



Greater
Hume
Council

To: «Name»

Ordinary Meeting of Greater Hume Council

Wednesday, 25 September 2019

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

Please note that there will be a citizenship ceremony conducted prior to the meeting at 4.45pm for Mrs Rawinia Pirihi Smithenbecki. Councillors are encouraged to attend if available at that time.

STEVEN PINNUCK
GENERAL MANAGER

ORDER OF BUSINESS TO BE CONSIDERED
REFER OVERLEAF

Ordinary Meeting of Greater Hume Council

Wednesday, 25 September 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 – 21 August 2019

6. ACTION REPORT FROM THE MINUTES

7. DEPUTY MAYORAL ELECTION

8. REPORTS FROM OFFICERS

PART A For Determination

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

PART B To Be Received and Noted

- Governance

PART C Items 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 LIBRARY COMPLEX, LIBRARY COURT, HOLBROOK
ON WEDNESDAY, 25 SEPTEMBER 2019**

DEPUTY MAYORAL ELECTION

1. DEPUTY MAYORAL ELECTION

Report prepared by General Manager – Steven Pinnuck

REASON FOR REPORT

To detail the procedures for the conduct of the election of the Deputy Mayor for the ensuing 12 months.

REFERENCE TO DELIVERY PLAN ACTIONS

Nil.

DISCUSSION

Section 290(1) (b) of the Local Government Act 1993 provides that the election of the mayor (and Deputy Mayor if one is to be elected) by the councillors must be held during the month of September.

At the Council meeting held on 26 September 2018 Cr Doug Meyer OAM was elected as Deputy Mayor for the term of one year.

This report outlines the process required for the election of Deputy Mayor for the ensuing 12 month period.

Clause 394 of the Local Government (General) Regulation 2005 requires that the election of deputy mayor by the councillors be conducted in accordance with the provisions of Schedule 7 as follows:

“Returning Officer

The General Manager, or a person appointed by the General Manager, is to be the returning officer.

Nomination

A councillor may be nominated without notice for election as mayor or deputy mayor.

The nomination is to be made in writing by two or more councillors (one of whom may be the nominee). The nomination is not valid unless the nominee has indicated consent to the nomination in writing.

The nomination is to be delivered or sent to the Returning Officer.

The returning officer is to announce the names of the nominees at the council meeting at which the election is to be held.

Election

If only one councillor is nominated, that councillor is elected.

If more than one councillor is nominated, the council is to resolve whether the election is to proceed by preferential ballot, ordinary ballot or open voting. (Preferential ballot and ordinary ballot are both conducted as “secret” ballots. Open voting means voting by show of hands.)

Result

The result of the election is to be declared by the returning officer at the meeting at which the election is held.”

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DEPUTY MAYORAL ELECTION [CONT'D]

Voting by ordinary or preferential ballot is also detailed in Schedule 7 and a copy has been attached as **ANNEXURE 1** for councillors' information.

Nomination papers are enclosed with this agenda.

BUDGET IMPLICATIONS

A mayoral allowance of \$26,530 per annum has been approved with adoption of 2019/2020 Delivery Plan and Estimates of Income and Expenditure. This includes a payment of \$4,236 to the Deputy Mayor from the mayoral allowance.

CONCLUSION

Council can choose to elect a Deputy Mayor if it so desires.

RECOMMENDATION

That:

1. In the event of more than one nomination being received, Council determine, by resolution, the method by which the election of the deputy mayor is to be conducted.
2. Council elects the deputy mayor for the period September 2019 to September 2020.

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OFFICERS' REPORTS – FOR DETERMINATION

PART A

ENVIRONMENT AND PLANNING

1. **DEVELOPMENT APPLICATION 10.2019.107.1 – 2 LOT SUBDIVISION – LOT 258 DP753330 – 248 RALVONA LANE HOLBROOK**

Report prepared by Director Environment and Planning - Colin Kane

REASON FOR REPORT

Council is in receipt of a development application for a 2 lot subdivision involving Lot 258 DP753330 248 Ralvona Lane Holbrook ("the subject land"). The applicant is Walpole Surveying Pty Ltd and the landowners are T J Bull & P A Bull.

This report represents an assessment of the application under the requirements of Division 4 of the *Environmental Planning and Assessment Act 1979* (EP&A Act) and is being reported to Council because the proposal will not comply with a development standard relating to minimum lot size and the applicant is seeking to utilise Clause 4.6 of the Greater Hume Local Environment Plan 2012 (GHLEP 2012).

REFERENCE TO DELIVERY PLAN

Nil

DISCUSSION

The subject land is known as 248 Ralvona Lane Holbrook and contains two existing dwellings and associated ancillary development. The proposal is to subdivide Lot 258 DP753330 to create a 2 lot subdivision configuration comprising lot 1 at 93.61 hectares and one dwelling and lot 2 containing the second dwelling on 213.7 hectares. Access to both allotments already exists on to Ralvona Lane for lot 1 and Culcairn-Holbrook Road for lot 2.

ASSESSMENT

A development application (refer **ANNEXURE 2**) is required to be assessed by Council against the following 'matters for consideration' listed in Section 4.15 of the EP&A Act.

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

State Environmental Planning Policies

State Environmental Planning Policy 55 - Remediation of Land (SEPP55) requires Council to consider the potential for any land proposed for development to be contaminated. The site is agricultural land and should the subdivision be approved, will continue to be used in the future primarily for this purpose. A dwelling may be erected however, Council has no knowledge that a contaminating land use has been undertaken previously on the site. Consequently the proposal aligns with the requirements of SEPP 55.

The Greater Hume Local Environmental Plan 2012 ("the GHLEP2012") is the principal environmental planning instrument applicable to the property. The subject land is zoned RU1 Primary Production and the objectives of this zone are provided below:

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DP753330 – 248 RALVONA LANE HOLBROOK [CONT'D]

Objectives of zone

- To encourage sustainable primary industry production by maintaining and enhancing the natural resource base.
- To encourage diversity in primary industry enterprises and systems appropriate for the area.
- To minimise the fragmentation and alienation of resource lands.
- To minimise conflict between land uses within this zone and land uses within adjoining zones.
- To maintain the rural landscape character of the land.

The proposal does not derogate from the objectives of the zone.

Clause 2.6 of the GHLEP 2012 is applicable and stipulates that development consent is required for this subdivision and that development consent for subdivision cannot be given in a situation which would result in a dwelling and a secondary dwelling being located on allotments beneath the minimum lot size. The applicant has applied for development consent and has requested that Council consider an exemption to the minimum lot size to permit the existing dwelling to be located upon lot 1 which at 93.16 hectares is beneath the minimum lot size of 100 hectares.

Clause 4.1 of the GHLEP 2012 stipulates that if development consent is required for subdivision of a lot (such as the subject land) that is shown on the lot size map, then the size of any lot resulting from that subdivision is not to be less than the minimum size shown on the Lot Size Map.

The objective of Clause 4.1 is *“to ensure land use and development is undertaken on appropriately sized parcels of land consistent with the objectives of the relevant zone”*. The applicant contends that Clause 4.6 of the GHLEP allows for consideration of lots less than the minimum lots size which is discussed later. However, at 93.16 hectares in size the smaller lot in the proposal remains capable of being used for agricultural purposes just like any other primary production lot in the vicinity of the subject land.

The objectives of Clause 4.6 of the GHLEP 2012 are to:

- a. *to provide an appropriate degree of flexibility in applying certain development standards to particular development,*
- b. *to achieve better outcomes for and from development by allowing flexibility in particular circumstances.*

The applicant suggests that these objectives are met as the proposed subdivision:

- The proposed lot sizes are generally compatible with other surrounding development. Based on the above, the development will not create any land use conflicts with surrounding properties and will not restrict agricultural activities being undertaken in this area.
- The size of both lots is appropriate for the disposal of effluent onsite without causing environmental harm.
- The variation to the minimum lot size is not greater than 10%.
- The request to use Clause 4.6 is not unreasonable or unnecessary.

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DP753330 – 248 RALVONA LANE HOLBROOK [CONT'D]

It is in subclause 3 of this clause that contains stipulations that Council must consider in deciding to approve the requested variation and subclause 3 states:

- (3) *Development consent must not be granted for development that contravenes a development standard unless the consent authority has considered a written request from the applicant that seeks to justify the contravention of the development standard by demonstrating:*
- (a) *that compliance with the development standard is unreasonable or unnecessary in the circumstances of the case, and*
 - (b) *that there are sufficient environmental planning grounds to justify contravening the development standard.*

In response to subclause 3 the applicant indicates that the requirements are met because:

- This report represents the 'written request'.
- The MLS is unreasonable in this circumstance for the reasons listed above.
- A variance will not result in any additional environmental impacts.

As this application is a subdivision subclause 6 relates and it indicates the following:

- (6) *Development consent must not be granted under this clause for a subdivision of land in Zone RU1 Primary Production, Zone RU2 Rural Landscape, Zone RU3 Forestry, Zone RU4 Primary Production Small Lots, Zone RU6 Transition, Zone R5 Large Lot Residential, Zone E2 Environmental Conservation, Zone E3 Environmental Management or Zone E4 Environmental Living if:*
- (a) *the subdivision will result in 2 or more lots of less than the minimum area specified for such lots by a development standard, or*
 - (b) *the subdivision will result in at least one lot that is less than 90% of the minimum area specified for such a lot by a development standard.*

The proposed subdivision satisfies subclause 6 because:

- Only one lot is less than the minimum lot size; and
- At 93.16 hectares the area of the smaller lot is not less than 90 percent of the MLS of 100 hectares.

In deciding to approve a variation under Clause 4.6 the consent authority must consider subclause 4 which indicates

- (4) *Development consent must not be granted for development that contravenes a development standard unless:*
- (a) *the consent authority is satisfied that:*
 - (i) *the applicant's written request has adequately addressed the matters required to be demonstrated by subclause (3), and*
 - (ii) *the proposed development will be in the public interest because it is consistent with the objectives of the particular standard and the objectives for development within the zone in which the development is proposed to be carried out, and*
 - (b) *the concurrence of the Secretary has been obtained.*

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On consideration of subclause 4, the applicant's written request adequately addresses matters in subclause 3 and it is considered that the proposal does not derogate from the objective of Clause 4.1 and the RU1 zone objective. The requirement to grant concurrence of the Secretary in this instance has been delegated to Council (PS 18-003) and the matters to be considered by Council in assuming this delegation is provided in Clause 5 which is provided below:

- 5) *In deciding whether to grant concurrence, the Secretary must consider:*
- (a) *whether contravention of the development standard raises any matter of significance for State or regional environmental planning, and*
 - (b) *the public benefit of maintaining the development standard, and*
 - (c) *any other matters required to be taken into consideration by the Secretary before granting concurrence.*

The applicant's proposal to subdivide the subject land in itself will not raise any matter of significance for state or regional environmental planning. There is no public benefit arising from maintaining the development standard for this subdivision.

A portion of the land is mapped as "Biodiversity" on the Terrestrial Biodiversity Map and Council is required under Clause 6.2 (3) of the LEP to consider the effects of the proposal on ecological value and significance of the fauna and flora of the land. In this instance the development proposal is for a rural subdivision which will not result in the removal of any native vegetation from site or is likely to have an impact on threatened species or native habitat.

Greater Hume Development Control Plan 2013

The Greater Hume Development Control Plan 2013 ("the DCP") applies to all land within the Shire. Chapter 6 of the DCP relates to subdivision generally and sets out relevant considerations.

DEVELOPMENT STANDARD	COMMENT
<p>Staging</p> <p>1. Where staging of a subdivision is proposed, a staging plan must be submitted with the development application.</p> <p>2. Staging of subdivision should have regard to the existing and proposed provision of services and avoid staging development which would have negative impacts upon infrastructure provision and/or design.</p>	<p>No staging to occur.</p>

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DP753330 – 248 RALVONA LANE HOLBROOK [CONT'D]

DEVELOPMENT STANDARD	COMMENT
<p>Movement network</p> <p>1. Compliance with the <i>Greater Hume Shire Engineering Guidelines for Subdivisions and Development Standards</i>.</p> <p>2. All development for subdivision must comply with the Council's standards for road design.</p> <p>3. For lots fronting a main road, access shall be from a secondary road where the opportunity exists.</p> <p>4. All lots are to be provided with access to a public road. Easements for access will only be considered in extraordinary circumstances.</p> <p>5. Any upgrade or construction of a public road to provide access to a lot shall be at the applicant's expense.</p>	<p>Council's Engineers have assessed the application and provided their conditional approval.</p> <p>No roads will be created as part of this subdivision.</p> <p>N/A.</p> <p>Direct access to a public road is provided to each allotment.</p> <p>N/A.</p>
<p>Lot design</p> <p>1. <i>Compliance with the Greater Hume Shire Engineering Guidelines for Subdivisions and Development Standards</i>.</p> <p>2. Multi-lot subdivisions should provide for a range of lot sizes.</p> <p>3. Lots are to be provided with legal and practical public road access.</p> <p>4. Lots are to be designed to accommodate the type of development envisaged. Irregular shaped lots or lots too small will be regarded by Council as incompatible with objectives for this standard.</p> <p>5. For battle-axe allotments a minimum width of the access handle is to be 4.5m.</p> <p>6. Lots are to be able to contain a rectangular building envelope measuring 10 metres by 15 metres, suitable for the erection of a dwelling.</p> <p>7. Lots are to be designed to maximise solar access.</p>	<p>Council's Engineers have assessed the application and provided their conditional approval.</p> <p>N/A</p> <p>All lots are provided with frontage to a public road.</p> <p>Lots are adequate.</p> <p>N/A.</p> <p>Satisfied.</p> <p>These lots will afford excellent solar access.</p>

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DP753330 – 248 RALVONA LANE HOLBROOK [CONT'D]

DEVELOPMENT STANDARD	COMMENT
<p>Infrastructure & services</p> <p>1. Compliance with the <i>Greater Hume Shire Engineering Guidelines for Subdivisions and Development Standards</i>.</p> <p>2. Where a reticulated external potable water supply is provided, all lots shall be connected.</p> <p>3. Where a reticulated external sewerage system is provided, all lots shall be connected.</p>	<p>Council's Engineers have assessed the application and provided their conditional approval.</p> <p>Existing dwellings are present on both of the lots.</p> <p>N/A.</p>
<p>Hazards</p> <p>1. On land mapped as bushfire prone, compliance with the <i>NSW Rural Fire Service guide Planning for Bushfire Protection (2006)</i>.</p> <p>2. On land considered by Council to potentially being subjected to flooding, an investigation of the land as to the flood risk and consideration of the <i>Floodplain Development Manual: the management of flood liable land (2005)</i>.</p> <p>3. On land that is, or has previously been used for a potentially contaminating activity, an investigation of the land in accordance with the requirements of <i>State Environmental Planning Policy No.55 – Remediation of Land</i>. An investigation should be in accordance with the process detailed in the State Government's <i>Managing Land Contamination – Planning Guidelines SEPP55 Remediation of Land (1998)</i>.</p>	<p>The a small portion of the lot is mapped as bushfire buffer however a bushfire safety authority is not required due to clause 45(i) of the Rural Fire Service Regulations 2013.</p> <p>N/A.</p> <p>N/A.</p>
<p>Site management</p> <p>1. Compliance with the <i>Greater Hume Shire Engineering Guidelines for Subdivisions and Development Standards</i>.</p> <p>2. Compliance with <i>Soil and Water Management Guidelines for Subdivisions – Albury, Wodonga & Hume Councils</i>.</p>	<p>Council's Engineers have assessed the application and provided their conditional approval.</p> <p>No details were provided with the application in regards to soil and water management. Having regard for the characteristics of the lot and the low risk of erosion etc, it is acceptable that a condition be included on the consent to comply with these guidelines.</p>

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- **4.15(1)(b) 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.

ISSUE	ACCEPT-ABLE	COMMENT
Context & setting	✓	The adjacent land is zoned RU1. The proposed subdivision will be in keeping with the existing use of land in the locality.
Access & parking	✓	All lots will have access to a public road. Parking is not an issue for the proposal.
Roads & traffic	✓	All lots have frontage to a public road and the traffic impacts from the subdivision will not result in an adverse outcome in terms of the road network.
Utilities	✓	Existing.
Heritage	✓	The lot is not a heritage place nor contains any heritage items.
Archaeology	✓	There are no known archaeological items on the lot. As disturbance of the site has already been incurred through agricultural activity this issue is not a concern for the subdivision. A condition of consent will be imposed.
Stormwater	✓	The subdivision itself will have no impact on stormwater.
Soils & erosion	✓	
Flora & fauna	✓	The lots are mostly cleared of vegetation and hence the subdivision will have little impact on flora and fauna.
Flooding	N/A	
Bushfire	✓	
Technological hazards	N/A	-
Safety, security & crime prevention	N/A	-
Privacy	✓	
Landscaping	N/A	-
Overshadowing	N/A	-
Land resources	N/A	-

- **4.15(1) (c) The suitability of the site for the development.**
The site is suitable for the subdivision, one of the lots is compliant with the minimum lot size of 100 ha and the other is not. Both allotments would not derogate from the objective of the RU1 zoning.
- **4.15(1) (d) Any submissions made in accordance with this Act or the regulations.**
No submissions have been received.

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• **4.15(1) (e) The public interest.**

Although one of the proposed lots is inconsistent with the minimum lots size for the RU1 zoning this subdivision, undertaken in accordance with the applicable requirement of the Greater Hume Local Environment Plan 2012, is not against the public interest.

BUDGET IMPLICATIONS

Nil.

CONCLUSION

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

1. Approve the application, subject to conditions;
2. Defer the application for further information or redesign; or
3. Refuse the application.

To approve the application Council must assume the concurrence of the secretary of Department of Planning and Infrastructure and so must be satisfied that the requirements of Clause 4.6 of the GHLEP have been met.

If Council is willing to assume the concurrence of the secretary of the Department of Planning and Infrastructure then there is no impediment to Council approving this development application.

RECOMMENDATION

That application DA10.2019.107.1 for a subdivision yielding 2 lots at Lot 258 DP753330, Ralvona Lane Holbrook be approved subject to the following conditions:

- 1 The development is to be carried out generally in accordance with the approved plan and accompanying report endorsed DA10.2019.107.1 except where amended by any conditions of this consent.
- 2 Prior to the issue of a Subdivision Certificate for any lot the applicant shall provide to Council for approval:
 - a. Provide a statement confirming that infrastructure such as private water lines have been adequately separated so as not to encroach on the new common boundary.
- 3 All easements necessary to ensure the supply of services and access shall be provided.
- 4 No trees shall be removed from this land as a result of the subdivision without the written permission of Council.
- 5 Any works associated with this development shall be undertaken in accordance with Council's Soil and Water Management Guidelines for Subdivisions.

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- 6 All Stormwater drainage shall be to natural drainage lines.
- 7 **Aboriginal Heritage**
In the event an item of archaeological significance is revealed during any works, then work is to cease and the existence of the artefact and its location is to be reported to the Office of Environment & Heritage
- 8 Written notice shall be given to Council seven (7) days prior to the commencement of any works associated with the subdivision.
- 9 This consent shall lapse if the development hereby permitted is not physically commenced within five (5) years of the date of consent.
- 10 Subdivision Certificate will only be issued upon completion of "Application for Subdivision Certificate" (form available on Council's website) and payment of the fee applicable when the subdivision certificate is issued.

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2. DEVELOPMENT APPLICATION 10.2019.51.1 – RELOCATION OF EXISTING DWELLING & NEW DECK – LOT 11 DP264295 AND LOT 12 DP264295 – 9-11 DICKSON STREET WOOMARGAMA

Report prepared by Building Surveyor – Cloete van Wyk

REASON FOR REPORT

Council has received a development application from K.J. Portwin and K.A. Gough to place a 43.2m² transportable building; with attached 36m² deck and 36m² Carport at Lot 11 DP264295 and Lot 12 DP264295, 9-11 Dickson Street West Woomargama.

