate Services – Suzanne Klemke**

**REASON FOR REPORT**

To present new and revised policies for consideration.

**REFERENCE TO DELIVERY PLAN ACTION**

Not Applicable

**DISCUSSION**

Development and enhancement of Council's Policy Register is continuing. The following policy is attached as **ANNEXURE 8** and now presented for consideration by Council:

**1. Customer Service Policy (Reviewed policy)**

This policy was reviewed in accordance with policy review schedule.

Minor amendments only.

**BUDGET IMPLICATIONS**

There are no direct budget implications resulting from the adoption of the above policies.

**CONCLUSION**

The continual review and development of Council policies is essential to ensure adequate internal control systems are in place and for Council to remain abreast of emerging trends and issues with the local government sector.

**RECOMMENDATION**

That the Greater Hume Council Customer Service Policy be adopted.

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**4. SUBDIVISION JACOB WENKE DRIVE RESIDENTIAL ESTATE – SEC 88B INSTRUMENT**

**Report prepared by Manager Corporate Services – Suzanne Klemke**

**REASON FOR REPORT**

Pursuant to Section 88B of the Conveyancing Act 1919 (as amended), Council is required to prepare a Section 88B Instrument for the creation of an easement.

**REFERENCE TO DELIVERY PLAN ACTION**

Objective            We are revitalising our communities, welcoming visitors, growing our economy and promoting the lifestyle, culture and heritage offered in our communities.

Outcome 3.2        Promote residential development.

**DISCUSSION**

The subdivision plans for Jacob Wenke Drive Residential Estate, Walla Walla are completed and now requires the preparation and completion of a Section 88B Instrument for an easement for drainage of sewage and underground power lines.

Accordingly, it is a requirement that the Section 88B Instrument and Plan of Subdivision be executed by the Mayor and General Manager under the Common Seal of Council.

In addition, the Mayor and General Manager will be required to sign the Memorandum of Transfer under the Common Seal of Council for all land sales associated with the estate.

**BUDGET IMPLICATIONS**

Nil.

**CONCLUSION**

It is a requirement of the Conveyancing Act that a Section 88B Instrument be lodged prior to the registration of the survey plans.

Approval is now sought from Council for the Section 88B Instrument, Plan of Administration and Memorandum of Transfers to be executed by the Mayor and General Manager under the Common Seal of Council, along with the execution of any documents associated with the sale.

**RECOMMENDATION**

That:

1. The Mayor and General Manager be authorised to execute the Section 88B Instrument under the Common Seal of Council.
2. The Mayor and General Manager be authorised to sign the Plan of Administration under the Common Seal of Council.
3. That the Mayor and General Manager be authorised to sign the Memorandum of Transfer for the sale of land contained within Jacob Wenke Drive Residential Estate.

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## **ENGINEERING**

### **1. CULCAIRN HENTY & HOLBROOK FLOOD MITIGATION WORKS – TENDER FOR INVESTIGATION AND DESIGN WORKS PROJECT**

**Report prepared by Manager Traffic & Infrastructure – Michael Oliver**

#### **REASON FOR REPORT**

To consider tenders for the Culcairn Henty and Holbrook Flood Mitigation – Investigation and Design Works Project.

#### **REFERENCE TO DELIVERY PLAN ACTION**

Objective Our development and maintenance is sustainable, environmentally responsible, accessible and enjoyed by our community.

Outcome 4.1 Infrastructure and facilities meet the needs of our communities.

#### **DISCUSSION**

As reported to Council at the April 2019 Meeting tenders for the Culcairn Henty and Holbrook Flood Mitigation - Investigation and Design Works Project were received (see **ANNEXURE 9**).

Council received three tenders through Council's E-Tendering Portal prior to closing at 4pm on Wednesday 24 April 2019.

The tenders received were from SMEC Australia Pty Ltd, GHD Pty Ltd and Cardno (NSW/ACT) Pty Ltd.

Details of the three tenders are shown below:

		Exc. GST
SMEC Australia Pty. Limited	Culcairn	\$73,652.00
	Henty	\$80,405.00
	Holbrook	\$103,356.00
	<b>TOTAL</b>	<b>\$257,413.00</b>
GHD Pty Ltd	Culcairn	\$81,842.35
	Henty	\$95,482.74
	Holbrook	\$95,482.74
	<b>TOTAL</b>	<b>\$272,807.83</b>
Cardno NSW (Wollongong)	Culcairn	\$63,356.00
	Henty	\$82,691.00
	Holbrook	\$99,051.00
	<b>TOTAL</b>	<b>\$245,098.00</b>

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CULCAIRN HENTY & HOLBROOK FLOOD MITIGATION WORKS – TENDER FOR INVESTIGATION AND DESIGN WORKS PROJECT [CONT'D]

From tender evaluations (**ENCLOSED SEPARATELY**) undertaken with assistance from Office Environment and Heritage (OEH) and State Emergency Services (SES) it was determined that the tender from Cardno (NSW/ACT) Pty Ltd was the most appropriate tender submitted.

