



Greater
Hume
Council

To: «Name»

Ordinary Meeting of Greater Hume Council

Wednesday, 18 April 2018

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

STEVEN PINNUCK
GENERAL MANAGER

ORDER OF BUSINESS TO BE CONSIDERED
REFER OVERLEAF

Ordinary Meeting of Greater Hume Council

Wednesday, 18 April 2018

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 and present".

**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 March 2018

6. ACTION REPORT FROM THE MINUTES

7. REPORTS FROM OFFICERS

PART A For Determination

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

PART B For Information

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

PART C For Information

8. MATTERS OF URGENCY

9. CONFIDENTIAL – CLOSED COUNCIL REPORTS

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OFFICERS' REPORTS – PART A – FOR DETERMINATION

ENVIRONMENT AND PLANNING

1. **AMENDMENT TO GREATER HUME LOCAL ENVIRONMENTAL PLAN 2012-
ZONING & MINIMUM LOT SIZE CHANGES FOLLOWING CULCAIRN, HENTY &
HOLBROOK FLOOD STUDIES**

Report prepared by Director Environment and Planning – Colin Kane

REASON FOR REPORT

The purpose of the report is for Council to resolve to seek from the Department of Planning and Infrastructure (DPI) a Gateway Determination relating to a Planning Proposal to make a change to the *Greater Hume Local Environmental Plan 2012* ("the LEP") for the zoning and minimum lot size of a number of allotments in the vicinity of Culcairn, Henty and Holbrook.

REFERENCE TO DELIVERY PLAN

Goal: Develop a New Residential Attraction Strategy for Greater Hume and expand new residential estates.

Code: 3.2.2.1 Promote residential development.

DISCUSSION

Flooding in Henty, Holbrook and Culcairn coincided with the finalisation of the LEP in late 2010 through to 2012. At that time it was necessary to abandon efforts to rezone land for residential purposes adjacent to these townships until flood studies could be completed.

Changes made to land zoning maps in the planning proposal (**ANNEXURE 1**) will seek to reinstate areas of land that had to be abandoned. Flood studies have now confirmed these sites to be flood free or at very low risk of flooding. These areas can now be considered as presenting little risk to life and property during a major flood event.

One parcel of land on the southern boundary of Holbrook has been determined as being unsuitable for urban development because of the now confirmed depth of flooding. This land currently has a residential zoning which transferred from a previous planning instrument and so it is now necessary to back zone this allotment to minimise the risk to life and property during a major flood event.

Section 5 of the planning proposal outlines the community consultation that is proposed to be undertaken as the public exhibition process. The consultation will include providing written notification to landowners directly affected by proposed land use zone and minimum lot size changes.

BUDGET IMPLICATION

There will be a minor cost in preparation of the Planning Proposal documents and their processing. There will be no budget implications for Council arising from the implementation of the changes.

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AMENDMENT TO GREATER HUME LOCAL ENVIRONMENTAL PLAN 2012-ZONING &
MINIMUM LOT SIZE CHANGES FOLLOWING CULCAIRN, HENTY & HOLBROOK FLOOD
STUDIES [CONT'D]

CONCLUSION

The Planning Proposal to amend the LEP will result in a change to the *Greater Hume Local Environmental Plan 2012* ("the LEP") for the zoning and minimum lot size of a number of allotments in the vicinity of Culcairn, Henty and Holbrook.

RECOMMENDATION

That:

1. in accordance with Section 3.34 of the Environmental Planning and Assessment Act 1979 Council resolve to submit to the Department of Planning and Infrastructure for a Gateway Determination the planning proposal for the zoning and minimum lot size of a number of allotments in the vicinity of Culcairn, Henty and Holbrook.
2. Council advise the Department of Planning and Infrastructure that it will utilise its delegations under Section 3.36 of the Environmental Planning and Assessment Act 1979 to make or not make the plan.
3. Council resolve to exhibit the planning proposal in accordance with the Gateway Determination.