This application is being forwarded to Council for determination because a number of submissions objecting to the development have been received.

REFERENCE TO DELIVERY PLAN

None relevant.

DISCUSSION

The property is situated at 9-11 Dickson Street West, Woomargama. The subject site consists of two rectangular allotments, each 1130m² in size. The site is located within an established residential area. Both allotments have steep slopes, with the highest part at the Southern boundaries.

The Development Application was submitted in response to a Notice of Intention to Serve an Order, relating to the transportable building being placed on the allotment without the consent of Council. The transportable building remains on the site, awaiting the outcome of Council's decision.

The two allotments will need to be consolidated if the development is approved by Council as the building traverses the common boundary of Lot 11 and 12 DP 264295.

The owner seeks to use the building as holiday accommodation.

The subject land is zoned RU5 Village under the Greater Hume Local Environmental Plan 2013.

The method of construction entails the placement of a transportable building on the allotment. A deck will be constructed in front of the transportable building and a Carport next to the Eastern elevation of the transportable building. All buildings will need to comply with the National Construction Code.

DETAIL OF PROPOSAL

The proposal seeks approval to install a small 12m x 3.6m (43.2 m²) transportable building with an attached 36 m² deck with associated stairs to access the building. A carport is also proposed next to the transportable building. The transportable building will have a 15m front setback.

Internally the transportable building will comprise of a single bedroom, combined bathroom and laundry, as well as an open plan kitchen and living area. The attached deck is proposed on the northern side of the dwelling, which is accessible via a sliding door from the main kitchen and living area.

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In relation to the proposed transportable building, a separate Section 68, Local Government approval has been applied for and this is also subject to certification by a practising structural engineer who provides compliance plates stating that it is structurally sound. A separate Section 68 Local Government Approval has also been applied for in relation to the installation of an on-site septic system.

Copies of the proposed plans are provided as **ANNEXURE 3**.

NOTIFICATION AND REFERRAL PROCESS

Adjoining landowners were notified of the proposal in writing. Two submissions were received objecting to the application (**ANNEXURE 3**).

In response to the submissions, the owner opted to modify and re-submit the architectural plans. The issues raised from the initial and subsequent submissions are summarised and responded to in Table 1; Clause **4.15(1)(d)** within the following Assessment part of the report.

ASSESSMENT

The application has been assessed against the relevant matters for consideration under Section 4.15 of the EP&A Act as discussed below:

4.15(1)(a) The provisions of any current or draft environmental planning instrument, development control plan, or matters prescribed by the regulations

Local Environmental Plans

The Greater Hume Local Environmental Plan 2012 (GHLEP) applies to the land. The relevant matters of the GHLEP are addressed as follows:

2.3 Zone objectives and Land Use Table

The proposed development is characterised as a *dwelling house*. The GHLEP defines the land use as follows:

“dwelling house” means a building containing only one dwelling

A dwelling house is in turn a type of residential accommodation, which is defined as follows:

residential accommodation means a building or place used predominantly as a place of residence, and includes any of the following:

- (a) attached dwellings,*
- (b) boarding houses,*
- (c) dual occupancies,*
- (d) dwelling houses,*
- (e) group homes,*
- (f) hostels,*
- (g) multi dwelling housing,*
- (h) residential flat buildings,*
- (i) rural workers’ dwellings,*
- (j) secondary dwellings,*

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- (k) semi-detached dwellings,
(l) seniors housing,
(m) shop top housing,
but does not include tourist and visitor accommodation or caravan parks.

The subject site is located within Zone RU5 Village under the GHLEP with *residential accommodation* permissible within the zone with consent.

The objectives of Zone RU5 are as follows:

- To provide for a range of land uses, services and facilities that are associated with a rural village.
- To protect the amenity of residents.

The proposed development is considered to satisfy objectives of the LEP.

The Provisions of any Draft Environmental Planning Instrument that is or has been placed on Public Exhibition

Nil.

Development Control Plan

The Greater Hume Development Control Plan 2013 applies to the land.

2 Residential Development:

STANDARD	ACCEPTABLE	COMMENT
2.1 Neighbourhood character	Yes	The proposed single storey dwelling is generally consistent with the low-density residential character of the area. The roof line, wall cladding and general aesthetics is similar to other dwellings within the neighbourhood.
2.2 Streetscape	Yes	The proposed dwelling will address Dickson Street West and includes a front door, windows and a covered deck. Rear service areas will not face the street. Covered parking for vehicles will be provided.

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Standard	Acceptable	Comment
2.3 Site requirements	Yes	Proposed dwelling is located on the separating boundary of 9 and 11 Dickson Street Woomargama. The allotments must be consolidated. This will be a condition on the Development Consent. The development complies with the maximum coverage requirement; The development complies with the maximum floor area for new dwellings;
2.4 Building heights	Yes	The proposed development complies with the DCP in relation to building heights; No overlooking concerns; The site is not flood prone;
2.5 Building setbacks	Yes	Currently the proposed dwelling is located on the separating boundary of 9 and 11 Dickson Street Woomargama. The allotments must be consolidated. This will be a Condition on the Development Consent. Once consolidated the side setbacks will comply with the DCP. The proposed dwelling has a setback of 15m which complies with the front setback requirements of the DCP. The dwelling is not located at the minimum setback distance; therefore the setback of the Carport complies with the DCP.
2.6 Privacy and amenity	Yes	The proposed dwelling and deck complies with the overlooking requirements within the DCP.
2.7 Landscaping	Yes	Basic landscaping a screen planting has been indicated on the site plan around the front and side of the deck. This will improve the amenity of the dwelling. None of the proposed shrub plantings will have an effect on the solar efficiency of the building. Stormwater will be directed to Dickson Street.
2.8 Private open space	Yes	Private open space has been provided at the rear of the dwelling.

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Standard	Acceptable	Comment
2.9 Car parking and access	Yes	A driveway and Carport has been provided as part of this development. A road opening permit will be required as part of this development. This will be a Condition on the Development Consent.
2.10 Earthworks and drainage	Yes	The earthworks are minor. No issues foreseen.
2.11 Ancillary development	N/A	None.
2.12 Outbuildings	Yes	The Carport complies with the requirements of the DCP.
2.13 Development standards for particular land	Yes	Identified as partial Bushfire as per mapping. The current location of the proposed dwelling lies within the bushfire overlay. A bushfire assessment has been submitted. The Bushfire Attack Level has been assessed as BAL LOW. Thus, bushfire no construction requirements. No flooding identified on the allotment
2.14 Site facilities	Yes	No issues foreseen.
2.15 Security	Yes	No issues foreseen.
2.16 Energy efficiency	Yes	No issues foreseen.

- 3 Industrial Development:**
Not applicable to this development.
- 4 Commercial Development:**
Not applicable to this development.
- 5 Township Structure Plans:**
Not applicable for this development.
- 6 Subdivision:**
Not applicable for this development.
- 7 Vegetation:**
Not applicable for this development.
- 8 Flood Liable Land:**
Not applicable for this development.
- 9 Heritage Conservation Areas:**
Not applicable for this development.

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10 Notification Policy:

The development was notified to all adjoining properties. Submissions have been addressed in Table 1; Clause 4.15(1)(d). Please refer to **(ANNEXURE 3)** for letters of submission.

11 Site Specific Controls:

Greater Hume Development Control Plan 2013.

12 Developer Contributions Plan:

There is no contribution required pursuant to Council's Contributions Plan.

4.15(1)(b) The Likely Impacts of that Development, Including Environmental Impacts on Both the Natural and Built Environments, and Social and Economic Impacts in the Locality

ISSUE	ACCEPTABLE	COMMENT
Context & setting	✓	See previous comments. No issues foreseen.
Access & parking	✓	Access and parking is available. A typical rural driveway crossover is to be constructed. This will be a condition on the Development Consent
Roads & traffic	✓	No issues foreseen.
Utilities	✓	The allotment must be consolidated to allow the On Site Sewage Management System, Water and Sewer Services to be installed as services are not allowed to cross boundaries. This will be a condition on the Development Consent.
Heritage	N/A	None.
Stormwater	✓	Directed to the Dickson Street open stormwater drain.
Soils & erosion	✓	This will be a condition on the Development Consent.
Flora & fauna	✓	No impacts foreseen.
Flooding	N/A	None.
Bushfire	✓	BAL-LOW.
Technological hazards	N/A	None.
Safety, security & crime prevention	✓	No issues foreseen.
Privacy	✓	No issues foreseen.
Landscaping	✓	Minimal. No issues foreseen.
Overshadowing	N/A	None.
Land resources	✓	There are no resources known to exist on the land.

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4.15(1)(c) The Suitability of the Site for Development

The site is suitable for residential development having regard to the nature of the site and the surrounding land use.

4.15(1)(d) Any submissions made in accordance with this Act or the regulations

Adjoining landowners were notified of the proposal in writing. Two submissions were received objecting to the application (**ANNEXURE 3**). The issues raised from the initial and subsequent submissions are summarised and responded to in Table 1:

TABLE 1

ISSUE	RESPONSE
1. Overlooking of neighbouring property	The development will comply with the overlooking requirements of the Development Control Plan (DCP). Furthermore, the DCP requirements are exactly the same as for the Exempt and Complying Development Codes, 2008 and would be inappropriate to impose more stringent requirements as listed in the Exempt and Complying Development Codes, 2008.
2. Loss of Privacy	The site plan has been revised to move the proposed dwelling forward, in-line with neighbouring dwellings. This has therefore resolved the privacy concerns.
3. Tree or Shrub Plantings will in turn obstruct neighbours' views	The site plan has been revised to move the proposed dwelling forward, in-line with neighbouring dwellings. Tree or shrub plantings are not required anymore; and therefore will not obstruct views.
4. Siting of building is not in line with neighbouring dwellings	The site plan has been revised to move the proposed dwelling forward, in-line with neighbouring dwellings and complies with DCP requirements. This has therefore resolved the setback concerns.
5. The building has been placed on the allotment illegally	The owner has been served with an Intention to Serve an Order and has responded by submitting a Development Application and Construction Certificate application.
6. The appearance of the current building on site is not aesthetically pleasing.	The revised architectural plans propose various changes to be made to the original building to make it more aesthetically pleasing.

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ISSUE	RESPONSE
7. The proposed building does not have anything in common with other homes in Dickson Street	In relation to other Primary Dwellings (within Dickson Street): <ul style="list-style-type: none"> • The proposed dwelling has a similar roof line to the dwelling directly across the road. • The proposed dwelling has similar wall cladding to multiple dwellings within Dickson Street and the general neighbourhood. • The proposed dwelling has similar setbacks to the dwellings within Dickson Street. • The proposed dwelling is single storey; has a deck and also a carport which is similar to other developments in Dickson Street.
8. Other developments of this nature has been refused by Council	Each application is unique and treated on its own merits.
9. This development may devalue neighbouring property values if allowed; and therefore Council will need to pay the landowner for any financial losses suffered when selling their property.	There is no process within Council to which a community member can make a financial claim, if the sale of a property does not reach its intended monetary target. A development application is assessed with the aid of Legislation in force within the State of NSW. This report is part of a Legislated procedure. If a development complies with all the requirements of Legislation and procedure, it will be approved.

4.15(1)(e) The Public Interest

The development will not have an adverse impact on the public domain as it proposes a residential dwelling within an established residential area.

BUDGET IMPLICATIONS

Nil.

CONCLUSION

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

1. Approve the application, subject to conditions;
2. Defer the application for further information or redesign; or
3. Refuse the application.

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In summary, the proposal does satisfy the objectives of the Greater Hume Local Environmental Plan 2012 and the Greater Hume Development Control Plan 2013.

RECOMMENDATION

Pursuant to section 4.18(1)(a) of the Environmental Planning and Assessment Act 1979 Council consent be granted to Development Application 10.2019.51.1 for the construction of a proposed 43.2m² transportable dwelling; 36m² attached deck and 36m² Carport at 9 Dickson Street West Woomargama, Lot 11 DP264295 and Lot 12 DP264295; with the following proposed conditions:

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 Consolidate Allotments

The applicant must consolidate Lot 11 DP264295 and Lot 12 DP264295 into one allotment.

4 Approval for an Operate Onsite Sewerage Management System

No works shall commence until such time Council has issued an Approval for an Onsite Sewerage Management System; pursuant to Section 68 of the Local Government Act 1993.

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5 Construction Certificate Required – Deck and Carport

Prior to the commencement of any works, a construction certificate is required to be issued by a Certifying Authority.

Enquiries regarding the issue of a construction certificate can be made to Council on 02) 6029 8588.

6 Appointment of a Principal Certifying Authority – Deck and Carport

Prior to the commencement of any works, the person having benefit of a development consent, or complying development certificate must:

- a. appoint a Principal Certifying Authority; and
- b. notify Council of the appointment.

7 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.

8 Gutter Protection

Prior to the commencement of any works on site, the developer shall provide and lay adequate gutter protection at all points of entry to the site in accordance with Council's Code of Protection of Footpaths and Erection of Hoardings. This protection shall be maintained in good condition throughout the course of construction.

9 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.

10 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.

11 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 Approval Authority for the development.

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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.

12 Interim/Final Occupation Certificate Required - Deck and Carport

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 and Construction Certificate.

13 Interim/Final Occupation Letter Required – Transportable Dwelling

Prior to the commencement of any use and/or occupation of the subject development, a Final Occupation Letter must be issued.

Prior to the issue of any Occupation Letter the Certifying Authority must be satisfied that the development is in accordance with the respective Development Consent and Local Government approval.

14 Vehicular Crossover

The typical rural driveway crossover shall be in accordance with Council's Specifications Drawing (see attached). All works associated with the vehicle crossover shall be inspected by Council's Engineering Department prior to any pouring of concrete. A Road Opening Permit will only be issued upon completion of "Road Opening Permit Application" (form attached) and payment of the fee applicable.

15 Approval to Operate Onsite Sewerage Management System

The building shall not be occupied or used until such time Council has issued an Approval to Operate pursuant to Section 68 of the Local Government Act 1993.

16 Drainage Works-As-Executed Plan

Upon completion of installation of all drainage lines, a works-as-executed plan prepared by the licensed plumber/drainer shall be submitted for Council's records.

17 All Work to be Carried Out by a Licensed Plumber and Drainer

All plumbing and drainage work shall be carried out by a licensed plumber and drainer and to the requirements of AS/NZS 3500-2015 and the Local Government Act 1993 and Local Government (General) Regulations, 2005, the Plumbing & Drainage Act 2011 and Plumbing & Drainage Regulations 2012.

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18 Certificates – Transportable Dwelling

The following installation certificates, in the approved form, shall be submitted to Council prior to the issuing of an Occupation Letter:

- i) Certificate of Compliance-Electrical Work
- ii) Plumbing Certificates (for all works undertaken)
- iii) Compliance Plate for dwelling

19 Compliance plate – Transportable Dwelling

- A compliance plate must be attached to an accessible part of each of the following structures:
 - a manufactured home,
 - an associated structure that forms part of a manufactured home,
 - an associated structure that comprises a free-standing garage.
- A compliance plate must specify the following:
 - the name of the manufacturer of the manufactured home or associated structure,
 - the unique identification number for each major section of the manufactured home,
 - the month and year during which the manufactured home or associated structure was constructed,
 - the design gust wind speed for the manufactured home or associated structure,
 - a statement to the effect that the manufactured home or associated structure complies with the requirements of this Division,
 - the name of the practising structural engineer by whom the engineer's certificate has been issued in respect of the manufactured home,
 - whether a manufactured home is intended for use as a park van or holiday van.
- A unique identification number must be permanently marked on each major section of the manufactured home.
- The Minister may, by order published in the Gazette, issue specifications for the design, construction, issue and registration of compliance plates for the purposes of clause 159 of the Local Government (Manufactured Home Estates, Caravan Parks, and Moveable Dwellings) Regulations 2005.
- A compliance plate must be designed, constructed, issued and registered in accordance with any specifications in force under clause 159 of the Local Government (Manufactured Home Estates, Caravan Parks, and Moveable Dwellings) Regulations 2005.

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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.

20 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).

21 Construction – Maintenance and Clearing of Site

The site shall remain clean and all waste building materials and the like shall be contained within the site boundaries. The site is to be cleared of all building refuse and spoil immediately after completion of the works.

22 Surface Water Drainage

The ground beneath suspended floors shall be graded and/or filled so that the area beneath the building is above adjacent external finished ground level and surface water is prevented from ponding under the building.

23 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.

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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.

- 24** 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).
- 25** 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.
- 26** 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:
- 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.
- 27** 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.

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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.

28 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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3. DEVELOPMENT APPLICATION 10.2019.75.1 – SHED LOT 21 DP1130624 – 128 HUON STREET GEROGERY WEST

Report prepared by Environmental Health & Building Surveyor – Sharyn Coulston

REASON FOR REPORT

Council requested further information in regards to a development application for the construction of a shed. The site is 128 Huon Street Gerogery West described as Lot 21 DP1130624 (“the subject land”). The applicant and landowner is A G Dunn.

REFERENCE TO DELIVERY PLAN

None relevant.

DISCUSSION

This application was considered by Council at its Ordinary Meeting held on 21 August 2019 wherein consideration of the application was deferred pending a request for additional information regarding the specific use of the proposed shed be submitted to Council. This information has been supplied and consequently this matter can now be reconsidered by Council.

The applicant has submitted to Council information regarding the specific use of the proposed shed. **(ANNEXURE 4)**

The applicant has outlined in his correspondence that he proposes to use the shed to store and occasionally service his vintage show trucks and cars which require the use of portable hoists.

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:

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 is permissible with consent in the R5 Large Lot Residential zones.

Development Control Plans

This development application is for the construction of a shed which does not meet all the requirements of the Greater Hume Development Control Plan 2013 (“the DCP”).

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DEVELOPMENT APPLICATION 10.2019.75.1 – SHED LOT 21 DP1130624 – 128 HUON STREET GEROGERY WEST [CONT'D]

Council's Development Control Plan clearly states:

2.4 (2) "the maximum height of a dwelling house and any attached development is 8.5m above ground level (existing).

The maximum height of an outbuilding and any alterations or additions to an existing outbuilding is 4.8m above ground level (existing)".

The shed height is 6.3 metres at the ridge.

2.12(10) states "The maximum gross floor area of certain outbuildings – **The maximum gross floor area of all the following outbuildings on a lot is shown in the table to this clause:**

- a. **Garden shed, gazebo or greenhouse**
- b. **A carport or garage**
- c. **A "shed"**

Zone/Lot Area	Maximum gross floor area
RU5/600m ² -900m ²	60m ²
RU5/ >900m ²	100m ²
R2	150m ²
R5 & RU4	200m²

The area of the shed is 294 m².

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.

ISSUE	ACCEPTABLE	RESPONSE
Context & setting		The proposed shed will have no impacts on the context and setting of the allotment. The shed is positioned well off all boundary lines and is adjacent to an existing shed. The colouring of the proposed shed is colourbond paperbark walls and ironstone roof which matches the existing shed on the property.
Noise	✓	Nil effect.
Access & parking	✓	Nil effect.
Roads & traffic	✓	Nil effect.
Utilities	✓	Nil effect.
Heritage	✓	Nil effect.
Archaeology	N/A	-
Stormwater	✓	Nil effect.
Soils & erosion	✓	Nil effect.
Flora & fauna	N/A	-
Flooding	✓	Nil effect.

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Issue	Acceptable	response
Bushfire	✓	The property is part bushfire prone however the proposed development is over 10m from the dwelling.
Technological hazards	N/A	-
Safety, security & crime prevention	✓	Nil effect.
Privacy	✓	There will be minimal impact to privacy of neighbouring property.
Landscaping	✓	Condition for landscaping to be carried out along the boundary fence
Overshadowing	✓	The proposed development will not cause any overshadowing to neighbouring properties.
Land resources	N/A	-

The suitability of the site for the development

The development is on a large lot residential allotment. There is quite a large amount of area between neighbouring dwellings and outbuildings. The proposed development is for a residential shed.