All tenderers were considered suitable to undertake the work, and all had performed similar projects in the past successfully for other NSW Councils.

At the time of the submission of funding applications Council budgeted a total of \$225,000 for the project. Of this \$180,000 was to be provided by OEH via grants and \$45,000 from Council (A ratio of 4 to 1). Each town was considered a separate project for funding applications with a separate budget of \$75,000 each with grant funding of \$60,000 from OEH and \$15,000 from Council.

From the tender assessment more information became available about the extent of work required and it was determined that more funds were now required to complete the project based on the recommended tender.

Based on the recommended tender the Culcairn project is under budget at a cost of \$63,356 (ex GST), but the cost for the Henty project of \$82,691 (ex GST), and the Holbrook project (\$99,051 ex GST) are both over budget.

Under OEH funding guidelines additional grant funding can be provided at the standard 4 to 1 ratio up to amount of 30% above the initial funding amount submitted, where tenders to be approved are above estimated amounts.

From the Cardno tender, there are savings on the tender for Culcairn but additional cost for Henty and Holbrook.

The increase for the Holbrook project (\$99,051 ex GST) above the allocated \$75,000 represents an increase of 32% which marginally exceeds the permitted 30% increase resulting in an additional cost to Council of \$1,240.80 above the amount additional funds that are allocated at the 4 to 1 ratio.

OEH have confirmed additional funding up to 30% will be provided for this project

As shown on the attached summary in **ANNEXURE 9** The preferred tender from Cardno (NSW/ACT) Pty Ltd requires an additional \$5,260.40 (Ex GST) in funding from Council to allow the project to be completed.

Options to fund the additional amount can be achieved from either transferring the \$5,260.40 from existing capital works budget of \$60,000 that has been carried forward for a contribution for the completion of flood works in Culcairn or from General Revenue.

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CULCAIRN HENTY & HOLBROOK FLOOD MITIGATION WORKS – TENDER FOR INVESTIGATION AND DESIGN WORKS PROJECT [CONT'D]

The allocation of these additional funds will allow Council to progress the detailed design of the flood mitigation works at Culcairn, Henty & Holbrook.

It is to be noted the tender cannot be split between towns as they were priced to be completed together as one project.

Due to small amount of additional funding required it is considered appropriate to allocate additional funds to ensure these important projects are completed.

**BUDGET IMPLICATIONS**

As outlined in the discussion the overall project will require an additional allocation of \$5,260.00 which is proposed to be transferred from existing flood works funding held by Council.

**CONCLUSION**

It is expected to take approximately 12 months to complete the Culcairn Henty and Holbrook Flood Mitigation Investigation and Design Works Project. Following completion of project future grant applications for financial assistance through OEH Floodplain Management Program can be submitted to implement the designated improvements to drainage infrastructure to help reduce future flooding in Culcairn, Henty, and Holbrook.

**RECOMMENDATION**

That:

1. \$5,260.40 from existing flood works funds held by Council to be transferred to the Flood Mitigation – Investigation and Design Works Project.
2. That the tender from Cardno (NSW/ACT) Pty Ltd for the Flood Mitigation – Investigation and Design Works Project for the townships of Culcairn Henty & Holbrook for \$245,098.00 (Ex GST) be accepted.
3. That the unsuccessful tenders be notified.
4. That the General Manager and the Mayor be authorised to sign the Contract with Cardno (NSW/ACT) Pty Ltd under the Common Seal of Council.

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## **ITEMS TO BE REFERRED TO CLOSED COUNCIL**

### **CORPORATE AND COMMUNITY SERVICES**

1. **WRITING OFF UNRECOVERABLE RATES AND CHARGES 2018-2019**

**Report prepared by Accounting Officer - Camilla Webb**

#### **REASON FOR REPORT**

To advise Council of unrecoverable rates and charges written off during the 2018/2019 Financial Year.

#### **REFERENCE TO DELIVERY PLAN ACTION**

Nil.

#### **DISCUSSION**

The General Manager has delegated authority to write off any individual rates and charges where the amount is \$1,000 or less.

It is recommended that consideration of the report on the writing off of unrecoverable rates and charges be referred to Closed Council in accordance with Section 10A 2(b) of the Local Government Act, 1993 – the personal hardship of any resident or ratepayer.

#### **BUDGET IMPLICATION**

The write offs of these balances has a small negative impact on Council's budget throughout the year.

#### **CONCLUSION**

This report is provided to council is an administrative report in accordance with Clause 131 of the Local Government (General) Regulations 2005.

#### **RECOMMENDATION**

That consideration of the report on the writing off of unrecoverable rates and charges be referred to Closed Council in accordance with Section 10A 2(b) of the Local Government Act 1993 – the personal hardship of any resident or ratepayer.

#### **REASON**

On balance the need to preserve the confidentiality of the persons subject to the writing off of rates and charges outweighs the public interest in maintaining transparency in Council decision making because the information in the report may disclose issues of personal hardship or other person information relating to individuals.