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GOVERNANCE

1. PROPOSED SECONDARY REFUGEE RESETTLEMENT PROGRAM IN WALLA WALLA

Report prepared by General Manager – Steven Pinnuck

REASON FOR REPORT

For Council to consider the adoption of a Terms of Reference (TOR) for the proposed Walla Walla Refugee Resettlement Committee.

REFERENCE TO DELIVERY PLAN ACTIONS

Strategy Develop a new resident attraction strategy for Greater Hume and expand new residential estates.
Action 3.2.2.2 Attract new residents to the shire

DISCUSSION

A report was submitted to the March meeting of Council on a Refugee Resettlement initiative being pursued by the Walla Walla community.

At the March meeting the following was resolved:

That:

- 1. Council provide 'in principle' support for further investigations into the implementation of a secondary refugee resettlement program at Walla Walla*
- 2. the General Manager develops a Terms of Reference for the Advisory/ Reference Committee that clearly articulates the roles of Greater Hume Council and the Walla Walla community.*
- 3. a further report is submitted to the April 2018 meeting of Council on the establishment of an Advisory Committee/Reference Committee to provide legal status for the proponents of the initiative.*

In accordance with the above resolution a draft TOR has now been prepared for consideration by Council. A copy of the draft TOR is included as **ANNEXURE 2** for Councillors' consideration.

The draft TOR has been prepared following further discussions with both the Albury Wodonga Volunteer Resource Bureau and the Australian Red Cross to clarify the roles and responsibilities of respective organisations.

The Albury Wodonga Volunteer Resource Bureau is funded to provide migrant services to new residents in the region, however if the Walla Walla Refugee Resettlement Program was to materialise the Albury Wodonga Volunteer Resource Bureau would need to seek additional funding to enable services to be provided in Walla Walla.

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PROPOSED SECONDARY REFUGEE RESETTLEMENT PROGRAM IN WALLA WALLA
[CONT'D]

Such services could include assistance with:

- Employment
- Translating and Interpreting
- Overseas skills recognition
- Education
- Medical Issues
- Relationships
- Housing
- Citizenship
- Taxation
- Legal matters and
- Family matters

The role of the Australian Red Cross is to provide advice, support, advocacy and upskilling communities hosting refugees. The Australian Red Cross may have a role in identifying services required and can work with Councils, Communities and other service providers to gain funding for the provision services for migrant communities.

The Australian Red Cross does not provide support directly to refugees that are resettling into communities.

The TOR developed outlines the responsibilities of the proposed Refugee Resettlement Committee as well as clarifying Council's role as one of support, advocacy and facilitation rather than as a service provider or financial contributor.

BUDGET IMPLICATIONS

It is not expected that Council would be making a financial contribution to the refugee resettlement initiative, however Council is likely to be called upon to provide in kind support for lobbying and advocacy activities, facilitation and assisting to identify and capitalise on grant opportunities. The draft TOR developed aims to clarify Council's role.

CONCLUSION

The refugee resettlement initiative being pursued by the Walla Walla community is quite innovative and case studies in rural towns such as Nhill, Victoria and Mingoola, NSW highlight that refugee resettlement programs can provide win-win opportunities for rural communities. Therefore the initiative should be supported at this point to enable a full evaluation of the benefits to the shire, the Walla Walla community and the refugees themselves.

The draft TOR before Council outlines the respective responsibilities of the proposed Reference/Advisory Committee and Greater Hume Council.

RECOMMENDATION

That the draft Terms of Reference (included as **ANNEXURE 2**) for the establishment of a Reference/Advisory Committee be adopted.

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2. AUDIT RISK AND IMPROVEMENT COMMITTEE CHARTER

Report prepared by General Manager – Steven Pinnuck

REASON FOR REPORT

For Council to consider the adoption of a revised Audit, Risk and Improvement Committee Charter.

REFERENCE TO DELIVERY PLAN ACTIONS

Nil

DISCUSSION

The Audit, Risk and Improvement Committee have reviewed the Audit Risk and Improvement Committee Charter and the Internal Audit Charter at the November 2017 and the February 2018 meetings.