Any submissions made in accordance with this Act or the Regulations

As mentioned, a submission has been received that raises concerns as to what this shed will primarily be used for.

The concerns are addressed in the table below:

1. Concerned of the sheds use of a vehicle repair, industrial, truck depot or large storage shed these are all prohibited under the LEP.	The development consent would condition against the use of the shed for any commercial purposes or prohibited uses under the LEP. The condition would be amended to include this. The colour scheme of the shed is colourbond paperbark walls and ironstone roof which is consistent with the existing shed on the property. The allotment size is 2.3ha and has sufficient room to accommodate the shed. The concern for privacy could be alleviated with a condition of consent for the applicant to provide a privacy screen of established plants along the boundary fence.
2. Boundary distances.	The proposed development meets all the setback distance requirements of the DCP and 31 metres from the side boundary.
3. Removal of existing tree.	There are allowances for the removal of trees as part of the development. The tree was located well within the allotment boundaries.

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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 stated they are concerned about the shed being used for commercial purposes.

Conditioning the development consent of the proposed shed in regards to the use of the shed will ensure that the shed is used only for residential purposes.

The concerns about the view from the neighbours' entertainment area will be alleviated by a condition in the development consent in regards to landscaping along the neighbouring fence line to soften this view.

BUDGET IMPLICATIONS

Nil.

CONCLUSION

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

4. approve the application, with or without conditions;
5. defer the application for further information or redesign; or
6. refuse the application.

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

RECOMMENDATION

Pursuant to section 4.18(1)(a) of the Environmental Planning and Assessment Act 1979 Council consent be granted to Development Application 10.2019.75.1 for the construction of a shed at 128 Huon Street, Gerogery West ; with the following proposed conditions:

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.

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PRIOR TO THE ISSUE OF A CONSTRUCTION CERTIFICATE

3 Approval Required Prior to the Issue of Construction Certificate

The following documentation is to be submitted to Council or the Accredited Certifier, prior to the granting of the construction certificate:

a. Contract of Insurance or Owner-builder Permit

Prior to the issue of a construction certificate, the Certifying Authority shall be satisfied that:

- (i) A contract of insurance that complies with Part 6 of the Home Building Act 1989 is in force in relation to the subject work. A certificate of insurance is to be provided to the other party of the contract; or
- (ii) An owner-builder has a valid owner-builder permit issued by the Department of Fair Trading.

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.

4 Construction Certificate Required

Prior to the commencement of any works, a construction certificate is required to be issued by a Certifying Authority.

Enquiries regarding the issue of a construction certificate can be made to Council on 02 6036 0100.

5 Appointment of a Principal Certifying Authority

Prior to the commencement of any works, the person having benefit of a development consent, or complying development certificate must:

- a. appoint a Principal Certifying Authority; and
- b. notify Council of the appointment.

6 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.

7 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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8 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.

9 Building Insurance/Owner Builders Permit

Prior to the commencement of works, the Certifying Authority shall be provided with an original copy of:

- a. The builder's (licensee's) name and contract license number and an approved insurance policy under Part 6 of the Home Building Act 1989; or
- b. The Owner Builders Permit, issued by the New South Wales Office of Fair Trading.

Note: An on the spot penalty of \$600 will be issued for any non-compliances with this requirement without any further notification or warning.

10 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.

11 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.

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12 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.

13 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.

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.

14 Use of Building

The building shall not be used for industrial or commercial purposes, any prohibited uses outlined in the Local Environmental Plan 2012 or human habitation without further consideration by Council.

15 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.

16 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).

17 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.

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

18 Stormwater Disposal

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

19 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.

20 Landscaping

To soften the view of the shed from neighbouring properties established trees must be planted along the boundary.

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.

21 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).

22 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.

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- 23** 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:
- 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.

- 24** 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.

- 25** 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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4. REQUEST BY FRV SERVICES AUSTRALIA FOR COUNCIL OWNERS CONSENT TO MAKE A DEVELOPMENT APPLICATION FOR THE WALLA WALLA SOLAR FARM

Report prepared by Director Environment and Planning – Colin Kane

REASON FOR REPORT

Council has been contacted by NGH environmental on behalf of FRV Services Australia requesting Council's Owners Consent to make a development application to the NSW Department of Planning and Environment for the Walla Walla Solar Farm which meets the criteria of State Significant Development. This report will provide Council with sufficient information in order to determine this request.

REFERENCE TO DELIVERY PLAN

None relevant.

DISCUSSION

FRV Services Australia are proposing to develop a solar farm 4 kilometres northeast of Walla Walla adjacent to Benambra Road and intersected by Schneiders Road. The 300 Megawatt (MW) solar farm would occupy around 807 ha of rural land currently used for agriculture on Lots 16, 17, 20, 21, 87, 88, 89, 108, 109 and 118 of DP 753735, Lot 3 DP 253113, Lot 1 DP 933189, Lot A DP 376389 and Lot 1 DP 1069452. The proposed infrastructure includes:

- Approximately 900,000 PV solar arrays mounted on single axis tracking systems.
- Battery storage to store energy on-site.
- Electrical cables and conduits.
- Inverter/transformer units.
- On site substation containing transformers, associated switchgear and control and protection equipment.
- Site office, compound, parking, access tracks and perimeter fencing.
- Operations building with associated car parking.
- Access points via Benambra Road.
- Emergency/maintenance access point on Schneiders Road.
- Internal access tracks.
- Minimal lighting, CCTV system, security fencing.
- An overhead powerline connecting to the existing TransGrid transmission line to the west of the site.
- Vegetative screening.

Due to the need to run the cables in Schneiders Road FRV Services Australia has contacted Council to obtain Councils owners consent to make a development application for the solar farm to the NSW Department of Planning and Environment.

Given the amount of community interest to the proposed development it is considered appropriate that Council determine this request. At the August Ordinary meeting Council considered a similar request in relation to the Jindera Solar farm and to enable Council to make an informed decision Council staff provided legal advice (**ANNEXURE 5**) from Bradley Allen Love as to whether Council could refuse to provide its consent to the making of the development application.

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REQUEST BY FRV SERVICES AUSTRALIA FOR COUNCIL OWNERS CONSENT TO
MAKE A DEVELOPMENT APPLICATION FOR THE WALLA WALLA SOLAR FARM
[CONT'D]

On consideration of that report and legal advice Council resolved that:

5358 RESOLVED [Knight/Quinn]

Council authorise the General Manager to provide owners consent to lodge the development application for the Jindera Solar Farm which involves the laying of a cable in Ortlipp Road to the TransGrid Jindera Solar Farm.

FRV Australia request is identical to the one made for the Jindera Solar Farm and as such Council can utilise the same legal advice.

BUDGET IMPLICATIONS

None in relation to this request as Council has previously incurred a cost to the planning legal budget to obtain the advice of Bradley Allen Love Lawyers.

CONCLUSION

As this request is identical to the one made by Jindera Solar Farm it is apparent that Council should give its owners consent to FRV Service Australia so they may make the development application for the proposed Walla Walla Solar Farm.

RECOMMENDATION

That Council authorise the General Manager to provide owners consent to make the development application for the Walla Walla Solar Farm which involves the laying of cables in Schneiders Road to a proposed substation to be located on western side of the proposed development.

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5. POLICY DEVELOPMENTS

Report prepared by Director Environment and Planning – Colin Kane

REASON FOR REPORT

To present new and revised policies for consideration.

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.

DISCUSSION

Development and enhancement of Council's Policy Register is continuing. The following policy is now presented for consideration by Council and is attached as **ANNEXURE 6**.

1. Private Swimming Pool Inspection Policy (Reviewed policy)

This policy was reviewed in accordance with policy review schedule.

Minor amendments only, the amount of inspections has been reduced from thirty (30) inspections per year to ten inspections per year.

BUDGET IMPLICATIONS

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

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 Private Swimming Pool Inspection Policy be adopted.

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GOVERNANCE

1. COUNCIL MEETING VENUES AND MEETING TIMES

Report prepared by General Manager – Steven Pinnuck

REASON FOR REPORT

To set the frequency, time and venue for Council's meeting schedule for the period October 2019 to September 2020.

REFERENCE TO DELIVERY PLAN ACTIONS

Objective We lead a vibrant, connected and inclusive community

Outcome 1.1 Leadership and advocacy is demonstrated and encouraged in our community

DISCUSSION

During the past few years meetings have rotated between the townships of Culcairn and Holbrook with two meetings being held at other centres across the shire. In the 2018/2019 year, the November meeting was held at Walla Walla and the March meeting was held at Carabost.

Whilst Council is not in receipt of any specific requests to host meetings at this time, it has proved useful in providing access to the Council meeting process and accordingly Management supports the retention of this initiative.

It is suggested that a meeting could be held at Henty in November 2019 and Lankeys Creek in March 2020.

Council has been meeting on the third Wednesday of each month with a public forum immediately preceding the meeting and commencing at 6.00pm.

Section 365 of the Local Government Act, 1993 requires a Council to meet at least 10 times each year, each time in a different month. Council will still be in compliance with Section 365 of the Local Government Act, should Council resolve not to schedule a meeting in January 2020 as has been the practice for several years.

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COUNCIL MEETING VENUES AND MEETING TIMES [CONT'D]

The table below outlines the proposed meeting schedule taking into account the local government elections to be held on Saturday 12 September 2020.

DATE	LOCATION
Wednesday, 23 October 2019	Culcairn
Wednesday, 20 November 2019	Henty
Wednesday, 18 December 2019	Holbrook
Wednesday, 19 February 2020	Culcairn
Wednesday, 18 March 2020	Lankeys Creek
Wednesday, 15 April 2020	Holbrook
Wednesday, 20 May 2020	Culcairn
Wednesday, 17 June 2020	Holbrook
Wednesday, 15 July 2020	Culcairn
Wednesday 19 August 2020	Holbrook
September 2020 Council meeting to be set once local government election has been declared	Culcairn

BUDGET IMPLICATIONS

Adequate allocations have been made within the 2019/2020 Estimates of Income and Expenditure for the conduct of Council meetings, extraordinary meetings and workshops.

CONCLUSION

Council's meeting frequency, venues and times has worked well over the past 12 months.

RECOMMENDATION

That:

1. Council adopt the following meeting schedule with meetings to commence at 6pm.

DATE	LOCATION
Wednesday, 23 October 2019	Culcairn
Wednesday, 20 November 2019	Henty
Wednesday, 18 December 2019	Holbrook
Wednesday, 19 February 2020	Culcairn
Wednesday, 18 March 2020	Lankeys Creek
Wednesday, 15 April 2020	Holbrook
Wednesday, 20 May 2020	Culcairn
Wednesday, 17 June 2020	Holbrook
Wednesday, 15 July 2020	Culcairn
Wednesday 19 August 2020	Holbrook
September 2020 Council meeting to be set once local government election has been declared	Culcairn

2. a public forum immediately precede each meeting.

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2. APPOINTMENT OF DELEGATES

Report prepared by General Manager – Steven Pinnuck

REASON FOR REPORT

Appointment of delegates, in accordance with section 377 of the Local Government Act 1993.

REFERENCE TO DELIVERY PLAN ACTIONS

Nil.

DISCUSSION

The delegates were authorised by resolution to represent the Council on the respective organisations at the first meeting of the new term of Council.

It is a requirement that these delegations are reviewed annually at the September meeting.

A table of the respective organisations and appointed delegates is included below:

ORGANISATION/COMMITTEE	Delegate(s) 2018/2019
Alliance of Councils and Shires of Upper Murray (ACSUM) Working Party – Albury City, Greater Hume, Indigo, Towong Shires and Wodonga City	Mayor and Deputy Mayor
Australia Day Committee	Recommend a Councillor from each Ward Cr O'Neill Cr Schilg Cr Quinn Cr Wilton ex officio
General Manager's Performance Review Committee	Mayor, Deputy Mayor, Cr Schilg
Grants Committee	Cr Osborne Cr Weston Cr Quinn
Holbrook Submarine Museum Committee	Cr Wilton (alternate Cr Quinn)
Audit Risk and Improvement Committee	Cr Osborne Cr Quinn Cr Wilton (ex officio)
Joint Regional Planning Panel (Greater Hume Shire representatives)	Cr Osborne & (a recommendation for the appointment of an external representative will be subject of a further report)
Lake Hume Land On-Water Management Plan Community Reference Committee	Cr Quinn (alternate Cr Weston)

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APPOINTMENT OF DELEGATES [CONT'D]

ORGANISATION/COMMITTEE	Delegate(s) 2018/2019
Local Emergency Management Committee	Director Engineering (alternate Cr Osborne), with Manager Traffic & Infrastructure as observer.
Local Traffic Committee	Director Engineering (Cr Meyer as an observer) all councillors are to be advised when meetings are held.
Murray Arts Advisory Committee	Cr Schilg
Murray Darling Association	Crs Quinn and Weston
Riverina Eastern Regional Organisation of Councils	Mayor and General Manager
Riverina Regional Library	Cr Osborne Director Corporate & Community Services
Riverina Joint Organisation	Mayor (alternate Deputy Mayor) Observer General Manager
Riverina Water County Council Appointed for a 4 year term	Cr Meyer Cr Quinn
Rural Fire Service Bushfire Management Committee	Cr Osborne (alternate Cr Meyer)
Softwoods Working Group	Cr Wilton (alternate Cr Weston)
Squirrel Glider Local Area Management Plan Project Committee	Cr Schilg

It is appropriate that Council review the delegates to the respective organisations listed in the table above.

BUDGET IMPLICATIONS

Nil.

CONCLUSION

This is a procedural matter requiring consideration by Council.

RECOMMENDATION

That Council determine its delegates to the respective organisations listed in the table above.

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3. DELEGATIONS OF AUTHORITY

Report prepared by General Manager – Steven Pinnuck

REASON FOR REPORT

Review of delegations in accordance with Department of Local Government Promoting Better Practice Program.

REFERENCE

Statutory matter.

DISCUSSION

Section 377 of the Local Government Act 1993 provides that a council may, by resolution, delegate to the General Manager, or any other person or body (not including another employee of the council), any of the functions of the council other than those listed in section 377(1). The General Manager may sub-delegate a function delegated to the General Manager by the council to another employee of the council.

No changes have been proposed to the delegation for the Mayor or General Manager. Both the Mayors and General Managers delegations are included as **ANNEXURE 7** for Councillors information.

Certain Council functions such as the management of public facilities, provision of advice and fundraising activities are delegated by Council to community based management committees appointed under section 355 of the Local Government Act.

BUDGET IMPLICATIONS

Nil.

CONCLUSION

It has been past practice to review delegations to the Mayor and General Manager on an annual basis.

RECOMMENDATION

That Council approve delegations to the Mayor and General Manager, pursuant to section 377 of the Local Government Act, the functions listed in the respective instruments of delegation attached as **ANNEXURE 7**.

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4. MURRAY DARLING ASSOCIATION CONFERENCE – 22 - 24 OCTOBER 2019

Report prepared by General Manager – Steven Pinnuck

REASON FOR REPORT

For Council to endorse the actions of the General Manager in registering two Councillors for the Murray Darling Association Conference to be held in Toowoomba from 22 - 24 October 2019.

REFERENCE TO DELIVERY PLAN ACTIONS

Objective We lead a vibrant, connected and inclusive community

Outcome 1.1 Leadership and advocacy is demonstrated and encouraged in our community

DISCUSSION

Correspondence has been received from the Murray Darling Association regarding the program for the 75th Annual General Meeting and National Conference of the Murray Darling Association to be held at Toowoomba from 22 - 24 October 2019.

The conference is held in various locations throughout the states of Queensland, NSW, Victoria and South Australia. Council representatives to the Murray Darling Association have regularly attended in the past.

The estimated cost of the attendance of two delegates at the conference is detailed below:

Item	Cost
Conference registration fees	\$1,398.00
Accommodation – Toowoomba (4 nights @ \$156.25 per night/per delegate)	\$1,250.00
Accommodation to Toowoomba (2 nights @150 per night/per delegate)	\$600.00
Travel to Toowoomba and return (Private vehicles)	\$700.00
Meals etc. (5 days @ \$100.00 per delegate)	\$1,000.00
Total	\$4,948.00

Note: Allowances for meals is in accordance with Payment of Expenses and Provision of Facilities Policy.

BUDGET IMPLICATIONS

Council has committed \$13,260 in the 2019/2020 Budget for Elected Member Conferences and Seminars. Council has previously committed to allowing three Councillors the opportunity to attend the LGNSW Conference to be held at Warwick Farm in October this year; however there is still capacity to fund two delegates to the Murray Darling Association Conference.

CONCLUSION

There is capacity within the 2019/2020 Estimates of Income and Expenditure to approve the attendance of two councillors at the Murray Darling Association Conference and Council has supported this event in the past.

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MURRAY DARLING ASSOCIATION CONFERENCE – 22 - 24 OCTOBER 2019 [CONT'D]

RECOMMENDATION

That Council endorse the General Manager's actions in registering Cr Tony Quinn and Cr Terry Weston for the 75th Annual General Meeting and National Conference of the Murray Darling Association to be held at Toowoomba from 22 – 24 October 2019.

**ORDINARY MEETING OF GREATER HUME COUNCIL
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5. ENGAGEMENT OF NEW SOUTH WALES ELECTORAL COMMISSION TO CONDUCT THE SEPTEMBER 2020 ORDINARY COUNCIL ELECTIONS

Report prepared by General Manager – Steven Pinnuck

REASON FOR REPORT

To seek Council endorsement to engage the New South Wales Electoral Commission (NSWEC) to conduct Council's September 2020 ordinary elections.

REFERENCE TO DELIVERY PLAN ACTION

Not applicable – statutory matter.

DISCUSSION

The Office of Local Government issued Circular No. 18-43 on 12 December 2018 advising Councils that under Section 296 AA of the *Local Government Act 1993* (NSW), (the "Act"), a decision must be made on how their September 2020 ordinary elections are to be administered no later than 11 March 2019. Due to an Independent Pricing and Regulatory Tribunal (IPART) review into the cost of conducting local government elections this date was subsequently amended to 1 October 2019.

The IPART review was released for public comment on 27 June 2019 and Council made a submission to the review by the due date with the final IPART report provided to the Minister of Local Government prior to 30 August 2019.

It is not known when the Minister for Local Government will release the final report.

One of the main recommendations of the IPART review was that the true cost (according to IPART's calculations) of conducting elections be charged to local government. If this recommendation was adopted by the Minister it could result in the estimated cost rising from \$77,000 (NSW Electoral Commission estimate) to \$97,000 (IPART recommendation).

The rationale of charging local government the full cost of administering local government elections was to introduce competition, however presently there is only one other company providing electoral services in NSW. However with the higher level of legislative compliance and procedural detail that is required in order for an election process to be deemed as valid, it is beyond the capacity of all but the very largest of councils to engage an alternate electoral service provider.

For previous local government elections Council has shared some costs (Returning Officer and associated costs) with neighbouring Councils; Albury, Corowa and Tumbarumba . Whilst local government boundaries have changed confirmation has been received from Albury and Federation Councils that both Councils are prepared to resource share again where possible. This has been very effective in containing costs for Greater Hume Council and it is recommended that Council once again enter into resource sharing arrangements with Albury and Federation Councils.

BUDGET IMPLICATIONS

Costs associated with the conducting of ordinary council elections in September 2016 was \$65,745, however it should be noted that due to Council mergers only Albury City and Greater Hume held election in 2016. The inclusion of Federation should assist in limiting the cost for the September 2020 elections.

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ENGAGEMENT OF NEW SOUTH WALES ELECTORAL COMMISSION TO CONDUCT THE
SEPTEMBER 2020 ORDINARY COUNCIL ELECTIONS [CONT'D]

\$10,000 has been included in the 2019/2020 Budget and \$60,000 in the 2020/2021 Budget for Election costs which may require review depending on whether the Minister for Local Government accepts the IPART recommendations.

CONCLUSION

The NSWEC is best placed to undertake the administration of elections, referendums and polls on Council's behalf and as such it is recommended that Greater Hume Council engage the NSWEC in accordance with the following model resolution as prepared by the Division of Local Government.