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**2. SALE OF LAND FOR UNPAID RATES UNDER SECTION 713 OF THE LOCAL GOVERNMENT ACT 1993.**

**Report prepared by Accounting Officer – Camilla Webb**

**REASON FOR THE REPORT**

To request that Council authorise withdrawing three properties from the sale of land for unpaid rates auction.

**DISCUSSION**

It is recommended that, Council consider withdrawing three properties from the sale of land for unpaid rates auction for the following reasons:

1. A payment plan has been offered and considered acceptable to Council and
2. The sale of property by private treaty.
3. For one parcel a separate valuation number should not have been created by the Valuer Generals Office which is now being amended.

**BUDGETARY IMPLICATION**

Nil, at this time.

**CONCLUSION**

Councillors consider withdrawing three properties from the sale of land for unpaid rates.

**RECOMMENDATION**

That consideration of the withdrawal of properties for unpaid rates and charges be referred to Closed Council for discussion , in accordance with the relevant section of the *Local Government Act 1993* section 10A (2) (b) the personal hardship of any resident or ratepayer.

**REASON**

On balance the public interest in preserving the confidentiality of individuals subject to debt recovery proceedings outweighs the public interest in maintaining openness and transparency in Council decision making because it concerns the personal financial information of individuals.

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**OFFICERS' REPORTS – PART B – TO BE RECEIVED AND NOTED**

**CORPORATE AND COMMUNITY SERVICES**

**1. SALE OF LAND FOR UNPAID RATES UNDER SECTION 713 OF THE LOCAL GOVERNMENT ACT 1993.**

**Report Prepares by Accounting Officer – Camilla Webb**

**REASON FOR THE REPORT**

Council sought quotation for Auctioneers and Solicitors with a physical presence in the Shire to provide professional associated with the Sale of Land for Unpaid Rates scheduled for the 15 November 2019.

**DISCUSSION**

Quotations have been sought from suitable firms with a physical business presence within Greater Hume Shire for an Auctioneer to act on Council's behalf at upcoming Sale of Land for Unpaid Rates, therefore the following were invited to submit quotations;

- Landmark Harcourts – Holbrook
- Ag'n'Vet – Henty
- Elders Real Estate – Holbrook

At the close of the quotations the following were received:

<b>Company</b>	<b>Quotation</b>
Landmark Harcourts – Holbrook	\$3,250 + GST (flat fee)

Council has appointed Landmark Harcourt based on the cost and past performance of marketing the previous sale of land for unpaid rates in 2007, 2011 and 2015.

**BUDGETARY IMPLICATION**

Nil. All costs are recoverable under Section 718 of the Local Government Act 1993.

**CONCLUSION**

In accordance of Section 716 of the Local Government Act 1993, sale of land has to be by Public Auction and Council is required to appoint an Auctioneer.

**RECOMMENDATION**

That the report be received and noted.



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## **ENGINEERING**

### **1. PURCHASE OF TWO (2) NEW DROP DECK TRAILERS**

**Report prepared by Operations Overseer – Craig Hall**

#### **REASON FOR REPORT**

To inform Councillors that the purchase of two (2) drop deck trailers have been determined through the Local Government Procurement process (LGP). As the purchase is greater than \$150,000, Council is being informed as part of the Procurement Policy.

#### **REFERENCE TO DELIVERY PLAN ACTION**

Nil.

#### **DISCUSSION**

As part of Council's Plant Replacement Program, Council has undertaken the procurement of two (2) new drop deck trailers in the Council Plant Fleet. Tenders were sought through Local Government Procurement and this report is presented to ensure compliance with Council's Procurement Procedure.

As shown in the Purchase Assessment Report – Plant **ENCLOSED SEPARATELY** the recommended Tender is from Allquip Water Trucks for the ST-3 Tri Axle Drop Deck Trailer and the ST-3 Tri Axle Drop Deck Widener Trailer.

ST-3 Tri Axle Drop Deck Trailer and the ST-3 Tri Axle Drop Deck Widener Trailer will be utilised by both the Jindera and Holbrook Construction Crews to shift Council's plant and equipment to and from worksites.

#### **BUDGET IMPLICATION**

Council's Budget for the purchase of two (2) new drop deck trailers for the Jindera and Holbrook Construction Crews is \$300,000 ex GST. The actual cost of the new trailers is \$258,990 plus optional extras \$11,350 ex GST less the minimum approximate auction values of existing trailers (\$66,000 ex GST) giving a net cost for the new trailers at \$204,340. Therefore it will have no effect on Council's budget.

#### **CONCLUSION**

As received through Vendor Panel by Allquip Water Trucks, the ST-3 Tri Axle Drop Deck Trailer and the ST-3 Tri Axle Drop Deck Widener Trailer are considered the most appropriate for this purchase.

#### **RECOMMENDATION**

That Council receive and note the report outlining the purchase of two (2) new Drop Deck Trailers for a purchase price of \$270,340 (ex GST).