At the February meeting of the Audit, Risk and Improvement Committee the following was recommended to Council:

Review of the Audit Committee Charter and Internal Audit Charter

RESOLVED [Cr Osborne/Cr Wilton]

- 1. That the Audit, Risk and Improvement Committee Charter be referred to Council for adoption.*
- 2. The Internal Audit Charter is developed into a Standard Conditions of Contract for further review by the Audit, Risk and Improvement Committee.*

RESOLVED [Cr Wilton/David Maxwell]

That the Internal Audit Plan be listed on the Agenda for the next meeting.

The amended Audit Risk and Improvement Committee Charter is included as **ANNEXURE 3**.

Councillors should note the following:

- Clause 3.1.1 states that there will be not less than two nor more than three independent members, one of whom shall be the Chair. Currently Council has only one independent member, who is the Chair. Management has been awaiting the release of Audit, Risk and Improvement Committee Guidelines from the Office of Local Government prior to seeking to recruit additional members.
- Clause 3.2 - Councillors are appointed for a 12 month term whereas independent members are appointed for the term of Council expiring on 31 March following the ordinary Council election. Independent members are eligible for reappointment.
- Clause 3.4 - Remuneration for independent members shall be increased from 1 July each year by the same percentage increase as Councillor remuneration.
- Clause 5 - The Committee will report at least annually to the governing body of the Council on the operations of the Committee and internal audit and the management of risk and internal controls.
- Clause 6.7 – The Council agrees not to approve changes to the charter without prior consideration of the changes by the Audit, Risk and Improvement Committee.

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AUDIT RISK AND IMPROVEMENT COMMITTEE CHARTER [CONT'D]

The existing Audit, Risk and Improvement Program has been very successful in fostering continuous improvement mantra across a range of Council functional areas. A further review of the Audit, Risk and Improvement Committee Charter may be required when the revised Guidelines are released by the Office of Local Government.

BUDGET IMPLICATIONS

A recurrent budget allocation exists for internal audit which is currently satisfactory, however may require review when the revised Guidelines are released by the Office of Local Government.

CONCLUSION

The existing Audit, Risk and Improvement Program has been very successful in fostering continuous improvement mantra across a range of Council functional areas. A further review of the Audit, Risk and Improvement Committee Charter may be required when the revised Guidelines are released by the Office of Local Government later this year.

RECOMMENDATION

That the revised Audit Risk and Improvement Committee Charter as included in **ANNEXURE 3** be adopted.

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3. STRONGER COUNTRY COMMUNITIES FUND – ROUND 2

Report prepared by General Manager – Steven Pinnuck

REASON FOR REPORT

To update Councillors on the number and value of applications received for Round 2 of the Stronger Country Communities Fund and advise that an Addendum Report will be submitted to Council following a Councillor Workshop on Thursday 12 April 2018.

REFERENCE TO DELIVERY PLAN ACTIONS

Strategy Engage the community to develop Recreation Plans describing accessible and age friendly public facilities in our spaces and places – parks, playgrounds and reserves, public toilets, sporting fields, swimming pools, public halls

Action 4.1.2.2 Implement the upgrade and replacement program in accordance with budget allocations

DISCUSSION

Councillors will recall that at the March meeting of Council the following timeline was adopted for Round 2 of the SCCF.

That the following timeline be adopted for Round 2 of the Stronger Country Communities Fund.

Activity	Date for completion
Expressions of Interest information forwarded to sporting/community groups	Wednesday 14 March
Expressions of Interest from Sporting/Community Groups close	5pm, Wednesday 4 April
Expressions of Interest assessed and shortlisted by Council	Thursday 12 April
Shortlisted organisations will be contacted by Council to finalise applications for funding	Monday 16 April
Unsuccessful applicants advised by Council	Monday 16 April
Council to submit individual applications	5pm, Friday 4 May

At the closure of Expression of Interest phase 36 applications were received totalling \$5,364,302.65. A brief overview of applications has been undertaken and contact has been made with applicants where further information is required.

BUDGET IMPLICATIONS

It is not anticipated that Council will make any direct unbudgeted financial contributions to nominated projects therefore the program should not have an impact on Council's budgetary process.