RECOMMENDATION

That Greater Hume Shire Council resolves:

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

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6. REVIEW OF WARD BOUNDARIES

Report prepared by General Manager - Steven Pinnuck

REASON FOR THE REPORT

For Council to consider a report on the outcome of the public exhibition of the proposed alteration to Ward boundaries to ensure compliance with section 211 of the Local Government Act, 1993.

REFERENCE TO DELIVERY PLAN ACTIONS

Nil

DISCUSSION

As reported to the July meeting 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.

As the variance between the highest ward and the lowest Ward was 12.74% this was 2.71% greater than the maximum variance of 10%.

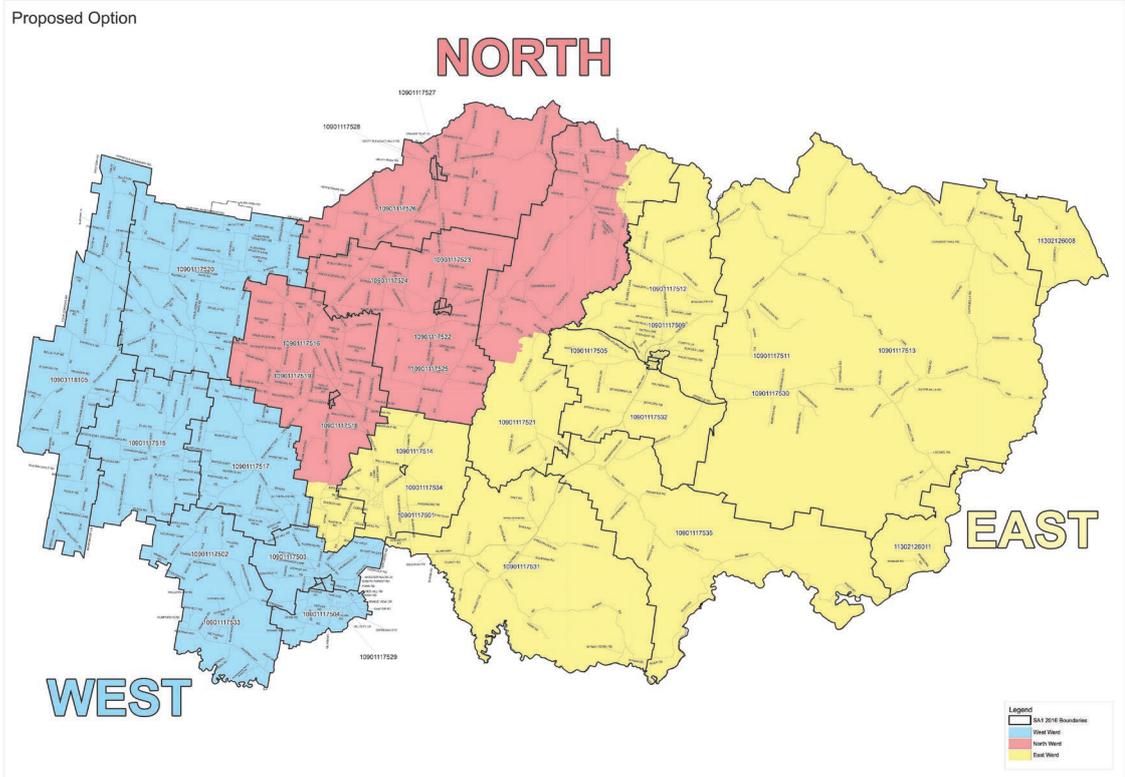
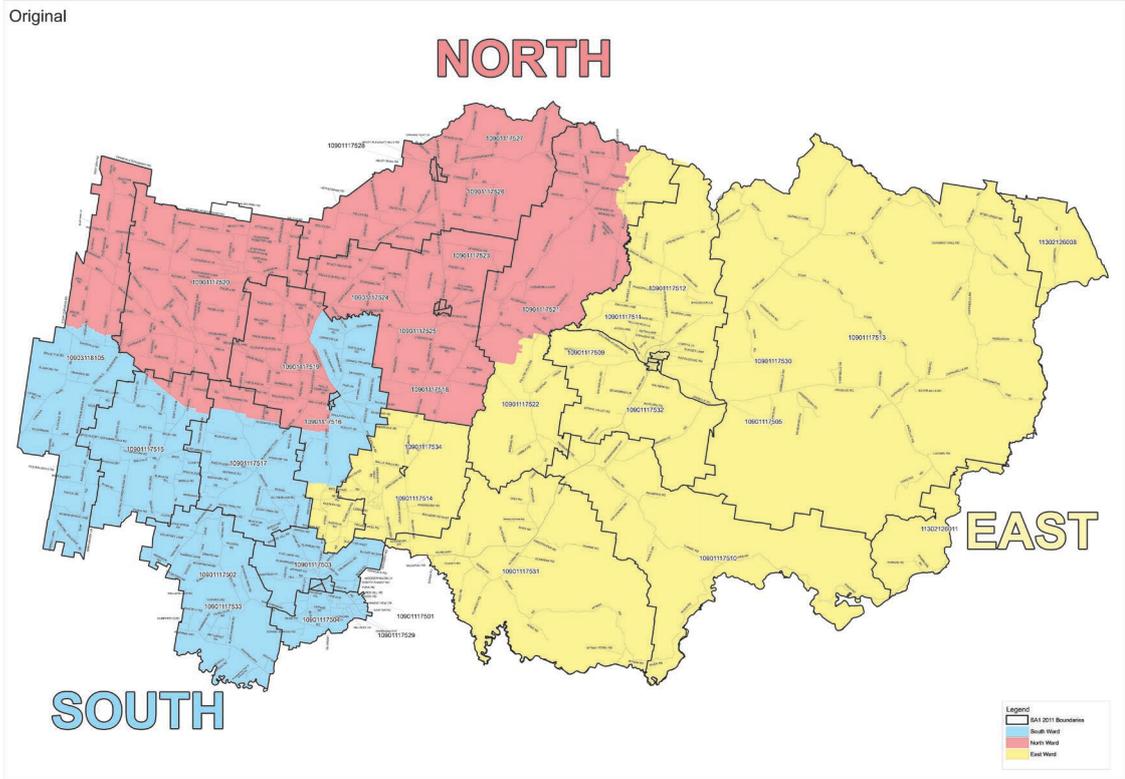
Accordingly at the July meeting the following was resolved:

1. *That Council adopt 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.*

Overleaf are maps of the existing Ward boundaries and the proposed Ward boundaries as publically exhibited.

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REVIEW OF WARD BOUNDARIES [CONT'D]



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REVIEW OF WARD BOUNDARIES [CONT'D]

The proposed Ward boundaries will result in the following elector distributions:

Ward boundary name	No. of Electors
East	2,566
North	2,621
West	2,424
Total	7,611

Note: Based on elector number extracted on 27 June 2019

On the basis of the above table with North Ward (being the slowest growing Ward is the highest) and West Ward (fastest growing Ward is the lowest) there is a variance of 197 or 7.52%.

It is noted that the above resolution requires a constitutional referendum be held on whether Ward boundaries are retained past 2020, however if they are retained it is anticipated that the proposed Ward boundaries will remain within the requirements of the Local Government Act for at least the 2024 and 2028 elections.

The proposed Ward boundary alterations were advertised in the Border Mail on Saturday 27 July 2019, were available on Council's website, first distributed through Council's Facebook page on 31 July and the weekly thereafter with the final post being Friday 6 September and has been displayed all at Customer Service Centres.

No submissions were received on the proposed Ward boundary alterations.

Accordingly, it is recommended that Council adopt the proposed Ward boundary alterations and undertake the necessary notifications.

BUDGET IMPLICATIONS

Minor cost of implementing the changed Ward boundaries although the Constitutional referendum is estimated to add an additional \$7,000 -\$8,000 to the total election costs.

CONCLUSION

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.

In accordance with the resolution from the July Council meeting the proposed new Ward boundaries were publically exhibited for the statutory period and no submissions were received.

Accordingly it is recommended that Council adopt the proposed Ward boundary alterations and undertake the necessary notifications.

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REVIEW OF WARD BOUNDARIES [CONT'D]

RECOMMENDATION

That the Council:

1. endorses the Council Ward boundary adjustment following public exhibition of the proposed Ward boundaries;
2. writes to all households affected by the Ward boundary adjustment notifying them of the outcome; and
3. writes to the Electoral Commissioner advising of the outcome of the Ward boundary adjustment.

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7. GENERAL MANAGER'S PERFORMANCE AGREEMENT 2019/2020

Report prepared by General Manager – Steven Pinnuck

REASON FOR REPORT

For Council to consider the General Manager's Performance Agreement for the period ended 30 June 2020 in accordance with clause 7 of the General Manager's Contract.

REFERENCE TO DELIVERY PLAN ACTIONS

Nil.

DISCUSSION

The General Manager's Performance Agreement is based on the Position Description and the Council's Delivery Plan.

The Review Process

The General Manager Performance Agreements outlines the Key Performance Indicators (KPIs) used in reviewing their performance.

Part I contains year-on-year operational KPIs, whilst Part II outlines particular projects which are prioritised by Council in its current Delivery / Operational Plan. Some Part I KPIs refer to checklists included in the agreement. These are reported on by exception. When completing the self-appraisal, the GM will indicate whether the various measures were met.

At the July 2013 Council meeting, the structure for the General Manager's Performance Review Committee was determined as follows:

"That the General Manager's Performance Review for the assessment of performance to 30 June 2014 be conducted by a General Manager's Performance Review Committee (in accordance with the Guidelines) comprising Mayor, Deputy Mayor, one other councillor and a further councillor nominated by General Manager (if he deems it necessary) and that the Committee to provide a report to full council."

To this point the General Manager has not deemed it necessary to nominate a Councillor. This structure is in accordance with recommendations contained within the Office of Local Government document – Guidelines for the appointment and oversight of General Managers, July 2011.

A copy of the draft Performance Agreement has been **ENCLOSED SEPARATELY** with the Agenda papers for Councillor's consideration.

It has been past practice for an interim review to be conducted after six months and an annual review as at 30 June each year. In addition if requested the General Manager meets with the Performance Review Committee on an informal basis during the year to discuss the progress towards the achievement of Key Performance Indicators.

BUDGET IMPLICATIONS

Nil.

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GENERAL MANAGER'S PERFORMANCE AGREEMENT 2019/2020 [CONT'D]

CONCLUSION

The development of a Performance Agreement is a condition of the General Manager's Contract of Employment and is required to be adopted in an open session of Council.

RECOMMENDATION

That the General Manager's 2019/2020 Performance Agreement as circulated be adopted.

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8. PROPOSED JINDERA TO ALBURY (LAVINGTON) RECREATIONAL PATH WORKING PARTY

Report prepared by General Manager – Steven Pinnuck

REASON FOR THE REPORT

To advise Council of AlburyCity's acceptance to reconvene the Jindera to Albury (Lavington) Working Party and to nominate two elected representatives and one staff representative on the Working Party.

REFERENCE TO DELIVERY PLAN ACTIONS

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

At the July meeting of Council the resolution below was carried as a result of a Notice of Motion submitted by Cr Knight.

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.

Subsequent to the meeting correspondence was forwarded to Albury City Council which was presented to their Council meeting held 26 August 2019.

Albury City Council resolved the following:

That Council:

- a. Endorse Option 1 and accept Greater Hume Council's invitation to reconvene a working party for the Jindera to Albury Recreational Path; and
- b. Nominate elected representatives - Cr Cohn and Cr van de Ven - to sit on this working party.

Accordingly it is now appropriate that Greater Hume Council nominates its representative to the Committee; being two elected representatives and a staff representative. It is proposed that Michael Oliver, Manager Traffic and Infrastructure be the staff representative.

BUDGET IMPLICATIONS

There are no budget implications at this stage as it is expected that preliminary work will be undertaken in house by Greater Hume and Albury Councils. If the expenditure of funds are required, a further report will be brought before Council.

CONCLUSION

As both Greater Hume and Albury Councils have resolved to reconvene the Jindera-Lavington Recreation Path Working Party, it is now appropriate that Greater Hume Council nominates its representative to the Committee; being two elected representatives and an staff representative.

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PROPOSED JINDERA TO ALBURY (LAVINGTON) RECREATIONAL PATH WORKING PARTY [CONT'D]

RECOMMENDATION

That:

1. Michael Oliver, Manager of Traffic and Infrastructure be nominated as the employee representative on the Jindera-Lavington Recreation Path Working Party
2. Council nominate two elected representatives to the Jindera-Lavington Recreation Path Working Party.

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9. POLICY DEVELOPMENT – PROPOSED RESCINDING OF GIFTS, BRIBES AND BENEFITS POLICY

Report prepared by General Manager – Steven Pinnuck

REASON FOR REPORT

For Council to consider rescinding the Bribes, Gifts and Benefits policy as it is now incorporated in the Office of Local Government's Model Code of Conduct previously adopted by Council.

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.

DISCUSSION

The review of Council's Policy register is continuing and as guidance concerning bribes, gifts and benefits are now enshrined within the Office of Local Government's Model Code of Conduct it is considered that a separate policy on this matter is no longer required.

The existing Bribes, Gifts and Benefits Policy is included as **ANNEXURE 8** for Councillors' Information.

BUDGET IMPLICATIONS

Nil

CONCLUSION

The review of Council policies is continuing and it is considered that the Bribes, Gifts and Benefits Policy be rescinded as guidance on these matters is now enshrined within the Office of Local Government's Model Code of Conduct which has been adopted by Council.

RECOMMENDATION

That the Bribes, Gifts and Benefits Policy be rescinded.

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10. POLICY DEVELOPMENT – ALCOHOL AND OTHER DRUG POLICY

Report prepared by Risk & Safety Coordinator – Jackie Lister

REASON FOR THE REPORT

For Council to consider the introduction of an Alcohol and Other Drug Policy and to rescind an existing policy with a similar name.

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.

DISCUSSION

As part of the structured policy review process and Council's Drug & Alcohol Policy has been revised and renamed to better reflect legislative and third party requirements and integrate better with our Risk & WHS Management System. The matter of random alcohol and other drug testing was also raised at the General Manager's Performance Review.

This major revision was also undertaken to ensure compliance and workability prior to the implementation of regular random, cause and post incident testing for Alcohol and Other Drugs (AOD) across Council.

Implementation of testing for alcohol and other drugs will be undertaken by AusHealth and in the first year is estimated to cost between \$9,400 - \$10,900.

The first year requires significant set up costs and tasks including:

- Policy review by a qualified toxicologist
- Drug & Alcohol Awareness Training for all employees over 2 days
- Reasonable Cause Training for 30 Supervisors over 1 day
- Random BrAC and saliva testing for 25 staff 2 or 3 times per year (\$1,295.75 per visit)
- Access to other training if required
- Access to professional service and advice

Cost for the second year and subsequent years is estimated to cost between \$3,000 - \$4,500 depending on the number of tests per year and cause and post incident testing.

- Random BrAC and saliva testing for 25 staff 2 or 3 times per year (\$1,295.75 per visit)
- Access to other training if required
- Access to professional service and advice

Reasonable Cause and Post Incident testing will be at an additional cost of \$395 per test and laboratory confirmation of a non-negative result will cost an additional \$160 per instance.

It is recommended that Council's existing Drug and Alcohol Policy included in **ANNEXURE 9** be replaced with a major revision and renamed in the draft Alcohol and Other Drugs (AOD) Policy also included at **ANNEXURE 9**.

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POLICY DEVELOPMENT – ALCOHOL AND OTHER DRUG POLICY [CONT'D]

BUDGET IMPLICATIONS

Cost of implementation will be funded from the Risk Incentive Reserve for the first year (\$9,400 - \$10,900) and included with Employee Overhead costs in the second (\$3,000 - \$4,500) and subsequent years.

CONCLUSION

As part of the policy review process, policies continue to be reviewed and recommended for change to better reflect current insurance and legislative compliance and a more contemporary structure under the Risk & WHS Management System.

RECOMMENDATION

That Council replace its current Drug and Alcohol Policy with the major revision being Alcohol and Other Drugs Policy.

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11. 2019 RISK MANAGEMENT EXCELLENCE AWARDS

Report prepared by General Manager – Steven Pinnuck

REASON FOR THE REPORT

To inform Council about the Risk Management Excellence Awards (RMEA) Commendation received by Greater Hume Council for various entries at the recent Statewide Mutual Risk Management conference held in Sydney.

REFERENCE TO DELIVERY PLAN ACTIONS

Nil

DISCUSSION

Council's Risk Work Health & Safety Committee on the recommendation of Statewide Mutual's Regional Risk Manager Damien Connell entered one submission into each award category for ***Rural/Regional Council (population less than 30,000) / County Councils in the annual RMEA.***

The Awards were structured as detailed below:

- Overall Winner – Overall Winner All Submissions/Categories
- Category Winner – 1st place for Category
- Highly Commended - 2nd place for Category
- Commendation – 3rd place for Category

The submissions were as follows:

Operational Risk Initiative - Facility Users/355 Roadshows

Through a recent internal review, Greater Hume Council identified an opportunity to further develop our User Agreements for Council Facilities and reinforce processes for Councils s355 Committees whom manage most Council facilities outside of our main offices and depots; to better integrate and streamline their activities and strengthen our capabilities with risk management and compliance.

Council developed and implemented new processes for Hire of Council Facilities & User Agreements utilising advice from Statewide Mutual and employing the principals of *AS/NZS/ISO 31000:2009*. Implementation of this system required training of both users of Council Facilities and the Committees that manage the facilities which presented Council with the opportunity to provide training and information to user groups and committees in other areas in addition to Hire of Council Facilities & User Agreements.

As a result Council conducted a series of roadshows in late 2018 to provide training and information specifically tailored to either User Groups or Facility Management Committees.

The Roadshows promoted a collaborative approach to the use and management of Council facilities by streamlining the process and further defining the many functions of Council, its committees and external stakeholders involved.

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2019 RISK MANAGEMENT EXCELLENCE AWARDS [CONT'D]

The Roadshows were deemed a great success by all involved and the process has helped to encourage a positive change in the risk management and safety culture within Council itself as well as individuals and organisations in the wider community- So much so that Council has committed to holding similar Roadshows on an annual basis from this point forward.

Award: Highly commended (2nd place behind overall winner of all categories)

Strategic /Enterprise Risk Initiative - RWHS Management System

Through a recent informal internal review, Greater Hume Council identified the need for a more planned and coordinated approach to managing organisational risk and workplace health and safety to ensure more effective integration of management processes and ongoing commitment to compliance and continuous improvement. In response, Council has developed a Risk & Work Health Safety Management System to provide the framework and elements to enable this.

Our Risk & Work Health Safety Management System integrates with existing organisational procedures and processes and utilises Statewide's JRS Risk Profiler to register and prioritise risk and to track actions, controls and compliance and to provide reporting functions for regular management review.

It is envisaged that our Management System will assist in streamlining proactive, routine and reactive activities through improved and structured identification, prioritisation and remedial methodologies. This will place Council in a stronger position for reducing incidents, minimising claim and premium costs and to improve workplace health and safety for our workers and improve the general safety and corporate image within our community.

With full implementation of our Management System, Council will be in a robust and secure position to remain 'Fit for the Future'.

Award: Commendation

Technological Innovation - SpotGen for Rangers & lone Workers

Council is committed to the effective management of organisational risk and workplace health and safety and seeks opportunities for continual improvement as a fundamental function of sound business practice.

Following a periodic review of incidents in March 2018 which identified an increased number of serious incidents and near misses involving Council Rangers new measures to decrease the risk of physical harm. Concerns were also raised by the Rangers themselves in relation to the various risks they face on a daily basis due to the nature of their duties, in particular risks to their personal safety.

Council's Risk & Safety Coordinator in collaboration with Council Rangers were tasked with identifying and mitigating the risks associated with their day to day activities. Personal safety was considered the highest priority following a detailed risk assessment of their roles.