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## **PART C - ITEMS FOR INFORMATION**

### **GOVERNANCE**

#### **1. WORKSHOP/BRIEFING SESSION SCHEDULE 2019**

##### **REASON FOR REPORT**

To inform Council and the community of upcoming workshop/briefing sessions which Councillors and senior staff attend and, where appropriate, stakeholders also attend. Workshops/briefing sessions are held in the absence of the public.

##### **DISCUSSION**

The current session dates are outlined in the table below.

<b>Workshop/Briefing Session date</b>	<b>Topic</b>
6 February 2019	Implications of Solar Farms in Greater Hume Council area.
13 February 2019	Roads Workshop
2 March 2019 (SATURDAY)	Shire Tour
6 March 2019	Preliminary Budget Workshop
13 March 2019	Final Roads Workshop
3 April 2019	Final Budget Workshop
1 May 2019	Waste Strategy Workshop
5 June 2019	Service Reviews and proposed Ward Boundary alterations
3 July 2019	Briefing on Local Strategic Planning Statements (LSPS) by NSW Planning Chief Planner
7 August 2019	LSPS Workshop with NSW Planning
14 August 2019	Jindera Multipurpose Hall Community Consultation

The allocation of workshop/briefing sessions dates across the year is to ensure sufficient advance notice is provided to Councillors and staff.

Residents wanting to engage Council on a particular topic are invited to attend the Public Forum sessions held at the beginning of each monthly meeting. Meeting locations and dates are available on the website or by contacting any Council office.

##### **BUDGET IMPLICATIONS**

Nil.

##### **CONCLUSION**

For Councillors' information.

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**2. OFFICE OF LOCAL GOVERNMENT CIRCULARS**

**REASON FOR REPORT**

To ensure councillors are updated with changes to legislation or the strategic direction of Local Government in NSW.

**DISCUSSION**

Recent circulars issued are listed below. Circulars can be downloaded at <https://www.olg.nsw.gov.au/councils/essential-information-and-publications/circulars-for-council>

- |        |   |
|--------|---|
| 19-13  | The development of template social media and councillor/staff interaction policies initial consultation.  |
| 19-12  | Consultation by IPART on recommended reforms to local government election costs and extension of the deadline for councils to make a decision on the administration of their elections. |
| 19-11  | Release of IPART Reports into rating and compliance matters for consultation  |
| GC-148 | 20 19-20 Financial Assistant Grants (FAGs) – advance payment and on-going transition to implement improvements to the existing allocation model.  |
| 19-10  | Consultation on webcasting guidelines.  |
| 19-09  | Increase to companion animal registration fees in line with CPI.  |

**BUDGET IMPLICATIONS**

Nil.

**CONCLUSION**

For Councillors' information.

**3. LOCAL GOVERNMENT NEW SOUTH WALES (LGNSW) – WEEKLY CIRCULARS**

**REASON FOR REPORT**

To ensure councillors are updated with changes to legislation or the strategic direction of Local Government in NSW.

**DISCUSSION**

A listing of topics of interest from recent circulars issued during June is provided on the LGNSW website. Distribution of the LGNSW newsletters has now moved to an electronic format.

Councillors or interested community members can directly access the full weekly publications via <https://www.lgnsw.org.au/news/local-government-weekly>

**BUDGET IMPLICATIONS**

Nil.

**CONCLUSION**

For Councillors' information.

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**4. TOURISM AND PROMOTIONS OFFICER'S REPORT**

**Report by Tourism and Promotions Officer – Kerrie Wise**

**REASON FOR REPORT**

To update councillors regarding working projects undertaken by the Tourism and Promotions Officer.

**DISCUSSION**

The report on projects being undertaken by the Tourism and Promotions Officer is attached at **ANNEXURE 10**.

**BUDGET IMPLICATIONS**

Nil.

**CONCLUSION**

For Councillors' information.

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**CORPORATE AND COMMUNITY SERVICES**

**1. GREATER HUME CHILDREN SERVICES – REPORT FOR JUNE 2019**

**Report prepared by Team Leader, Greater Hume Children Services – Fiona Pattinson**

**REASON FOR REPORT**

To provide an update on statistics and activities of Greater Hume Children Services (GHCS).

**REFERENCE TO DELIVERY PLAN ACTION**

Objective We create healthy, inclusive and resilient communities, acknowledge our volunteers and value our youth

Outcome 2.2 We have services to promote and deliver health and wellbeing for all ages

**DISCUSSION**

Service statistics as of 30<sup>th</sup> June 2019

Greater Hume Children Services Family Day Care (FDC)	Mon – Fri	
Educators	NSW - 44	Vic - 17
Educators working in the shire	9	
Families registered	552	
New families in month	20	
Children registered for care	843	
Average EFT	200	

Henty	Mon - Fri 7.30am - 5.30pm	
Staff numbers	5 plus 1 casual	
Families registered	30	
Children registered	41	
Average EFT ( children per day)	12.90	

Walla Walla	Mon - Wed : 7.30am - 5.30pm	
Staff numbers	3 staff	
Families registered	15	
Children registered	22	
Average EFT( children per day)	7.50	

For the information of Councillors

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**2. COMMUNITY SERVICES REPORT FOR JUNE 2019**

No report this month.

**3. GREATER HUME CUSTOMER REQUEST MODULE – SUMMARY OF MONTHLY REQUESTS**

For councillors' information, the Customer Request Module reports are **ENCLOSED SEPARATELY**.

**4. STATEMENTS OF BANK BALANCES AND INVESTMENTS AS AT 30 JUNE 2019**

The statements of bank balances and investment report as at 30 June 2019 are attached at **ANNEXURE 11**.

**5. PEOPLE & CULTURE (HR) REPORT FOR JUNE 2019**

**Report prepared by People & Culture Officer – Jessica Winnett**

**REASON FOR REPORT**

To advise councillors on human resources activities such as new staff, resignations and staff development programmes

**REFERENCE TO DELIVERY PLAN ACTION**

Objective We lead a vibrant, connected and inclusive community

Outcome 1.1 Leadership and advocacy is demonstrated and encouraged in our communities.

**LEGISLATION / POLICIES / PROCEDURES**

- Employee Health Monitoring Policy → Procedure – draft for consultation process during mid 2019
- EEO Policy and Procedure – merged EEO and Anti Discrimination Policy in draft

**PLANNING**

- People & Culture Management System and Plan developed to guide future activities through a process of development, implementation, review and improvement
- Ongoing succession planning - Work Instructions being developed and documented for key activities performed by People & Culture
- LG NSW HR Network meeting/videoconference attended 12 December 2019 and 6 March 2019
- REROC Workforce Development meeting attended 27 June 2019

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PEOPLE & CULTURE (HR) REPORT FOR JUNE 2019 [CONT'D]

**RECRUITMENT**

- Recruitment in progress:
  - Mechanic 12 Months Fixed Term Culcairn – 2 interviewed, 1 appointed
  - Construction Overseer Jindera – 3 interviewed, 1 appointed
  - Bridge and Drainage Ganger Jindera – 2 interviewed, offer pending.
  - Customer Service/Library Officer Casual – 3 interviewed, 3 appointed
  - Internal Recruitment - Procurement Officer Culcairn 12 Months Fixed Term – 3 interviewed, offer pending.
  
- New employees commencing with Council:
  - Lauren Hall – Childcare Trainee – Henty and Walla Walla - (6 months in each location)
  - Stephanie Turner-Pope – Childcare Trainee – Henty and Walla Walla - (6 months in each location)
  - Montanna Moore – Customer Service/Library Officer – Casual
  
- Position/role changes with existing Council employees:
  - Craig Hall – Operations Overseer – Additional Construction Overseer Duties from 29 April until the commencement of Construction Overseer
  - Marc Haynes – Maintenance Overseer – Additional Construction Overseer Duties from 29 April until the commencement of Construction Overseer
  
- Employees ceasing duties with Council:
  - Sue Barnes – Early Childhood Educator - Henty and Walla Walla
  - Danielle Liddell – Customer Service/Library Officer – Casual
  
- Positions advertised:
  - Mechanic 12 Months Fixed Term Culcairn – applications closed 17 June
  - Internal Expression of Interest - Procurement Officer Culcairn – applications closed 19 June
  - Bridge and Drainage Ganger Jindera – applications closed 21 June
  - Construction Overseer Jindera – applications closed 21 June.

**WORKPLACE RELATIONS**

- Participate with Outdoor Staff quarterly meetings – meeting held on 13 June, next meeting All Staff Day 14 August, next Outdoor meeting 12 September
- Coordinate and administer Consultative Committee – meeting held on 13 June, next meeting 12 September
- Participate with Risk & WHS Committee – meeting held 13 June, next meeting 12 September.

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PEOPLE & CULTURE (HR) REPORT FOR JUNE 2019 [CONT'D]

**PROFESSIONAL DEVELOPMENT & LEARNING**

- REROC Workforce Development Group – 1 participant
- StateCover Return to Work Refresher Session – 2 participants
- TAFE NSW LG Skills Strategy – Water Sampling, Microsoft Word and Excel and Protect Underground Services – enrolment in courses in progress

**PERFORMANCE MANAGEMENT**

- Review of alternative Performance Appraisal processes used by other councils and organisations with the intent to update/improve Council's existing process
- Introduction to Pulse Performance Management Module – 2 participants
- Distribution of Performance Appraisal documents – Due to be completed by 15 July.

**HEALTH & WELLBEING**

- Align Work Health – Early Intervention Onsite Health and Wellbeing Program - Commenced 9 May. Program consists of a Physiotherapist and Health and Wellness Consultant visiting work sites for 3 hours on a weekly basis for 10 weeks and fortnightly for the following 2 weeks
- Promotion of services provided by Council's Align Work Health Early Intervention Onsite Health and Wellbeing Program – Outdoor quarterly meetings – 13 June
- Review of Align Work Health Early Intervention Onsite Health and Wellbeing Program – 13 June – 2 participants.