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2019 RISK MANAGEMENT EXCELLENCE AWARDS [CONT'D]

In May 2018 Council implemented the use of SpotGen3 – Global Satellite GPS Messenger which simply put is an emergency device similar to a Personal Locator Beacon (PLB) but with added features such as customised and continuous tracking, messaging and SOS all without the requirement for mobile phone service.

The use of SpotGen has considerably reduced the risk of personal harm to Council Rangers and given the Rangers and their supervisors more confidence in performing their duties safely.

SpotGen is augmented by Council's existing GPS tracking System installed in some fleet.

it is envisaged that the implementation of this technology will place Council in a stronger position for reducing incidents, minimising costs, improving health and safety in our workplaces and throughout our community, which follows-on to aid achievement of the vision and strategic objectives outlined in our Community Strategic Plan.

Award: Commendation

BUDGET IMPLICATIONS

Nil.

CONCLUSION

The Awards presented to Greater Hume Council are just recognition for the hard work and commitment to safety of staff throughout the organisation.

Planning is already underway for Council's 2020 RMEA Submissions.

RECOMMENDATION

That staff involved in the projects be congratulated on their contribution to the commendations received and that the awards be placed on display in the Customer Service Centre at Culcairn.

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CORPORATE AND COMMUNITY SERVICES

1. 2018/2019 DRAFT GENERAL PURPOSE AND SPECIAL PURPOSE FINANCIAL STATEMENTS – CERTIFICATE BY COUNCIL

Report prepared by Chief Financial Officer – Dean Hart

REASON FOR REPORT

To present to Council the Draft General Purpose and Special Purpose Financial Statements for year ending 30 June 2019, which require certification and referral to Council's external auditors.

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.

DISCUSSION

The Local Government Act 1993 ("the Act") relating to the preparation of Council's annual financial reports requires that:

1. Section 413 – A council must prepare financial reports for each year, and must refer them for audit as soon as practicable after the end of that year.
2. Section 413(2) – A council's financial reports must include:
 - a. A general purpose financial report
 - b. Any other matter prescribed by the regulations
 - c. A statement in the approved form by the council as to the opinion of the general purpose financial report.

The Local Government Code of Accounting Practice and Financial Reporting requires Council to complete a Special Purpose Financial Report for all business activities declared by Council and that Council complete a Statement on its Special Purpose Financial Report. A copy of the required Statements are included as **ANNEXURE 10**.

3. Section 413(3) – The general purpose financial report must be prepared in accordance with the Act and the regulations and the requirements of:
 - a. The publications issued by the Australian Accounting Standards Board, as in force for the time being, subject to the regulations, and
 - b. Such other standards as may be prescribed by the regulations.
4. Section 416 – A council's financial reports for a year must be prepared and audited within 4 months after the end of the year concerned.

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2018/2019 DRAFT GENERAL PURPOSE AND SPECIAL PURPOSE FINANCIAL STATEMENTS – CERTIFICATE BY COUNCIL [CONT'D]

5. Section 418 – Upon receiving the Auditor’s Report, the Act requires the council to give at least 7 days public notice of the meeting at which it proposes to present its audited financial reports, together with the Auditor’s Report, to the public. The public notice must include a statement that the business of the meeting will include presentation of the audited financial reports, the Auditor’s Report, and a summary of the financial reports.
6. Section 420 – Any person may make submissions in respect of the Council’s audited financial reports or the Auditor’s Report. Such submissions must be in writing and lodged with Council within 7 days after the public meeting at which these reports are presented. Copies of all submissions received must be referred to Council’s Auditor. The Council must take such action as it considers appropriate in respect to any submissions received, including giving notice to the Office of Local Government of any matter that appears to require amendment of the Council’s Financial Statements. In order to facilitate the public notice, meeting and submission process, it is considered appropriate that Council delegate to the General Manager authority, upon receipt of the Auditor’s Report by Council to:
 - a. Arrange for the public notice of this meeting, in the required format, to be placed in the Border Mail newspaper, advising of the meeting at which the Auditor’s Report will be presented.
 - b. Arrange for the Council’s audited financial reports and a copy of the Auditor’s Report to be made available for public inspection on Council’s website and at the Council’s offices and libraries.
 - c. List the audited financial reports and Auditor’s Report on the Agenda for the October 2018 Council Meeting.
7. Section 428 – The audited financial reports must be included in the Council’s annual report.
8. Clause 215 of the Local Government (General) Regulation 2005, requires that the Statement under Section 413(2)(c) on the annual financial report must be made by resolution of the Council and signed by the:
 - a. Mayor
 - b. At least one (1) other Councillor
 - c. General Manager
 - d. Responsible Accounting Officer

Annual financial reports have now been completed for Greater Hume Shire Council, Greater Hume Shire Council Water Fund and Greater Hume Shire Council Sewer Fund.

Council is responsible for the preparation of the financial reports and adequate disclosures. This includes the maintenance of adequate accounting records and internal controls, selection and application of accounting policies, and the safeguarding of the assets of Council.

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2018/2019 DRAFT GENERAL PURPOSE AND SPECIAL PURPOSE FINANCIAL STATEMENTS – CERTIFICATE BY COUNCIL [CONT'D]

The General Manager reports that the Annual Financial Statements have been drawn up in accordance with:-

- The Local Government Act 1993 (as amended) and the regulations made thereafter
- The Australian Accounting Standards and professional pronouncements
- The Local Government Code of Accounting Practice and Financial Reporting
- The Local Government Asset Accounting Manual

Further it is advised that they will:

- Present fairly the financial position and operating result for the year; and
- Accord with Council's accounting and other records.

The General Manager is not aware of any issue that would make the reports false or misleading in any way.

In relation to the Special Purpose Financial Statements, it is advised that the Statements have been drawn up in accordance with the Local Government Code of Accounting Practice and Financial Reporting and the:-

- NSW Government Policy Statement "Application of National Competition Policy to Local Government"
- Department of Energy, Utilities and Sustainability "Best Practice Management and Water Supply and Sewerage" Guidelines.

It is further advised that these reports:

- Present fairly the financial position and operating result for each of Council's declared Business Units for the year; and
- Accord with Council's accounting and other records.

In relation to compliance with National Competition Policy, the allocation of overhead expenses to water and sewerage undertakings of the former Councils continues to be applied.

Detailed below is a snapshot of Council's financial position as at 30 June 2019 (subject to Audit)

Income Statement

	2018/2019 \$,000	2017/2018 \$,000
Operating Income	35,879	40,351
Operating Expenditure	29,020	29,636
Net Operating Result for the year	6,859	10,715
Capital Grants and Contributions	7,176	9,575
Net Gain / (Loss) on Disposal of Assets	(133)	(1,362)

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2018/2019 DRAFT GENERAL PURPOSE AND SPECIAL PURPOSE FINANCIAL STATEMENTS – CERTIFICATE BY COUNCIL [CONT'D]

	2018/2019 \$,000	2017/2018 \$,000
Net operating result for the year before capital grants and contributions provided for capital purposes	(317)	1,140

Statement of Financial Position

Total Current Assets	31,665	31,237
Total Current Liabilities	7,206	7,718
Total Non-Current Assets	492,321	485,782
Total Non-Current Liabilities	5,611	5,848
Total Equity	511,169	503,453

Net Operating Result for the Year

Council's Net Result for the 2018/2019 year has reduced from \$10,715m in 2017/2018 to \$6,859m in 2018/2019 due to a decline in total income received for the 2018/2019 year (\$35.879m) compared to the 2017/2018 year (\$40.351m). The reduction in income is primarily due to a decrease in grants and contributions received for operating purposes such as Roads to Recovery (decrease of \$1.585m) and Natural Disaster Relief (decrease of \$1.167m).

External/Internal Restrictions (Reserves)

Council has maintained strong externally restricted reserves of \$8,883m (includes \$230k held in Trust) and internal restrictions of \$11,272m.

External Restrictions are generally unexpended grants, water and sewerage funds and can only be used for the purposes for which they were raised. Council has more flexibility with internal restrictions whereby Council can, by resolution, vary the purpose of restriction or remove it all together.

An amount of \$3,070k has been restricted for uncompleted works across the Shire.

Statement of Performance Measures

Detailed performance measures have been prepared as part of the financial statements. The performance measures assess Council's financial position across a number of measures and industry benchmarks. Details of the performance measures for the General Purpose Financial Statements and Special Purpose Financial Statements are as follows (subject to Audit)

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2018/2019 DRAFT GENERAL PURPOSE AND SPECIAL PURPOSE FINANCIAL STATEMENTS – CERTIFICATE BY COUNCIL [CONT'D]

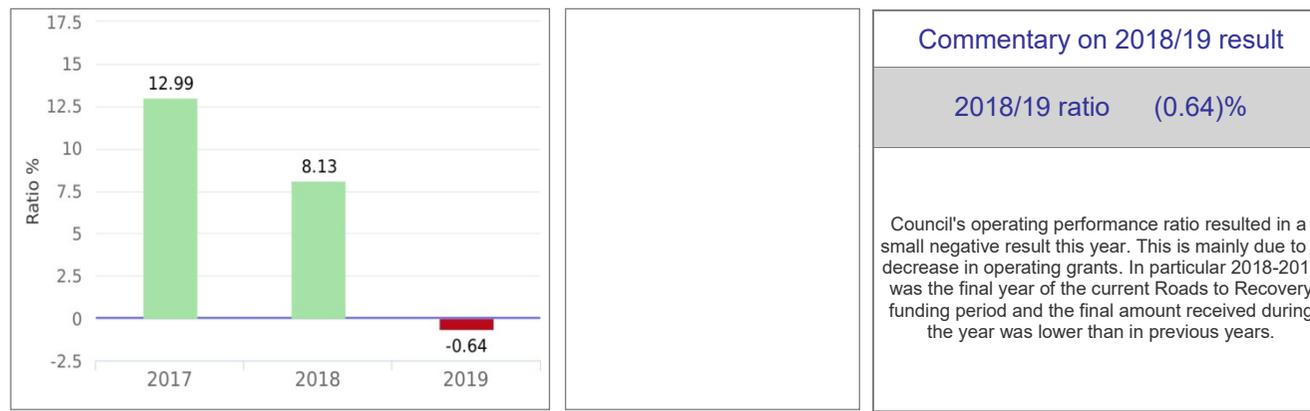
Greater Hume Shire Council

Notes to the Financial Statements

for the year ended 30 June 2019

Note 28(c). Statement of performance measures – consolidated results (graphs)

1. Operating performance ratio



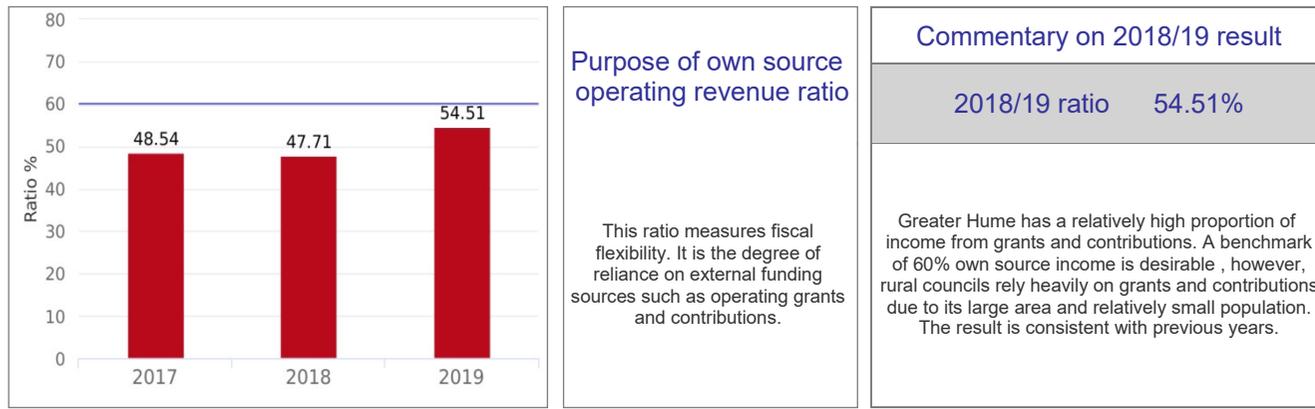
Benchmark: — > 0.00% ■ Ratio achieves benchmark
■ Ratio is outside benchmark

Source of benchmark: Code of Accounting Practice and Financial Reporting #27

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2018/2019 DRAFT GENERAL PURPOSE AND SPECIAL PURPOSE FINANCIAL STATEMENTS – CERTIFICATE BY COUNCIL [CONT'D]

2. Own source operating revenue ratio



Purpose of own source operating revenue ratio

This ratio measures fiscal flexibility. It is the degree of reliance on external funding sources such as operating grants and contributions.

Commentary on 2018/19 result

2018/19 ratio 54.51%

Greater Hume has a relatively high proportion of income from grants and contributions. A benchmark of 60% own source income is desirable, however, rural councils rely heavily on grants and contributions due to its large area and relatively small population. The result is consistent with previous years.

Benchmark: — > 60.00%

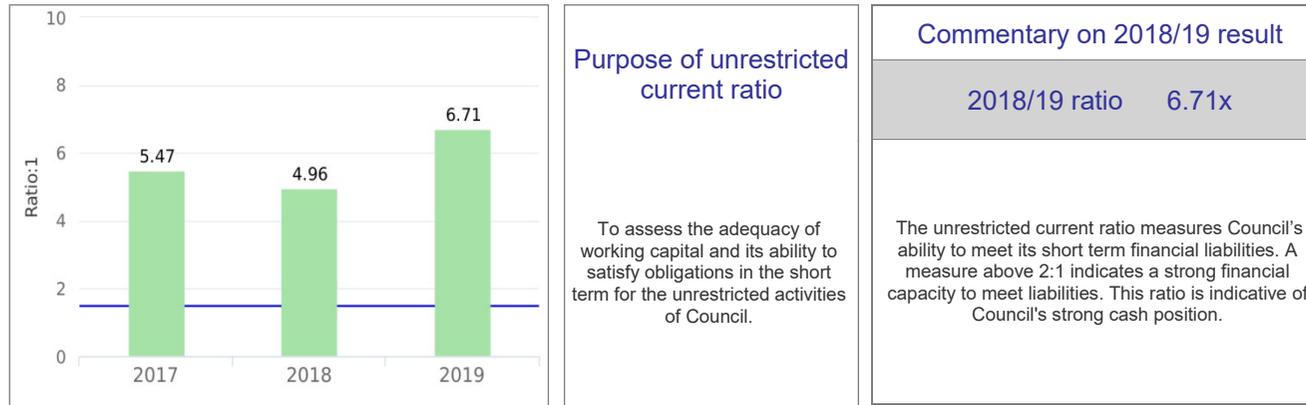
- Ratio achieves benchmark
- Ratio is outside benchmark

Source of benchmark: Code of Accounting Practice and Financial Reporting #27

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2018/2019 DRAFT GENERAL PURPOSE AND SPECIAL PURPOSE FINANCIAL STATEMENTS – CERTIFICATE BY COUNCIL [CONT'D]

3. Unrestricted current ratio



Purpose of unrestricted current ratio

To assess the adequacy of working capital and its ability to satisfy obligations in the short term for the unrestricted activities of Council.

Commentary on 2018/19 result

2018/19 ratio 6.71x

The unrestricted current ratio measures Council's ability to meet its short term financial liabilities. A measure above 2:1 indicates a strong financial capacity to meet liabilities. This ratio is indicative of Council's strong cash position.

Benchmark: — > 1.50x

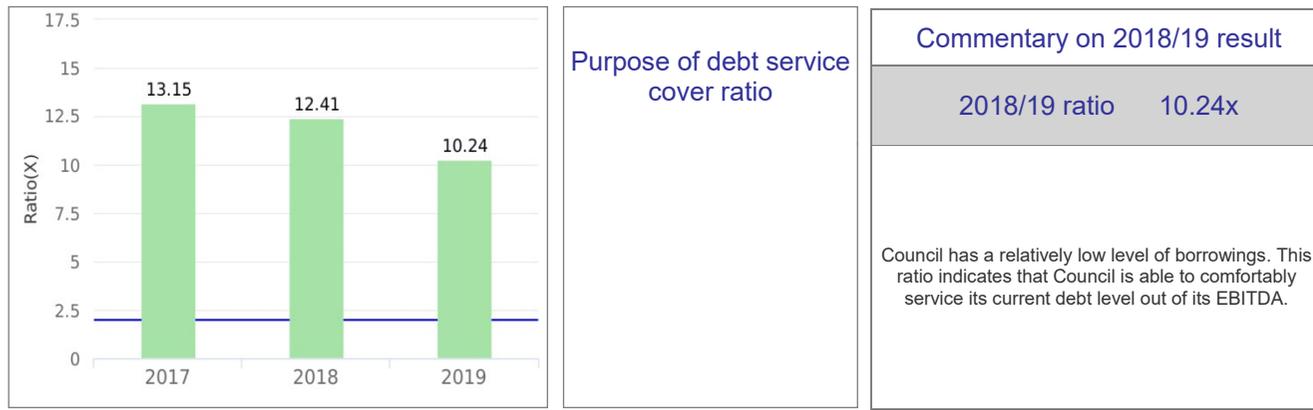
- Ratio achieves benchmark
- Ratio outside benchmark

Source of benchmark: Code of Accounting Practice and Financial Reporting #27

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2018/2019 DRAFT GENERAL PURPOSE AND SPECIAL PURPOSE FINANCIAL STATEMENTS – CERTIFICATE BY COUNCIL [CONT'D]

4. Debt service cover ratio



Benchmark: — > 2.00x

- Ratio achieves benchmark
- Ratio is outside benchmark

Source of benchmark: Code of Accounting Practice and Financial Reporting #27

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2018/2019 DRAFT GENERAL PURPOSE AND SPECIAL PURPOSE FINANCIAL STATEMENTS – CERTIFICATE BY COUNCIL [CONT'D]

5. Rates, annual charges, interest and extra charges outstanding percentage



Benchmark: — < 10.00%

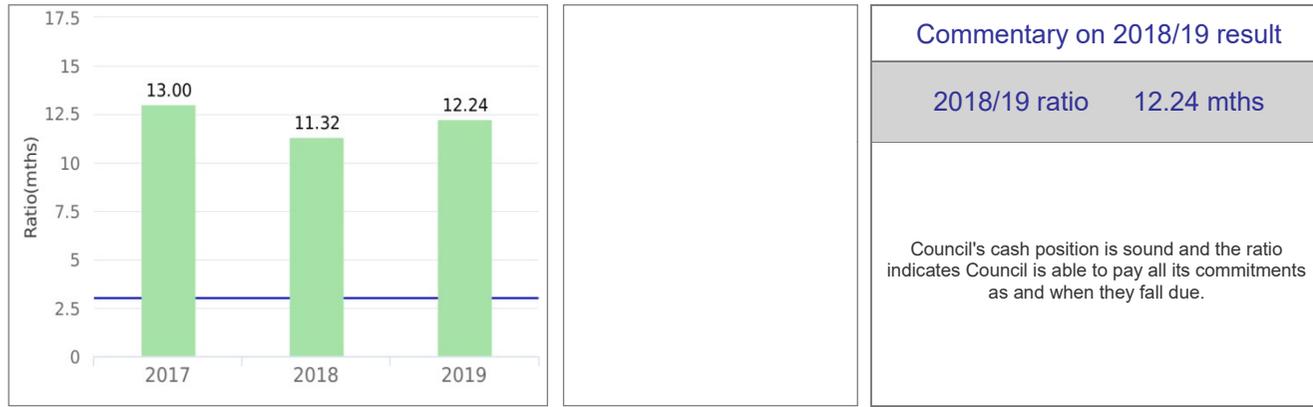
■ Ratio achieves benchmark
■ Ratio is outside benchmark

Source of benchmark: Code of Accounting Practice and Financial Reporting #27

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2018/2019 DRAFT GENERAL PURPOSE AND SPECIAL PURPOSE FINANCIAL STATEMENTS – CERTIFICATE BY COUNCIL [CONT'D]

6. Cash expense cover ratio



Benchmark: — > 3.00mths

- Ratio achieves benchmark
- Ratio is outside benchmark

Source of benchmark: Code of Accounting Practice and Financial Reporting #27

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Greater Hume Shire Council

Report on Infrastructure Assets
as at 30 June 2019

Buildings and infrastructure renewals ratio



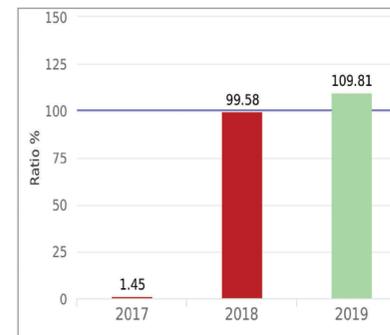
Infrastructure renewals ratio	Commentary on result
18/19 ratio 114.28%	Major road infrastructure renewal projects carried out during this financial year have resulted in a renewal ratio which exceeds Councils benchmark aim of least 100% renewal in future periods.

Benchmark: — $\geq 100.00\%$ ■ Ratio achieves benchmark
 Source of benchmark: Code of Accounting Practice and Financial Reporting #27 ■ Ratio is outside benchmark

Source of benchmark: Code of Accounting Practice and Financial Reporting #27

Ratio is outside benchmark

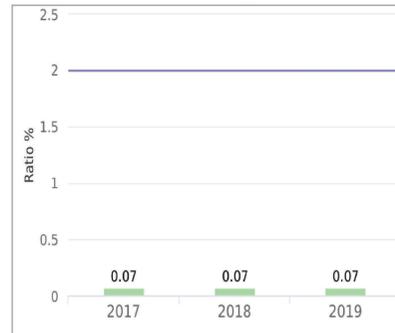
Asset maintenance ratio



Asset maintenance ratio	Commentary on result
18/19 ratio 109.81%	Council's annual maintenance expenditure during 2018-19 has met the required annual expenditure needed to avoid an increase in infrastructure backlog. Council's forward budgets provide for a 1:1 ratio in future budget periods.

Benchmark: — $> 100.00\%$ ■ Ratio achieves benchmark
 Source of benchmark: Code of Accounting Practice and Financial Reporting #27 ■ Ratio is outside benchmark

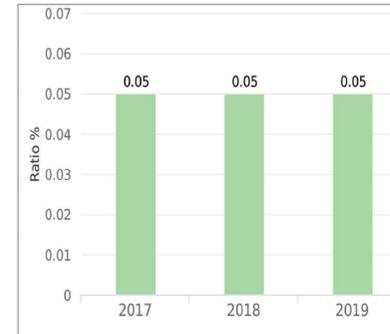
Infrastructure backlog ratio



Infrastructure backlog ratio	Commentary on result
18/19 ratio 0.07%	These results indicate that Council has no serious backlog issues in its infrastructure network.

Benchmark: — $< 2.00\%$ benchmark ■ Ratio achieves

Cost to bring assets to agreed service level



Cost to bring assets to agreed service level	Commentary on result
18/19 ratio 0.05%	Continuing major works on the renewal of road infrastructure has been the major contributor to achieving this result in 2018-19.

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2018/2019 DRAFT GENERAL PURPOSE AND SPECIAL PURPOSE FINANCIAL STATEMENTS – CERTIFICATE BY COUNCIL [CONT'D]

Minor Funds

Satisfactory reserves are held in most schemes. Scheme reserves are detailed below (Subject to Audit):

FUND	\$
Greater Hume Shire Council Sewerage Fund	3,434,618
Greater Hume Shire Council Water Fund	2,332,044
TOTAL	5,766,662

Audit Committee Review

A meeting of the Greater Hume Shire Council Internal Audit Committee was held on Tuesday 10 September 2019 to review the draft financial statements and to provide an opportunity for the Committee to ask questions and seek clarification from Council's Chief Financial Officer on all aspects of the statements.

Following review by the Audit Committee, the following resolution was passed:

That the Audit, Risk & Improvement Committee reports as follows:

- 1. It has considered the unaudited draft Annual Financial Statements, Special Purpose Reports and Special Schedules and asked such questions as it considered appropriate of Council's finance staff and auditors in attendance, and is satisfied with the responses received.*
- 2. It acknowledges that the audit is as yet incomplete and further issues may arise prior to completion.*
- 3. It requests that a report be submitted to its next meeting of any significant changes made to the statements as part of the completion process, and that the Chairman be advised of these prior to completion of Council's certificates.*
- 4. Subject to the above, it is not aware of any matter that would prevent the Council from executing the certificates to the Annual Financial Statements and Special Purpose Reports required by section 413(2)(c) of the Local Government Act 1993.*

The external auditor will present the 2018/19 financial statements to Council at the ordinary meeting to be held on 23 October 2019.

BUDGET IMPLICATIONS

Nil

CONCLUSION

The General Manager has provided assurances as to the manner in which the Statements have been prepared it is recommended that General Manager, the Mayor, Deputy Mayor, General Manager and the Chief Financial Officer be authorised to sign the Statement by Councillors and Management for the 2018/2019 General Purpose and Special Purpose Financial Statements.

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2018/2019 DRAFT GENERAL PURPOSE AND SPECIAL PURPOSE FINANCIAL STATEMENTS – CERTIFICATE BY COUNCIL [CONT'D]

RECOMMENDATION

That on the basis of the assurances provided by the General Manager:

1. The Annual Financial Statements for the year ended 30 June 2019 be adopted.
2. The Mayor, Deputy Mayor, General Manager and the Chief Financial Officer be authorised to sign the Statement by Councillors and Management for the 2018/2019 General Purpose and Special Purpose Financial Statements.
3. The Annual Financial Statements for the year ended 30 June 2019 be referred to the Council's Auditor for audit.
4. Council hereby delegate to the General Manager authority, upon receipt of the Auditor's report of the Council, to:
 - a. Forward a copy of the Financial Statements to the Officer of Local Government and Australian Bureau of Statistics.
 - b. Arrange for public notice, in the required format, of the Council Meeting at which the Financial Statements will be presented to the public.
 - c. Arrange for Council's audited Financial Statements and a copy of the Auditor's Reports to be made available for public inspection.
 - d. List the presentation of audited Financial Statements and Auditor's Reports on the Agenda for the October 2019 Council Meeting.

**ORDINARY MEETING OF GREATER HUME COUNCIL
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2. ELECTRICITY PROCUREMENT

Report prepared by Director Corporate & Community Services – David Smith

REASON FOR REPORT

To advise Council of a REROC joint procurement project for Large Site, Small Site and Streetlighting electricity supply and to seek approval for the standard tendering provisions to be set aside under Section 55(3)(i) of the Local Government Act due to the extenuating circumstances relating to the procurement of electricity supply.

REFERENCE TO DELIVERY PLAN ACTION

Not Applicable

DISCUSSION

REROC made its first aggregated procurement for electricity in 1998, when the market was first opened to competition for large sites. REROC continued to provide this service to *Member Councils until 2014 when changes in the market meant that our small electricity load coupled with the need to execute supply agreements within 48 hours* meant it was no longer viable for REROC to continue.

Member Councils took a decision to use LGP's services; however feedback has been mixed in relation to the services provided. This year the opportunity arose to join an aggregated procurement of electricity with Central NSW JO (CENTROC), the REROC Board agreed to pursue that opportunity. Since then, Tamworth Regional Council has joined the procurement. In addition SSROC, with over 30 participating councils has agreed to go to tender at the same time.

The REROC's Participating Councils in the 2019 procurement are: Bland, Coolamon, Cootamundra-Gundagai, Greater Hume, Junee and Temora.

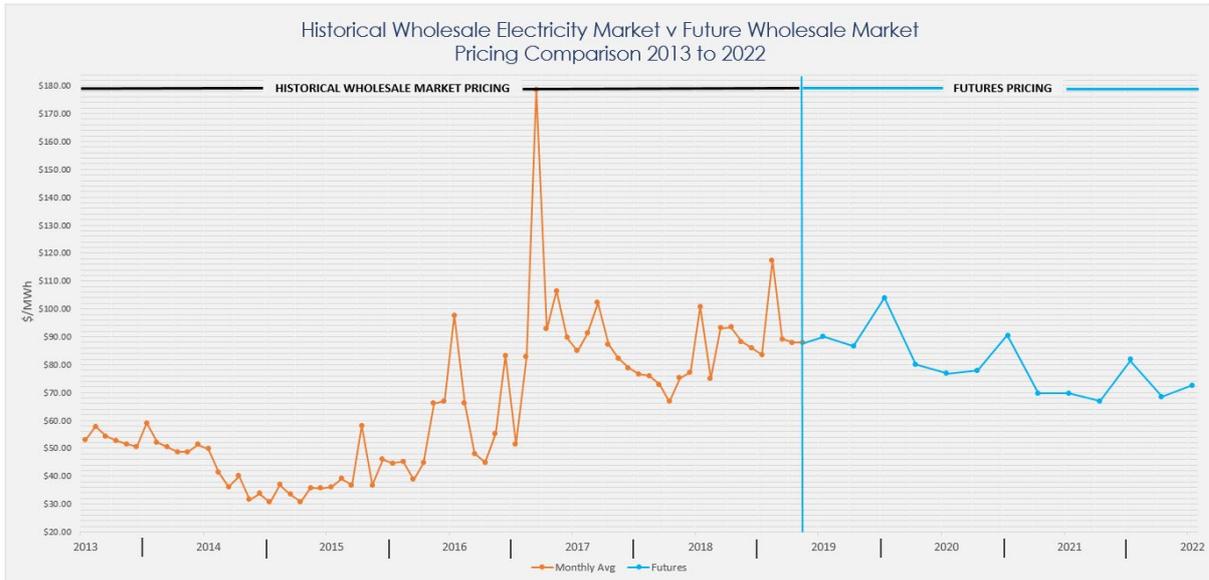
2019 Retail Electricity Procurement

The procurement of electricity is complex and challenging for councils, for example the short timeframes to accept prices offered by retailers is typically 2 business days which is outside council meeting timeframes for even an extra-ordinary meeting. Reasons around the short timeframe are that retail offers are based on a fast-moving futures' market. If councils were to seek a longer timeframe for the acceptance of offers, a large risk component is likely to be added to the price by the retailer.

The chart on the following page shows historical and potential future price action of the NSW wholesale electricity market demonstrates that volatility:

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ELECTRICITY PROCUREMENT [CONT'D]



The current LGP retail energy contracts for small tariff sites (< 100MWh p.a.), large contract sites (> 100MWh p.a.) and street-lighting expire on 31 December 2019. Council must now participate in a new procurement process for the supply of electricity for contracts to commence on 1 January 2020. *Sourced Energy* has been engaged to conduct this process on behalf of the REROC participating councils. *Sourced Energy* has considerable experience in the field having delivered electricity procurements for SSROC for approximately 6 years.

Councils now have the opportunity to include a renewable energy Power Purchase Agreement (PPA) in the procurement process for the supply of electricity. At a recent workshop on electricity procurement the Participating Councils agreed that councils would consider a minimum of 20% of the load would go to a renewable energy PPA, where financially advantageous to Council.

Mechanics of the Procurement

The procurement will be conducted in two stages:

- Stage 1 - an RFX will call for tender/quotation from energy suppliers to provide quotes for the provision of baseload and green energy. The proposals will be evaluated and shortlist of suppliers created;
- Stage 2 – The shortlisted suppliers will be asked to:
 - Address any terms and conditions in the contract this will occur immediately after the short-listed suppliers are decided on and normally would be resolved within 2-3 days; and
 - Provide a Best and Final Offer (BAFO) – the request will be made based on *Sourced Energy*'s determination of the best time to go to the market. At this point the thinking is the third week in October. Suppliers will provide their BAFOs within 48 hours.

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ELECTRICITY PROCUREMENT [CONT'D]

It is expected that the tender will be for a period of three years, however the time period will depend on the offers received. Typically, renewable energy PPAs are long-term agreements of around 7 - 10+ years, however the 'regular grid electricity' contracts are much shorter agreements ranging from 12 months to 36 months. *Sourced Energy* has indicated to the market that councils are looking for shorter PPA terms of around 5 years.

Limiting the proposed purchase of renewable energy to only 20% of overall electricity load is a risk management based decision. It recognises that the renewable energy price may decline (it is currently in a long and consistent downtrend as a result of technology advancement) and although it may be in parity or slightly cheaper than regular grid power now, it may be possible to purchase a larger portion of renewable energy in later years at an even cheaper price.

The timeline for the procurement is as follows:

10 September	RFX for the procurement released on Tenderlink (advertised concurrently with the SSROC procurement)
1 October	RFX closes
2-3 October	Sourced Energy reviews the proposals to makes recommendations to the Evaluation Committee
4-5 October	Evaluation Committee considers recommendations and agrees on short-listed suppliers
7-10 October	Shortlisted suppliers asked for clarifications in contract terms and conditions
7 – 17 October	Depending on what is happening in the market, at a point within this period shortlisted suppliers will be asked to provide their BAFOs
Third – Fourth Week of October Within a 48 hour period	Suppliers will respond to the request for a BAFO within 48 hours, after which Sourced Energy will make a final evaluation and recommendation to be considered by the Evaluation Committee and then given to councils to sign.

There is one Evaluation Committee for the CENTROC/REROC/Tamworth procurement, which is being convened by CENTROC. The REROC representatives on the Committee are: Julie Briggs, David Smith (Greater Hume) and Tony Donoghue (Coolamon). REROC has the smallest load purchase with most of our load being in small market sites.

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ELECTRICITY PROCUREMENT [CONT'D]

The weighting for the evaluation is as follows:

Large Market and Street lighting Evaluation Criteria (evaluated together):

Criterion	Score (Total=100%)
Price – the average cost of electricity and LGCs per MWh over the period (see Footnote to Table)	60%
Electricity Supply Agreement - ability to incorporate mandatory and desired requirements	10%
Account Management – proposed method of invoicing, account management services, billing portal and other value-added services / products	10%
Term duration and risk management of the model offered	10%
Feed-in-Tariff	5%
Financial stability and capability to deliver	5%
Total	100%

Small Market Evaluation Criteria:

Criterion	Score (Total=100%)
Price – the average cost of electricity and LGCs per MWh over the period (see Footnote to Table)	60%
Electricity Supply Agreement - ability to incorporate mandatory and desired requirements	10%
Account Management – proposed method of invoicing, account management services, billing portal, metering management and other value-added services / products	20%
Feed-in-Tariff	5%
Financial stability and capability to deliver	5%
Total	100%

The challenge is obtaining council sign-off to the contract within an extremely short space of time, less than 48 hours.

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ELECTRICITY PROCUREMENT [CONT'D]

Proposed Process for Executing the Agreement

REROC and the General Managers from the Participating Councils have discussed the process for acceptance of the price. We have had the benefit of CENTROC's advice on the course of action they took for their 2016 tender which they will use again this year.

Section 55(3)(i) of the *Local Government Act*, states that tendering requirements do not apply to:

- (i) a contract where, because of extenuating circumstances, remoteness of locality or the unavailability of competitive or reliable tenderers, a council decides by resolution (which states the reasons for the decision) that a satisfactory result would not be achieved by inviting tenders.

It is reasonable for Council to decide the procurement of retail electricity as an 'extenuating circumstance', due to the extremely short timeframe for acceptance of offers which will be less than 48 hours, and to resolve to delegate the acceptance of the recommended offer to the General Manager.

Council should note that Stage One, the RFX, is an open and competitive call for suppliers to provide pricing and that Stage 2 is for short-listed suppliers who responded to Stage 1. Therefore, the market has been effectively tested prior to accepting the final offer.

BUDGET IMPLICATION

Electricity costs are included in Council's annual budget on a site by site basis.

CONCLUSION

Section 55(3)(i) of the *Local Government Act*, states that tendering requirements do not apply to:

- (i) a contract where, because of extenuating circumstances, remoteness of locality or the unavailability of competitive or reliable tenderers, a council decides by resolution (which states the reasons for the decision) that a satisfactory result would not be achieved by inviting tenders.

It is reasonable for Council to decide the procurement of retail electricity as an 'extenuating circumstance', due to the extremely short timeframe for acceptance of offers which will be less than 48 hours, and to resolve to delegate the acceptance of the recommended offer to the General Manager.

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ELECTRICITY PROCUREMENT [CONT'D]

RECOMMENDATION

That:

1. Council acknowledge that there are extenuating circumstances surrounding the procurement of electricity due to the 2-day validity of offers from electricity retailers where anything longer than this is likely to include a price risk component and as such Council should be excused from the tendering requirements under S55(3)(i) of the Local Government Act for the procurement of electricity for small tariff sites, large contract sites and streetlighting which are due to commence on 1 January 2020
2. Council delegate the authority to execute the contracts for the supply of electricity for small tariff sites, large contract sites and streetlighting to the General Manager,
3. Council contribute 20% of Council's electricity load to a renewable energy Power Purchase Agreement where the pricing is financially advantageous, and
4. Council advise REROC of its decision
5. an information report on the outcome of the tender be submitted to the next ordinary Council meeting.

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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

Objective We lead a vibrant, connected and inclusive community

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

DISCUSSION

Development and enhancement of Council's Policy Register is continuing. The following policies are now presented for consideration by Council:

- **Volunteer Policy (Reviewed policy)**

This policy was reviewed in accordance with policy review schedule with minor amendments only.

- **Bereavement Leave Policy (Policy to be revoked)**

It is recommended that the current Bereavement Leave Policy be revoked as the conditions in the current policy are now replicated in the Local Government State Award 2017.

- **Greater Hume Children Services Governance and Management of the Service Policy (Reviewed and updated)**

This policy has been reviewed and updated to include specific reference to applicable Family Assistance Law provisions to satisfy regulatory requirements in relation to Council's registration as a centre based care provider.

Copies of the relevant policies are attached at **ANNEXURE 11**.

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 within the local government sector.

RECOMMENDATION

That:

- the Greater Hume Council Volunteer Policy be adopted
- the Greater Hume Council Bereavement Leave Policy be revoked
- the Greater Hume Children Services Governance and Management of the Service Policy be adopted.

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4. TELSTRA CORPORATION – RENEWAL OF EXISTING LEASE

Report prepared by Manager Corporate Services – Suzanne Klemke

REASON FOR REPORT

For council to consider the renewal of a lease to Telstra Corporation Limited.

REFERENCE TO DELIVERY PLAN ACTION

Nil.

DISCUSSION

Council is in receipt of a request from Visionstream, acting on behalf of Telstra Corporation Limited, seeking consent to the renewal of an existing Agreement to Lease property located within the road reserve in front of 5797 River Road, Talmalmo. Copy of plan is attached in **ANNEXURE 12**.

The Talmalmo telephone exchange building is situated on the land. The new agreement will provide for the installation of additional infrastructure initiated under the Telstra Mobile Black Spot Program Phase 4 being a 20m Satellite Small cell – mobile base station, example attached in **ANNEXURE 12**.

Lessee: Telstra Corporation Limited

Property Leased: Area of approximately 150.1 square metres being part of the land situated on road reserve in front of 5797 River Road, Talmalmo.

Permitted Use: Telstra Corporation will use the premises for the purpose of constructing, maintaining and operating a telecommunications network and telecommunications service. The Tenant may at any time during the install - remove, modify, vary, maintain, use and operate on the premises such equipment as is necessary for the use permitted by this Lease now and in the future.

Term: Five (5) years, three consecutive leases.

Commencement date: 1 December 2019

Rent: \$2,000pa gross exclusive of GST. This is a gross rent and is inclusive of all rates, taxes, statutory and building outgoings.

Rent Review: Rent will be increased by 2% per annum on each anniversary of the Commencement Date during the Term.