**REVIEW & CONTINUOUS IMPROVEMENT**

- Daily reviews with Director Corporate & Community Services
- Monthly reviews with MANEX
- Networking with LG NSW HR Group & REROC Workforce Development Group.



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## **ENGINEERING**

### **1. JUNE 2019 REPORT OF WORKS**

#### **Grants Program**

##### **State Roads Maintenance (RMCC):**

Maintenance works and sign replacement on State Roads under the RMCC with the Roads and Maritime Services is continuing.

Drainage upgrades on MR78 (Olympic Highway) north of Yerong Creek has been completed.

Emulsion patching on MR78 has been completed.

##### **Regional Roads Block Grant:**

General maintenance is continuing on all Regional Roads.

Heavy patching on MR 125 (Urana Road) south of Burrumbuttock has been completed.

Shoulder grading has also been completed on MR 125 between Walbundrie and Rand.

Road widening and reconstruction of 2.5km on Culcairn Holbrook Road (MR331) between Ralvona Lane and Billabong Creek Bridge under Black Spot funding is 95% complete.

##### **Local Roads**

###### **Sealed:**

General maintenance on local roads is continuing.

Heavy patches have been completed on Coppabella and Trigg Roads.

Shoulder upgrades are complete on Tunnel Road as part of private contributions in conjunction with PF Olsen obtaining B-Double approval for cartage of pine logs. Project is nearing completion with wet weather delaying final works.

###### **Unsealed:**

Extensive maintenance grading has been completed due to wet weather. Maintenance grading has been carried out on the following roads during June.

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JUNE 2019 REPORT OF WORKS [CONT'D]

Alma Park Cemetary Road Balldale Walbundrie Road Bellevue Road Benambra Road Brocklesby Balldale Road Browns Road Bunyans Road Clifton Road Coppabella Road Courtney Land Ferndale Road Greenvale Road Groch Road Howlong Goombargana Road	Kellys Road Kendalls Road Kenya Road Loves Road River Road Schneiders Road Schultz Road Shoemarks Road Stein Road Stonehaven Road Trigg Road Weamera Road Yambla Road Youngs Lane
---	--

**Urban Streets:**

General maintenance of urban streets including mowing and weed spraying is continuing.

**General:**

Skate Parks in Jindera and Culcairn have been completed apart from landscaping and installation of furniture.

Installation of a new rock garden along Olympic Highway adjacent to the Culcairn Bowling Club is complete. Some additional planting is occurring.

General maintenance of public toilets and parks is continuing.

**Monthly Works Maintenance Expenditure:**

Local Roads Program	Original Budget	YTD Budget	YTD Expenditure	YTD Variance	Comments
Urban Local Roads Maintenance	\$500,000	\$500,000	\$461,231	\$38,769	
Rural Roads Sealed	\$700,000	\$700,000	\$733,193	-\$33,193	Over expenditure will be offset from Urban Road Maintenance
Rural Roads Unsealed	\$1,087,713	\$1,087,713	\$1,194,887	-\$91,278	Extensive Grading Completed, Over expenditure to funded from savings in other maintenance and capital projects
Street Tree Maintenance	\$237,780	\$237,780	\$209,787	\$27,993	

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JUNE 2019 REPORT OF WORKS [CONT'D]

Regional Roads Program	Original Budget	YTD Budget	YTD Expenditure	YTD Variance	Comments
Regional Roads Maintenance	\$812,359	\$812,319	\$634,797	\$177,562	
Regional Roads Capital	\$1,012,000	\$1,012,000	\$1,036,070	-\$24,070	All resealing works for 2018/2019 completed. Additional cost will be funded from maintenance budget

Sportsgrounds, Parks & Public Toilets	Original Budget	YTD Budget	YTD Expenditure	YTD Variance	Comments
Sportsground Maintenance	\$125,000	\$125,000	\$128,733	-\$3,733	
Parks & Gardens Maintenance	\$278,000	\$278,000	\$250,427	\$25,573	
Public Toilets Maintenance	\$157,614	\$157,614	\$135,973	\$21,641	

**NB : Sportsground Maintenance excludes annual GHC contribution payment**

**2. WATER & SEWER REPORT – JUNE 2019**

**Capital Works Program:**

- Culcairn, Henty and Holbrook – sewer main relining - Completed

**Operation & Maintenance:**

- New water service connection – 9 Frosty Lane, Jindera
- New water service connection – 8 Cade Crt, Jindera
- New water service connection – 205 Coogera Circuit, Jindera
- New water service connection – 210 Coogera Circuit, Jindera
- Water main repairs – 315 Pioneer Drive, Jindera
- Water meter replacements – Jindera and Culcairn
- Sewer Junction choke – 5 Swift St, Holbrook

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WATER & SEWER REPORT – JUNE 2019 [CONT'D]

**Drinking Water Monitoring Program:**

- 8 x Water samples for Microbial Water Analysis submitted in the month of June 2019 for Villages and Culcairn Water Supply have all complied with the Australian Drinking Water Guidelines.