Telstra Corporation Limited has a standard form of lease which is proposed to be utilised as the basis for the agreement. Once Telstra Corporation Limited has confirmed its intent to proceed with the facility on Council's property a formal document will be issued for review and execution. Telstra Corporation Limited will reimburse Council's legal costs up to \$1,500 for Council's solicitors to review the agreement prior to execution.

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TELSTRA CORPORATION – RENEWAL OF EXISTING LEASE [CONT'D]

Onsite discussions have been undertaken with Council staff to ensure the location is suitable to Council and will not impact on operations and future use of Council land.

BUDGET IMPLICATION

A minimal favourable increase in Councils income for the term of the lease will be derived from the proposed agreement.

CONCLUSION

The proposed Telstra Corporation Limited lease and the installation of a 20m slimline structure along with associated ground equipment and satellite dish will enable the provision of mobile phone capacity and coverage in and around the Talmalmo area. Funding for this project has been secured from the federal government under the mobile black spot program.

The lease will define the conditions of tenure and the roles and responsibilities of both Council and the tenant.

RECOMMENDATION

That:

1. authority be granted to enter into a lease for land situated on road reserve in front of 5797 River Road, Talmalmo to Telstra Corporation Limited on the terms set out in this report.
2. the Mayor and General Manager be authorised to sign the lease to Telstra Corporation Limited for the road reserve in front of 5797 River Road, Talmalmo under the Common Seal of Council.

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5. CLOSURE AND SALE OF UNUSED SECTION OF ROAD - CULCAIRN

Report prepared by Manager Corporate Services – Suzanne Klemke

REASON FOR REPORT

The purpose of this report is to inform Council of advice received from NSW Department of Planning Industry and Environment – Crown Land in response to the proposed permanent road closure of an unused section of road separating Lot 53 DP 753735 from Lot 1 DP 171815, Lot B DP 972054 & Lot 73 DP 753764.

REFERENCE TO DELIVERY PLAN ACTION

Nil.

DISCUSSION

At the Council meeting held 17 July 2019 Council resolved that:

“That council invite submissions for a period of 28 days 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.”

Accordingly the consultation process was undertaken during August and September 2019 which included:

- Advertising of the proposed road closure in the Border Mail on Saturday 17 August and Saturday 24 August 2019
- Advertising on Council’s website
- Correspondence forwarded to adjoining land owners, notifiable authorities and service providers.

The public exhibition closed on Monday 16 September 2019. A total of three submissions/comments were received. Submissions/comments referred to the requirement for the provision of easements for existing service infrastructure, access issues by a lessee and another regarding NSW Department of Planning Industry and Environment – Crown Land compliance. Copies of the submissions are attached at **ANNEXURE 13**.

Two of the submissions will not impact on the progress of the road closure and disposal, however advice provided by the NSW Department of Planning Industry and Environment – Crown Land will affect the process moving forward.

Key Issue

The NSW Department of Planning Industry and Environment – Crown Land have advised that Council’s enquiry for the closure and disposal of the unused road has been registered, however consent will not be provided until such time as a formal assessment of the impacts of the proposed closure and disposal is undertaken.

In accordance with the Roads Act 1993, when an unconstructed council road is closed it becomes vested in the Crown as Crown land. The Crown may object to the proposed closure if the consequential vesting in the Crown is considered unsuitable in accordance with Crown land policy and the Crown Lands Management Act 2016.

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

Council will be advised once the assessment process has commenced, however, due to resourcing and Crown Land processes this may defer the closure for a period of up to twelve months or more.

It is also important to note that the application to close the road will discontinue if approval is not provided by the Crown.

BUDGET IMPLICATION

The proceeds from the sale of a council unconstructed road will be retained by Crown Land. The applicant is responsible for all associated costs. There will be no material impact on Council's budget.

CONCLUSION

Following completion of the required 28 day advertising period and subsequent advise from the NSW Department of Planning Industry and Environment – Crown Land, it is proposed that the closing of the unused section of council road be deferred until further assessment and advice is received from the department.

RECOMMENDATION

That the closing of the unused section of road separating Lot 53 DP 753735 from Lot 1 DP 171815, Lot B DP 972054, Lot 73 DP 753764, be deferred pending further advise from NSW Department of Planning Industry and Environment – Crown Land.

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6. POLICY DEVELOPMENTS GREATER HUME CHILDREN SERVICES

Report prepared by Team Leader Children Services – Fiona Pattinson

REASON FOR REPORT

To present new policies for consideration.

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

Development and enhancement of Council's Policy Register is continuing. The continual review and development of Council policies is essential to ensure adequate adherence to the legislative and regulatory requirements of Greater Hume Children Services long day care centres in Henty and Walla Walla.

The following Greater Hume Children Services policies, included as **ANNEXURE 14** are now presented for consideration by Council.

1. Acceptance and Refusal of Authorisations Policy (New policy)

This policy is introduced in accordance with the Regulatory requirements of Long Day Care providers.

2. Administration of First Aid Policy (New policy)

This policy is introduced in accordance with the Regulatory requirements of Long Day Care providers.

3. Child Protection Policy (New policy)

This policy is introduced in accordance with the Regulatory requirements of Long Day Care providers.

4. Code of Conduct for Staff Member Policy (New policy)

This policy is introduced in accordance with the Regulatory requirements of Long Day Care providers.

5. Complaints Policy (New policy)

This policy is introduced in accordance with the Regulatory requirements of Long Day Care providers.

6. Dealing with Infectious Diseases Policy (New policy)

This policy is introduced in accordance with the Regulatory requirements of Long Day Care providers.

7. Dealing with Medical Conditions Policy (New policy)

This policy is introduced in accordance with the Regulatory requirements of Long Day Care providers.

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POLICY DEVELOPMENTS GREATER HUME CHILDREN SERVICES [CONT'D]

8. Delivery & Collection of Children Policy (New policy)

This policy is introduced in accordance with the Regulatory requirements of Long Day Care providers.

9. Determining Responsible Person Policy (New policy)

This policy is introduced in accordance with the Regulatory requirements of Long Day Care providers.

10. Emergency and Evacuation Policy (New policy)

This policy is introduced in accordance with the Regulatory requirements of Long Day Care providers.

11. Enrolment and Orientation Policy (New policy)

This policy is introduced in accordance with the Regulatory requirements of Long Day Care providers.

12. Excursions Policy (New policy)

This policy is introduced in accordance with the Regulatory requirements of Long Day Care providers.

13. Fees Policy (New policy)

This policy is introduced in accordance with the Regulatory requirements of Long Day Care providers.

14. Incident, Injury Trauma and Illness Policy (New policy)

This policy is introduced in accordance with the Regulatory requirements of Long Day Care providers.

15. Interactions with Children Policy (New policy)

This policy is introduced in accordance with the Regulatory requirements of Long Day Care providers.

16. Nutrition, Food, Beverages and Dietary Requirements Policy (New policy)

This policy is introduced in accordance with the Regulatory requirements of Long Day Care providers.

17. Participation of Volunteers and Students Policy (New policy)

This policy is introduced in accordance with the Regulatory requirements of Long Day Care providers.

18. Privacy and Confidentiality Policy (New policy)

This policy is introduced in accordance with the Regulatory requirements of Long Day Care providers.

19. Privacy Collection Statement Policy (New policy)

This policy is introduced in accordance with the Regulatory requirements of Long Day Care providers.

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POLICY DEVELOPMENTS GREATER HUME CHILDREN SERVICES [CONT'D]

20. Providing a Child Safe Environment Policy (New policy)

This policy is introduced in accordance with the Regulatory requirements of Long Day Care providers.

21. Sun Protection Policy (New policy)

This policy is introduced in accordance with the Regulatory requirements of Long Day Care providers.

22. Water Safety Policy (New policy)

This policy is introduced in accordance with the Regulatory requirements of Long Day Care providers.

23. Safe Sleep and Rest Time Policy (New policy)

This policy is introduced in accordance with the Regulatory requirements of Long Day Care providers.

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 adherence to the legislative and regulatory requirements of Greater Hume Children Services long day care centres in Henty and Walla Walla.

RECOMMENDATION

That the following Greater Hume Children Services Policies be adopted:

1. Acceptance and Refusal of Authorisations Policy (New policy)
2. Administration of First Aid Policy (New policy)
3. Child Protection Policy (New policy)
4. Code of Conduct for Staff Member Policy (New policy)
5. Complaints Policy (New policy)
6. Dealing with Infectious Diseases Policy (New policy)
7. Dealing with Medical Conditions Policy (New policy)
8. Delivery & Collection of Children Policy (New policy)
9. Determining Responsible Person Policy (New policy)
10. Emergency and Evacuation Policy (New policy)
11. Enrolment and Orientation Policy (New policy)
12. Excursions Policy (New policy)
13. Fees Policy (New policy)
14. Incident, Injury Trauma and Illness Policy (New policy)
15. Interactions with Children Policy (New policy)
16. Nutrition, Food, Beverages and Dietary Requirements Policy (New policy)
17. Participation of Volunteers and Students Policy (New policy)
18. Privacy and Confidentiality Policy (New policy)
19. Privacy Collection Statement Policy (New policy)
20. Providing a Child Safe Environment Policy (New policy)
21. Sun Protection Policy (New policy)
22. Water Safety Policy (New policy)
23. Safe Sleep and Rest Time Policy (New policy)

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ENGINEERING

1. POLICY DEVELOPMENTS

Report prepared by Director Engineering – Greg Blackie

REASON FOR REPORT

To present revised policies for consideration.

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.

DISCUSSION

Development and enhancement of Council's Policy Register is continuing. Apart from reformatting to Council's branding template, the updating of the Links to Forms, the removal of costings and some minor updates, as highlighted, no other changes have been made to the following policies included in **ANNEXURE 15** which are now presented for consideration by Council:

- Water Charges for Sports Grounds Policy
- Road Opening Policy

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:

1. Water Charges for Sports Grounds Policy
 2. Road Opening Policy
- be adopted.

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2. INTEGRATED WATER CYCLE MANAGEMENT (IWCM) STRATEGY

Report prepared by Director Engineering – Greg Blackie

REASON FOR REPORT

To advise Council of a successful application to partly fund the preparation of an Integrated Water Cycle Management (IWCM) strategy for Greater Hume, and accept a proposal from Public Works Advisory (PWA) for the completion of the IWCM.

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 meets the needs of our communities.

DISCUSSION

As part of the best practice requirements for Councils (who manage water and sewer assets) and water utilities in NSW, an IWCM Strategy is required to be undertaken every 8 years. Greater Hume along with Riverina Water, Wagga City, and Lockhart and Urana Shire Council's undertook the process jointly in 2011 and are now required to undertake the process again to maintain compliance.

Maintaining compliance is important for Council as it is a requirement when applying for grant funding (such as Safe and Secure Funding) for construction or upgrading of water and sewer infrastructure.

Following advice from Riverina Water that they had engaged Public Works Advisory to undertake the preparation of an IWCM Strategy, discussions were held with representatives from Lockhart Shire, Wagga City and Public Works Advisory to develop proposals for each Council, considering synergy of the issues to be assessed under an IWCM across the region. Following discussions, Public Works Advisory provided proposals to both Lockhart and Greater Hume, with Wagga Wagga choosing not to proceed at this time.

At the time of developing the proposals, a funding program through NSW Government's Safe and Secure Program become available to assist Councils in preparation of an IWCM Strategy. Council subsequently lodged an application for funding, of which we have now been advised of its success.

The proposal from Public Works Advisory is attached in **ANNEXURE 16**, detailing the scope of works required and a time frame of 12 – 18 months to complete.

The total value of the proposal, including all optional items is \$324,565.00 (Ex GST).

Funding offered through Safe and Secure Funding Program is 75% value of the project or \$243,424.00 (Ex GST), refer also **ANNEXURE 16**.

Council is required to fund the remaining 25% or \$81,141.00 (EX GST) of the project.

The value of the proposal is greater than the \$250,000.00 threshold under Section 55 of the Local Government Act, where tendering normally is required.

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INTEGRATED WATER CYCLE MANAGEMENT (IWCM) STRATEGY [CONT'D]

However Council can enter into a contract with Public Works Advisory as it is part of the State Government and exempt from this requirement under Section 55 of the Local Government Act.

BUDGET IMPLICATION

As shown Council has been successful in obtaining grant funding for 75% of the project. As no funds have been allocated in this year's delivery program, funding of \$81,141.00 (remaining 25%) will need to be taken from existing water and sewer reserves.

CONCLUSION

The preparation of a current IWCM is required to meet best practice requirements, and required to apply for grant funding. Council currently has funding submissions for business case development under Safe and Secure Funding Program for the construction of a new Sewerage Treatment Plant at Jindera and replacement of the Water Tower at Culcairn. Completion of the IWCM is critical for both these projects as well as future investigations into the possible installation of Sewerage Systems at Gerogery, Woomargama, and Burrumbuttock.

The proposal by Public Works Advisory, has been verified as suitable by technical representatives from the Department of Industry (DoI) Water.

RECOMMENDATION

That Council:

1. accept the proposal from Public Works Advisory for the preparation of an Integrated Water Cycle Management (IWCM) Strategy for Greater Hume for \$324,565.00 (Ex GST)
2. accept the grant funding from NSW Government under Safe and Secure Program to the value of \$243,424.00 (Ex GST) for the completion of the IWCM.
3. fund remaining \$81,141.00 (EX GST) from current Water and Sewerage Reserves on a pro-rata basis.

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3. FIXING COUNTRY ROAD APPLICATIONS

Report prepared by Director Engineering – Greg Blackie

REASON FOR REPORT

To advise Council of funding applications to be lodged under 2019 Fixing Country Roads Program, and consideration of supporting the applications with a financial contribution.

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 meets the needs of our communities.

DISCUSSION

The NSW Government has advised that assessments of suitable road projects submitted under the Fixing Country Roads (FCR) Program have recommenced with applications closing for the first tranche of projects on 10 October 2019, and the second tranche closing on 31 December 2019.

Announcements on the success of projects are expected in December 2019 for Tranche One Projects and March 2020 for Tranche Two Projects.

A fact sheet on the Fixing Country Road Program and associated media release is attached in **ANNEXURE 17**.

Council staff are currently preparing applications for the following:

Tranche 1

- Widen and reconstruction of Holbrook – Culcairn Road (1.9km) east of Morven est. \$800,000 - \$1.0M
- Widen and reconstruction of Grubben Road, Henty (1.7km) west of Graincorp silos est. \$600,000 - \$800,000

Tranche 2

- Widen and reconstruction of Jingellic Road (3.0km) Yarra Gap to Coppabella Road est. \$1.2M - \$1.5M
- Widen and reconstruction of Coppabella Road (4.0km) Starting at Tumbarumba Road est. \$1.6M - \$2.0M

Council is currently undertaking survey, design, environmental and road safety assessments, and cost estimating for these projects.

From discussion with representatives managing the FCR Program, a financial contribution by Council towards projects submitted to the program will be seen positively as it shows support of Council's commitment to the projects rather than the expectations of outright funding of the project through the program.

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FIXING COUNTRY ROAD APPLICATIONS [CONT'D]

Discussions with representatives indicate that a contribution equal to 25% of the project estimate would be a suitable contribution that should be considered.

BUDGET IMPLICATION

A 25% contribution by Council to the cost of the project will be seen as positive support from Council in the assessment process, leading to a higher likelihood of a successful application. As indicated, Council is proposing to lodge projects to the value of approximately \$4.2M to \$5.3M in the first two tranches of the program. A 25% contribution to these projects is \$1.05M to \$1.325M.

Whilst a considerable sum, the financial contribution is considered important if Council wish to give the applications the most likelihood of success. Options to fund this can be undertaken via taking up of loans, funding via solar farm contributions (only if solar farm projects are approved) or a combination of both.

Regardless of what option is determined, it is considered Council advise in its application that a 25% contribution is included.

CONCLUSION

The Fixing Country Road Program provides an excellent opportunity for Council to obtain funding for important road projects. The proposed projects are all related to improving the management of freight not just locally but regionally, which is an integral component of funding program.

It is also considered important that to give the best opportunity for success that Council commits to a 25% contribution to the projects as part of the applications.

RECOMMENDATION

That Council:

1. lodge the following applications to Fixing Country Road Program:

Tranche 1

Widen and reconstruction of Holbrook – Culcairn Road (1.9km) west of Morven est.
\$800,000 - \$1.0M

Widen and reconstruction of Grubben Road, Henty (1.7km) west of Graincorp silos
est. \$600,000 - \$800,000

Tranche 2

Widen and reconstruction of Jingellic Road (3.0km) Yarra Gap to Coppabella Road
est. \$1.2m - \$1.5M

Widen and reconstruction of Coppabella Road (4.0km) Starting at Tumbarumba
Road est. \$1.6m - \$2.0M

2. Council commit to a 25% contribution to all projects submitted under the program.

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ITEM TO BE REFERRED TO CLOSED COUNCIL

1. GENERAL MANAGER – ANNUAL PERFORMANCE REVIEW

Report prepared by Mayor - Cr Heather Wilton

REASON FOR REPORT

To report on the conduct of the General Manager's Annual Performance Review which took place on 7 August 2019.

DISCUSSION

Council is aware that the annual review of the General Manager's Performance to 30 June 2019 took place on 7 August 2019, where the General Manager's Review Committee comprising Cr Heather Wilton as Mayor, Deputy Mayor, Cr Doug Meyer OAM and Cr Annette Schilg met with the General Manager, Steven Pinnuck, and discussed a number of items of interest.

RECOMMENDATION

That the matter of the General Manager's Performance Review is confidential in nature and that the matter be referred to Closed Council (Committee Of The Whole) for discussion, in accordance with the relevant section of the Local Government Act 1993 section 10a (2)(a) personnel matters concerning particular individuals (other than councillors).

REASON

That the ability of councillors to discuss the performance of the General Manager in a full and frank manner outweighs the need for the report to be discussed in Open Council.

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

1. GENERAL MANAGER'S LEAVE

Report prepared by General Manager – Steven Pinnuck

REASON FOR REPORT

To advise Council of the appointment of an Acting General Manager by the Mayor in accordance the Mayoral delegation.

REFERENCE TO DELIVERY PLAN ACTIONS

Statutory matter

DISCUSSION

In accordance with the Mayoral delegation leave has been approved for the General Manager from Monday 4 November to Friday 29 November 2019 and from Monday 20 January to Friday 31 January 2020.

Following discussions with the General Manager, the Mayor has approved the appointment of Council's Director Environment and Planning, Colin Kane to act in the position of General Manager for the period Monday 4 November to Sunday 1 December 2019 and David Smith Director Corporate and Community Services for the period Monday 20 January to Sunday 2 February 2020.

It should also be noted that Council's Director Engineering, Greg Blackie will be on extended leave from Monday 11 November 2019 to Thursday 2 January 2020. Council's Manager Works, Ken Thompson will be Acting Director Engineering during Mr Blackie's period of leave.

BUDGET IMPLICATIONS

Nil, as allowances are made within recurrent budgets for additional payments for acting roles.

CONCLUSION

This is an information report is in accordance with the Mayoral delegation.

RECOMMENDATION

That the report be received and noted.

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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.

Workshop/Briefing Session date	Topic
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
4 September 2019	Neoen – update on project
2 October 2019	Councillor Training Plans / Draft Local Strategic Statement Planning

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>

- 19-20 A new internal audit and risk management framework for local councils in NSW – release of discussion paper
- 19-19 Resources to support implementation of the new Model Code of Conduct for Local Councils in NSW
- 19-18 Calendar of Compliance and Reporting Requirements 2019-20
- 19-17 The appointment and dismissal of senior staff

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 18**.

BUDGET IMPLICATIONS

Nil.

CONCLUSION

For Councillors' information.

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CORPORATE AND COMMUNITY SERVICES

1. GREATER HUME LIBRARY SERVICES – REPORT FOR SEPTEMBER 2019

Report prepared by Library & Youth Services Team Leader – Susan Kane

REASON FOR REPORT

To inform Council on library membership and participation in library activities.

REFERENCE TO DELIVERY PLAN ACTION

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

Outcome 2.5 Council provides learning and development opportunities for all

DISCUSSION

The Greater Hume Council Libraries continue to be the heart and soul of the community: open, exciting, informative, inclusive and engaging providing collections, programs and services to members of the community.

The Greater Hume Council Libraries value the benefit of working with other organisations in collaboration to deliver programs and services to members of the community. Partnerships have been formed with Local Health Advisory Committees and River Life Church to deliver a Mental Health & Grief/Loss Weekend from Friday 11 October in Henty. Grant funding for this project was made available by a Murrumbidgee Primary Health Network. Grant funding totalled \$9,270.00.

Further partnerships include The Australia Library Information Association (ALIA) to deliver My Health Records with funding provided for staff training and delivery of this project to the community. This nationwide initiative will provide training to library staff on how users can navigate and understand the new Federal Government digital health initiatives, such as My Health Record.

Key benefits for libraries:

- Free professional development for staff
- Grant funding to backfill staff time and contribute towards attendance costs
- A reportable and measurable way of aligning with council's health and wellbeing strategies
- Improved health information service for library patrons
- New and enhanced relationships with local healthcare providers
- Successful library services will be encouraged to invite staff from neighbouring council library services, health libraries and key community health organisations to participate
- Murrumbidgee Primary Health Network grant

Further funding and partnerships include: Good Things to deliver Bite Size Learning and Get Online Week at all libraries, lastly Tech Savvy Seniors which will be delivered from November 19 to May 20.

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GREATER HUME LIBRARY SERVICES – REPORT FOR SEPTEMBER 2019 [CONT'D]

Local Government Week 2019

Local Government Week 2019 was celebrated on Monday 29 July with the Walla Walla Public School students invited to storytime on the Mobile Bus Service at Walla Walla. Heather Wilton, Mayor of Greater Hume Council read a story on healthy eating and then had a discussion with students and library staff on the importance of maintaining a healthy lifestyle.

Book Week 2019

Book Week 2019 was celebrated across the Greater Hume Council with 15 class groups totalling over 300 students visiting the libraries throughout the week. Students listened to stories, participated in activities and crafts as well as a visit from Bat woman, Super girl and Superman who made a flying visit. Libraries throughout the Council were promoted throughout the week.

Sign Up-September 2019

Sign Up September is underway and will run for all of September encouraging members of the community to join the Library. Riverina Regional Library is providing 2 x \$40 vouchers at nominated coffee shops and bakeries in each town where a static library is located in the Greater Hume Council. Winners will be announced in early October 2019.

July Holiday programs and participation

July School Holiday Programs	Programs	Total Attendees
Holbrook	Wobblebots Emoji	20
	Fridge Magnets	20
Culcairn	Paper Ballerinas	14
Henty	Movie – Mary Poppins	20
Jindera	Chinese Dragons	18

Current and future programs

Programs	Date	Library Participation in program
Sign Up September	September 19	All Libraries
Good things Bite Size Learning	September 19	All Libraries
Mental Health & Grief Lachrymatory	October 19	Henty Library
After School Homework Club	September/December 19	Henty & Holbrook Libraries
Storytime	September/December 19	All Libraries
Country Arts Support Program – Representations of the Community's Soul	October 19	Henty Library
School Holiday Programs	October 19	All Libraries
Grandparents Day	October 19	All Libraries
Good things Get Online Week	October 19	All Libraries
Tech Savvy Seniors	November 19 – May 20	All Libraries
Holiday Programs	December/January 20	All Libraries

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GREATER HUME LIBRARY SERVICES – REPORT FOR SEPTEMBER 2019 [CONT'D]

Statistics July - September 2019

Branch	HENTY	CULCAIRN	HOLBROOK	JINDERA
Loans	1585	852	1810	472
Total New Members	19	17	12	25
Collection Count	4647	3750	5255	917

Greater Hume Mobile Library Statistics July – September 2019

Location	Brocklesby	Burrumbuttock	Gerogery	Jindera	Walbundrie	Walla	Woomargama
Loans	59	82	57	170	157	264	136

BUDGET IMPLICATION

Nil.

CONCLUSION

The Greater Hume Council Libraries recognise the importance of establishing partnerships with key organisations to continue to deliver programs and services for all members of the community.

2. GREATER HUME CUSTOMER REQUEST MODULE – SUMMARY OF MONTHLY REQUESTS

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

3. STATEMENTS OF BANK BALANCES AND INVESTMENTS AS AT 31 AUGUST 2019

The statements of bank balances and investment report as at 31 August 2019 are attached at **ANNEXURE 19**.

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4. PEOPLE & CULTURE (HR) REPORT FOR AUGUST 2019

Report prepared by People and 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 to late 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; next meeting 26 September

RECRUITMENT

- Recruitment in progress:
 - Early Childhood Teacher up to Full Time Walla Walla – applications closed 12 August – 1 interviewed from previous pool of applicants, 1 appointed
 - Early Childhood Educator 2 days per week Walla Walla – applications closed 12 August – 4 interviewed, 3 appointed - 2 to 2 locations and 1 casual position
 - Early Childhood Support Coordinator 20 hours per week – Jindera – applications closed 26 August
- New employees commencing with Council:
 - Andrew Turner – Mechanic 12 Month Fixed Term
- 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 Maintenance Overseer Duties from 29 April until the commencement of Construction Overseer
- Employees ceasing duties with Council:
 - Breanna O’Bryan – Early Childhood Educator – Henty

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

- Positions advertised:
 - Internal Maintenance Grading Leading Hand - Culcairn – application template provided to assist employees applying for internal positions
 - Internal Maintenance Grading Leading Hand – Jindera - application template provided to assist employees applying for internal positions
 - Internal Grader Operator – Holbrook Construction - application template provided to assist employees applying for internal positions
 - Lifeguards – Various Locations

WORKPLACE RELATIONS

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

PROFESSIONAL DEVELOPMENT & LEARNING

- Mental Health First Aid Course – 2 participants
- Human Resources and Industrial Relations Mentoring – 1 participant

PERFORMANCE MANAGEMENT

- Review of alternative Performance Appraisal processes used by other councils and organisations with the intent to update/improve Council's existing process
- Finalisation of completed Performance Appraisal documents and implementation of adjustments

HEALTH & WELLBEING

- Phase 2 of Align Work Health Early Intervention Onsite Health and Wellbeing program began 8 August. Program consisting of a Physiotherapist and Health and Wellness Consultant visiting one central location (Culcairn Office) for 3 hours on a fortnightly, rotating basis for 12 weeks

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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5. GREATER HUME YOUTH PROGRAMS AND EVENTS

**Report prepared by Customer/Library Service and Youth Development Trainee
– Emily Jones**

REASON FOR REPORT

To inform Council on Youth events and programs presented to Council twice yearly.

REFERENCE TO DELIVERY PLAN ACTION

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

Outcome 2.1 Welcoming, resilient and involved communities

DISCUSSION

The Greater Hume Council Youth Services and Youth Advisory Committee organise events and programs throughout the year in order to address the cultural, educational, recreational needs of the community. The Greater Hume Council has continued to build on the established partnerships with other youth organisations and the local schools in order to reach a wider targeted audience.

The Greater Hume Council Youth Committee was successful in obtaining a Highly Commended Award for the 2019 Youth Week Event, The Festival of Possibilities. This was a partnership with the Riverlife Church who helped to design and host such an incredible night.

The Greater Hume Youth Services are applying for Stronger Country Community Fund Round 3 with the project Adulthood 101: Young People in the Greater Hume Council becoming resilient young adults. This project will provide young people living in the Greater Hume Council aged 12 -25 years the basic life skills to make a successful transition to life after home and school.

Greater Hume Council Youth Services held the first Youth Advisory Committee meeting at Billabong High School in September in conjunction with the School's Representative Committee (SRC) and other interested students. The Youth Advisory Committee meetings will continue next term with meetings held on a monthly basis.

The Senior Youth Advisory Committee has now held four meetings at the Henty Library and consists of seven members from around the Greater Hume Council including two from Walla Walla, one from Jindera, and four from Henty. Promotion for the Committee is ongoing in order to encourage more young people aged 18-24 years to join.

The promotion for all youth events is reaching great numbers on the Facebook page. There are currently 266 page likes and over 1000 followers and reactions to the material. The GHC_YAC Instagram page has 1,500 impressions and over 51 constant followers in the short time it has been live.

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GREATER HUME YOUTH PROGRAMS AND EVENTS [CONT'D]

Youth Events implemented from the Youth Action Plan from July 2019 to September 2019

Program	Month	Location	Participants
Chocolate and Chills	July	Junee	20
Senior Youth Advisory Committee Meeting	July	Henty	6
Senior Youth Advisory Committee Meeting	August	Henty	8
Department of Fair Trading at Billabong High	July	Culcairn	20
REROC Take Charge Forum	August	Wagga Wagga	5
SHIFT Conference	August	Coolamon	2

Future Actions to be implemented by 30 June 2020

Program	Month	Location
Indoor Rock Climbing	September	Albury
Life Skills Workshops	Various	Various
Girls Night In	October	Culcairn
Guys Night Out	TBD	TBD
REROC Youth Meeting	October	Wagga Wagga
Work Inspiration Day	October	Culcairn
REROC Youth Meeting	December	Wagga Wagga
Canoeing	January	Albury
Youth Week 2020	April	TBD

BUDGET IMPLICATION

Nil. Works are funded from budget allocations.

CONCLUSION

The Greater Hume Council Youth Services is constantly working to remain up to date with the issues and opportunities surrounding our young people. As the 21st century continues to change so must Council's Youth Services when designing programs or events and in the establishment of partnerships with community organisation, committees, businesses and schools.

The Greater Hume Council Youth Services are proactive in finding opportunities for young people to grow and develop within their local communities and to promote their achievements on a greater stage allowing others to see the abilities and opportunities within the Greater Hume Council for young people.

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6. GREATER HUME CHILDREN SERVICES – REPORT FOR AUGUST 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 August 2019

Greater Hume Children Services Family Day Care (FDC)	Mon – Fri	
Educators	NSW - 44	Vic - 18
Educators working in the shire	9	
Families registered	567	
New families in month	19	
Children registered for care	843	
Average EFT	206	

Henty	Mon - Fri 7.30am - 5.30pm
Staff numbers	5 plus 1 casual
Families registered	3
Children registered	36
Average EFT (children per day)	12.75

Walla Walla	Mon - Wed : 7.30am - 5.30pm
Staff numbers	3 staff
Families registered	15
Children registered	23
Average EFT(children per day)	9.50

Greater Hume Children Services partnered with Walla Walla Community Markets to celebrate the completion of the new Walla Walla Childcare Centre. It was a very successful day with a constant stream of people looking at the fantastic centre. All generations had an interest in the centre and feedback from many was very positive with some people commenting they wish they were a child again!

Partnering with the Walla Walla markets resulted in increased attendance by stall holders and market goers. Promotion was widespread with the Border Mail attending and providing coverage of the event with a follow up radio interview on ABC Riverina.

The new childcare centre is now open and welcoming children and families.

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ENGINEERING

1. AUGUST 2019 REPORT OF WORKS

Grants Program

State Roads Maintenance (RMCC):

Maintenance works, inspections and sign replacement on State Roads, Olympic Highway (MR78) and Tumbarumba Road (MR284) is continuing under the RMCC with Transport for New South Wales (TfNSW) formerly Roads and Maritime Services.

Roadside spraying has been completed on MR 78 and MR284.

Regional Roads Block Grant:

General maintenance is continuing on all Regional Roads.

Shoulder grading has been carried out on Wagga Road (MR 211).

Maintenance linemarking has been completed on Culcairn Walbundrie Road.

Local Roads

Sealed:

General maintenance on local roads is continuing.

Roadside spraying and roadside slashing program has commenced.

Shoulder grading on Rankins Lane has been undertaken.

Pruning of overhanging tree branches on Jelbart Road has been carried out as part of Council's Winter Tree Pruning Program.

Unsealed:

Resheeting has been carried out on Groch Road, Bona Vista Road, Beelawong Road, Caringa Road, Orelida Siding Road and Brocklesby Balldale Road.

Maintenance grading has been carried out on the following roads during August.

Bowlers Road Bunyans Road Edgehill Stock Route Galena Hills Road Jerra Jerra Road Jerraluen Road Mahers Road	Pulletop Road River Road Roachdale Road Ross Road Seidel Road Stoney Park Road
--	---

Urban Streets:

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

General:

General maintenance of public toilets and parks is continuing.

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REPORT OF WORKS [CONT'D]

Monthly Works Maintenance Expenditure:

Local Roads Program	Original Budget	YTD Budget	YTD Expenditure	YTD Variance	Comments
Urban Local Roads Maintenance	\$510,000	\$85,000	\$54,576	\$30,424	
Rural Roads Sealed	\$750,000	\$125,000	\$109,116	\$15,884	
Rural Roads Unsealed	\$1,109,467	\$184,911	\$252,065	-\$67,154	Extensive grading conducted due to favourable weather and road conditions
Street Tree Maintenance	\$242,536	\$40,423	\$53,629	-\$13,206	Extensive tree pruning and planting during winter

Regional Roads Program	Original Budget	YTD Budget	YTD Expenditure	YTD Variance	Comments
Regional Roads Maintenance	\$999,000	\$166,500	\$208,852	-\$42,352	Extensive linemarking, guardrail installation and shoulder grading.
Regional Roads Capital	\$1,734,000	\$289,000	\$61,092	\$227,908	

Sportsgrounds, Parks & Public Toilets	Original Budget	YTD Budget	YTD Expenditure	YTD Variance	Comments
Sportsground Maintenance	\$127,957	\$21,326	\$28,130	-\$6,804	Ongoing expenses to be monitored to meet overall budget parameters.
Parks & Gardens Maintenance	\$284,251	\$47,375	\$33,064	\$14,311	
Public Toilets Maintenance	\$157,664	\$26,277	\$19,174	\$7,103	

NB : Sportsground Maintenance excludes annual GHC contribution payment

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2. WATER & SEWER REPORT – AUGUST 2019

Capital Works Program:

- Holbrook – sewer main relining – WIP
- Jindera – Upgrade SBA control displays SPS 7 & 8 – Completed
- Holbrook – Man proof security fence - Completed

Operation & Maintenance:

- New water service connection – 6 Mulgrave Rd, Jindera
- Water main repairs – 2 Gordon St, Culcairn
- Water main repair – 213 Gerogery West Walla Walla Rd, Gerogery
- Water main repair – King St, Brocklesby
- Water main repair – 158 Bungowannah Rd, Jindera
- Sewer main choke – Holbrook Recreation Ground, Holbrook
- Sewer main choke – 1 Spring St, Holbrook

- Sewer junction choke – 15 Commercial St, Walla Walla

Drinking Water Monitoring Program:

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

Water Quality Complaints

Date	Location	Problem	Action Taken
23/08/2019	81 Coogera Circuit, Jindera	Cloudy water	Main flushed - water clear. Free Chlorine 0.56 mg/L. Owner advise to flush private water lines within their property to remove any cloudy water.

Water Supply Sourced and Used

1 July 2019 – 31 August 2019	2017/2018	2018/2019	2019/2020
Culcairn Water Supply (ML)	15.31	18.04	18.89
Village Water Supply (ML)	39.50	46.23	42.15
Totals (ML)	54.81	64.63	61.04

Drought Relief Assistance

No applications received.

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

Filling Stations Transactions

- filling station sites - 15 transactions during the July 2019 period
- Filling station sites - 39 transactions during the August 2019 period

Filling Stations Usage

Station	July 2019	August 2019
Culcairn	45.8	181.4
Jindera	37.6	72.9
Brocklesby	0.0	14.7
Burrumbuttock	1.3	0
Gerogery	0	0
Totals (KL)	84.7	269.0

Filling Station Customer Usage

Customer	July 2019	August 2019
Council – Road Construction, Maintenance and Tree Watering	46.0	185.6
Contractors – Water Carters	37.4	75.7
Residents	1.3	3.6
Fire Brigade (RFS)	0.0	4.1
Totals (KL)	84.7	269.0

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ENVIRONMENT AND PLANNING

1. DEVELOPMENT APPLICATIONS PROCESSED FOR THE MONTH OF AUGUST 2019

The schedule of development applications processed for the month of August 2019 is attached at **ANNEXURE 20**.

2. RANGER'S REPORT – AUGUST 2019

COMPANION ANIMALS

No. of Complaints Received 14		Including: 3 barking dog, 8 roaming dogs, dealing with an aggressive dog, 2 nuisance dogs, 1 menacing and dangerous dog compliance check.		
No. of dog attacks:		Location:		
Comments:				
			Dogs	Cats
In Council's Facility at Beginning of Month				
Captured & Returned to Owners			2	
Captured & Impounded			1	5
Released from Pound to Owners			1	
Surrendered by Owners				1
Rehomed				
Euthanased				5
Remaining in Council's Facility at End of Month				1

FERAL CATS

No. of Complaints:	3
No. Feral Cats caught: 10 Holbrook tip	12

LIVESTOCK

	Cattle	Sheep	Horse	Rooster	Other Goats
No. of Reports of Stock on Roads	4	2			
Instances - Returned to owners	4	2			
Impounded					
Vehicle accidents involving stock					

OTHER LIVESTOCK, WILDLIFE COMPLAINTS

One Kangaroo euthanized at Jindera.

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RANGER'S REPORT [CONT'D]

ABANDONED VEHICLES

Culcairn – Impounded.

9 vehicles currently impounded.

POLLUTION AND ENVIRONMENTAL INCIDENTS

Inspection conducted: Overgrown Vegetation Unsafe Land	Inspections being conducted
Pollution: Noise	Jindera – Ongoing monitoring
Pollution: Waste	Jindera – Mattresses removed by Council. Holbrook- spoilt fruit dumped in garbage bags.

ON-SITE SEWERAGE MANAGEMENT SYSTEMS

Inspection Type	Total	Pass	Fail
OSMS Compliance Inspections	4		4
Pre-Purchase Inspections	2		2
OSMS Orders issued	5		
OSMS Orders Compliance Inspections	1	1	
Plumbers Site Inspections	2	1	1
OSMS Upgrade Applications Received	2	2	
OSMS Approvals To Do Works Issued	2		
OSMS Approvals To Operate Issued			
AWTS Service Contract Renewal Letters			
Local Government Application Approvals			
Local Government Approval Inspections	2	2	
Local Government Approval Soil Report Assessments			
OSMS Rate charge enquires			

OTHER WORKS CONDUCTED

- Rangers Conference/Workshop attended covering acts and regulation changes etc.
- 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 and stock welfare issue.
- Organising Kangaroo culling Licence for Walla Walla Gum Swamp and Duck Licences for Culcairn and Holbrook Pools.
- Illegal wood cutting inspections.
- Alarm responses.

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3. SENIOR WEEDS OFFICER'S REPORT- AUGUST 2019

- Attended the NSW Weeds Conference in Newcastle from the 26 - 30 August
- Spraying of Horehound has been completed in the Walbundrie area.
- Spraying of African Boxthorn has been completed in the Walbundrie area.
- Monitoring of Alligator Weed along Mountain Creek in the Woomargama area.
- Controlling and monitoring of rabbit infestations throughout the shire.
- General roadside and property inspections have been completed throughout the shire.
- Spraying of roadside shoulders has been started throughout the shire and will continue from August into October.

PART D – COMMITTEE AND DELEGATE REPORTS

Attached, in **ANNEXURE 21** are minutes of the following meetings:

- Minutes of Greater Hume Council Audit, Risk and Improvement Committee Meeting held on 10 September 2019
- Minutes of Jindera Community Forum Meeting held on 18 June 2019
- Minutes of Murray Darling Association Inc. Region 1 Ordinary Meeting held on 23 August 2019
- Minutes of Walla Walla Refugee Resettlement Committee Meeting held on 24 July 2019

DELEGATE REPORTS

Cr Meyer's attendance record for the past year is attached in **ANNEXURE 21**.

RECOMMENDATION

That Part D of the Agenda be received and noted.