**Water Quality Complaints**

<b>Date</b>	<b>Location</b>	<b>Problem</b>	<b>Action Taken</b>
6/6/2019	110 Pioneer Drive, Jindera	Dirty water	Dirty water caused by contractor breaking water main along Pioneer Drive. Hydrants flushed to clear mains

**Water Supply Sourced and Used**

<b>1 July 2018 – 30 June 2019</b>	<b>2016/2017</b>	<b>2017/2018</b>	<b>2018/2019</b>
Culcairn Water Supply (ML)	161.1	151.4	172.99
Village Water Supply (ML)	364.7	416.0	471.77
<b>Totals (ML)</b>	<b>525.8</b>	<b>567.4</b>	<b>644.76</b>

**Drought Relief Assistance**

No applications received

**Filling Stations Transactions**

- Filling station sites - 126 transactions during the November 2018 period
- Filling station sites - 356 transactions during the January 2019 period
- Filling station sites - 331 transactions during the February 2019 period
- Filling station sites - 261 transactions during the March 2019 period
- Filling station sites - 120 transactions during the April 2019 period
- Filling station sites - 85 transactions during the May 2019 period
- Filling station sites - 37 transactions during the June 2019 period

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WATER & SEWER REPORT – JUNE 2019 [CONT'D]

**Filling Stations Usage**

Station	December 2018	January 2019	February 2019	March 2019	April 2019	May 2019	June 2019
Culcairn	156.6 KL	892.7 KL	1481.9 KL	1351.7 KL	223.9 KL	238.2 KL	52 KL
Jindera	300.7 KL	714.7 KL	320.9 KL	403.9 KL	133.1 KL	72.3 KL	73.4 KL
Brocklesby	63 KL	66.7 KL	62.5 KL	14.9 KL	53.8 KL	15.4 KL	5.8 KL
Burrumbuttock	9.8 KL	34.9 KL	255.4 KL	110.5 KL	191.6 KL	38.4 KL	6.4 KL
Gerogery	3.4 KL	2.6 KL	22 KL	19.4 KL	1 KL	1.4 KL	0 KL
<b>Totals (KL)</b>	<b>533.3</b>	<b>1711.6</b>	<b>2122.9</b>	<b>1900.4</b>	<b>603.4</b>	<b>365.7</b>	<b>137.6</b>

**Filling Station Customer Usage**

Customer	December 2018	January 2019	February 2019	March 2019	April 2019	May 2019	June 2019
Council – Road Construction, Maintenance and Tree Watering	224.2 KL	797.8 KL	1439.6 KL	1375.1 KL	198.7 KL	238.2 KL	34.3 KL
Contractors – Water Carters	66.6 KL	613.9 KL	471.0 KL	420.0 KL	264.3 KL	102.9 KL	89.6 KI
Residents	208 KL	266 KL	198.2 KL	97.3 KL	138.2 KL	20.9 KL	8.4 KL
Fire Brigade (RFS)	34.5 KL	33.9 KL	14.1 KL	8.0 KL	2.2 KL	3.7 KL	5.3 KL
<b>Totals (KL)</b>	<b>533.3</b>	<b>1711.6</b>	<b>2122.9</b>	<b>1900.4</b>	<b>603.4</b>	<b>365.7</b>	<b>137.6</b>

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## **ENVIRONMENT AND PLANNING**

### **1. DEVELOPMENT APPLICATIONS PROCESSED FOR THE MONTH OF JUNE 2019**

The schedule of development applications processed for the month of June 2019 is attached at **ANNEXURE 12**.

### **2. SENIOR WEEDS OFFICER'S REPORT - JUNE 2019**

Spraying of Coolatai Grass has been completed on the following roads:

- Olympic Highway.
- Hume Highway.
- Wymah Road.
- Woomargama Way.

Spraying of Horehound has been started in the Walbundrie area.

Spraying of Broadleaf Weeds has been completed in several parks in towns throughout the council area.

Spraying of Broadleaf Weeds has been completed in dog pound paddocks.

Spraying of Broadleaf Weeds has been completed at the Holbrook airpark.

Black Willows have been treated along the Mullengandra Creek near Newtons Road.

Monitoring of Alligator Weed along Mountain Creek in the Woomargama area.

Controlling and monitoring of rabbit infestations throughout the council area.

General roadside and property inspections have been completed throughout the council area.

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**3. RANGER'S REPORT – JUNE 2019**

**COMPANION ANIMALS**

<b>No. of Complaints Received</b> 19		<b>Including: 3 barking dogs, 13 roaming dogs, dealing with aggressive dog, 1 nuisance dog, menacing and dangerous dog compliance checks.</b>	
<b>No. of dog attacks:</b>  3		<b>Location:</b> Culcairn	Dog attacked a person and a dog in the street. Dog euthanised and infringements issued.
		Culcairn	Two dogs had a fight through a gap in a fence. Warnings issued to both parties.
<b>Comments:</b>	One deceased dog removed from the road in Jindera and returned to the owner.		
		<b>Dogs</b>	<b>Cats</b>
<b>In Council's Facility at Beginning of Month</b>		2	1
<b>Captured &amp; Returned to Owners</b>		6	
<b>Captured &amp; Impounded</b>		6	9
<b>Released from Pound to Owners</b>			3
<b>Surrendered by Owners</b>			
<b>Rehomed</b>		1	1
<b>Euthanased</b>		1	5
<b>Remaining in Council's Facility at End of Month</b>			1

**FERAL CATS**

<b>No. of Complaints:</b>	4
<b>No. Feral Cats caught:</b>	3

**LIVESTOCK**

	<b>Cattle</b>	<b>Sheep</b>	<b>Horse</b>	<b>Rooster</b>	<b>Other Goats</b>
<b>No. of Reports of Stock on Roads</b>	6	2			
<b>Instances - Returned to owners</b>	6				
<b>Impounded</b>		2			
<b>Vehicle accidents involving stock</b>					

**OTHER LIVESTOCK, WILDLIFE COMPLAINTS**

Brocklesby - pigs in residential block. Order issued for removal and owners complied.  
Jindera – Orders issued for the removal of sheep from a residential block.

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RANGER'S REPORT - JUNE 2019 [CONT']

**POLLUTION AND ENVIRONMENTAL INCIDENTS**

<b>Inspection conducted: Overgrown Vegetation Unsafe Land</b>	Inspections being conducted.
<b>Pollution: Noise</b>	Culcairn – warning issued. Jindera – warning issued. Jindera - sound meter installed.
<b>Pollution: Waste</b>	Henty – chimney smoke complaint. Burrumbuttock – household waste. No owner identified. Council cleaned up.

**ON-SITE SEWERAGE MANAGEMENT SYSTEMS**

<b>Inspection Type</b>	<b>Total</b>	<b>Pass</b>	<b>Fail</b>
OSMS Compliance Inspections	3	2	1
Pre-Purchase Inspections	1		1
OSMS Orders issued	1		
OSMS Orders Compliance Inspections	6	6	
Plumbers Site Inspections	1		
OSMS Upgrade Applications Received			
OSMS Approvals To Do Works Issued	2		
OSMS Approvals To Operate Issued	8		
AWTS Service Contract Renewal Letters			
Local Government Application Approvals			
Local Government Approval Inspections			
Local Government Approval Soil Report Assessments			
OSMS Rate charge enquires			

**OTHER WORKS CONDUCTED**

- Companion Animal Registrations continuing to come in from the letters sent out and door knocking.
- RID online (Report Illegal Dumping online) updating with data entry.
- Property inspections unsightly and excessive cars.
- Holbrook and Culcairn Landfill site works and refuelling conducted.
- Landfill cameras checks and relief landfill attendants work at several sites.
- Assist RSPCA with companion animal welfare issue.
- Training staff for the use of Spray Shield for safety.
- Removed a couch from the Culcairn Skate Park.
- Presentation on dog attacks in conjunction with Bridie Charlesworth dog training.

**RECOMMENDATION**

That Part C of the Agenda be received and noted.



**ORDINARY MEETING OF GREATER HUME COUNCIL  
TO BE HELD AT  
COMMUNITY MEETING ROOM, LIBRARY COMPLEX,  
LIBRARY COURT, HOLBROOK  
ON WEDNESDAY, 17 JULY 2019**

## **PART D – COMMITTEE AND DELEGATE REPORTS**

Attached, in **ANNEXURE 13** are minutes of the following meetings:

- Minutes of the Henty Community Development Committee meeting held on 27 May 2019
- Minutes of the Henty Community Development Committee meeting held on 24 June 2019
- Minutes of the Jindera Community Forum meeting held on 16 April 2019
- Minutes of the Risk – RWHS Committee Meeting held on 13 June 2019
- Minutes of the Walla Walla 150<sup>th</sup> Anniversary Committee Meeting held on 5 December 2018
- Minutes of the Walla Walla 150<sup>th</sup> Anniversary Committee Meeting held on 19 December 2018
- Minutes of the Walla Walla 150<sup>th</sup> Anniversary Committee Meeting held on 9 January 2019
- Minutes of the Walla Walla 150<sup>th</sup> Anniversary Committee Meeting held on 17 January 2019
- Minutes of the Walla Walla 150<sup>th</sup> Anniversary Committee Meeting held on 23 January 2019
- Minutes of the Walla Walla 150<sup>th</sup> Anniversary Committee Meeting held on 21 February 2019
- Minutes of the Walla Walla Community Development Committee Meeting held on 4 February 2019

### **DELEGATE REPORTS**

Nil.

### **RECOMMENDATION**

That Part D of the Agenda be received and noted.