CONCLUSION

Round 2 of the SCCF is a significant funding allocation from the NSW Government and provides the opportunity to fund a number of sporting and community projects that would not be possible otherwise.

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STONGER COUNTRY COMMUNITIES FUND – ROUND 2 [CONT'D]

RECOMMENDATION

That Council note that an addendum report is to be submitted to Council following the Council Workshop on Thursday 12 April 2018.

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4. DRAFT STAKEHOLDER ENGAGEMENT POLICY AND PROCEDURE

**Report prepared by Executive Assistant Governance & Economic Development
– Marg Killalea**

REASON FOR REPORT

For Council to consider a draft Stakeholder Engagement Policy and Procedure for the organisation.

REFERENCE TO DELIVERY PLAN ACTION

Theme	Leadership and communication
Outcome	Council is responsive to community needs and priorities
Outcome	Accessible and inclusive Communications Strategy and active use of the Community Engagement Toolkit and Council's website is accessible

DISCUSSION

In December 2016 the Council adopted a Communications Policy. Broadly, this policy provided initial framework for improvements to be made regarding communication between Council and its internal and external stakeholders. The policy outlined at a high level strategies to create a positive and professional image to improve Council's communications, with the aim of creating increased awareness of its activities and projects.

In June 2017, Council adopted its first Communications Strategy and Implementation Plan. A number of the key actions from that plan have already been implemented e.g. revised corporate branding, commissioning of a new contemporary and inclusive website, signage strategy for infrastructure assets, and refreshed community newsletters, use of an community engagement toolkit, etc. This strategy rollout continues as staffing and resources permit.

In this context, Council has recognised the need for greater transparency surrounding stakeholder communications. A Notice of Motion reported at the August meeting of last year resolved:

That Council develop a 'Stakeholder Engagement Policy' which identifies a series of levels using the size and impact of work to guide an agreed set of engagement activities.

A draft Stakeholder Engagement Policy (attached as **ANNEXURE 4**) has been developed to assist Council staff to identify relevant stakeholders and determine the relevant levels of engagement required for effective communication and optimal decision making for all projects and changes to service delivery.

The policy is supported by a Stakeholder Engagement Procedure (also attached in **ANNEXURE 4**). The procedure outlines the minimum standard of community engagement required for different levels of projects, via a scoring matrix; this procedure will become a vital planning tool for all staff managing projects across the organisation. The procedure provides (shown as red coloured text) a recent example of community engagement undertaken in February/March 2018.

It is proposed that all relevant staff undertake training to ensure understanding of the policy/procedure and relevant positions descriptions include responsibilities for stakeholder engagement.

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DRAFT STAKEHOLDER ENGAGEMENT POLICY AND PROCEDURE [CONT'D]

BUDGET IMPLICATION

Staffing resources will be necessary to ensure that all relevant staff are trained and ongoing support provided.

CONCLUSION

In response to the need for greater transparency surrounding stakeholder communications, Council is proposing that the Stakeholder Engagement Policy and Procedure be adopted.

RECOMMENDATION

That Council:

1. adopt the Stakeholder Engagement Policy
2. endorse the Stakeholder Engagement Procedure
3. note that training is to be provided to relevant staff and, where appropriate, position descriptions amended to include responsibilities for stakeholder engagement.

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CORPORATE AND COMMUNITY SERVICES

1. DRAFT 2017/2021 DELIVERY PROGRAM, 2018/2019 OPERATIONAL PLAN AND 2018/2022 ESTIMATES OF INCOME AND EXPENDITURE

Report prepared by Director Corporate & Community Services – David Smith

REASON FOR REPORT

To present the Draft 2017/2021 Delivery Program, 2018/2019 Operational Plan and 2018/2022 Estimates of Income and Expenditure for Council's General, Sewerage and Water Supply.

REFERENCE TO DELIVERY PLAN ACTION

Nil.

DISCUSSION

The draft budget, as presented, discloses a General Fund surplus of \$19,302 for the 2018/2019 financial year.

The estimates of income and expenditure have been prepared on the basis of increasing general rate revenue by 2.3% in accordance with the approved rate peg increase.

Overall Budget Position

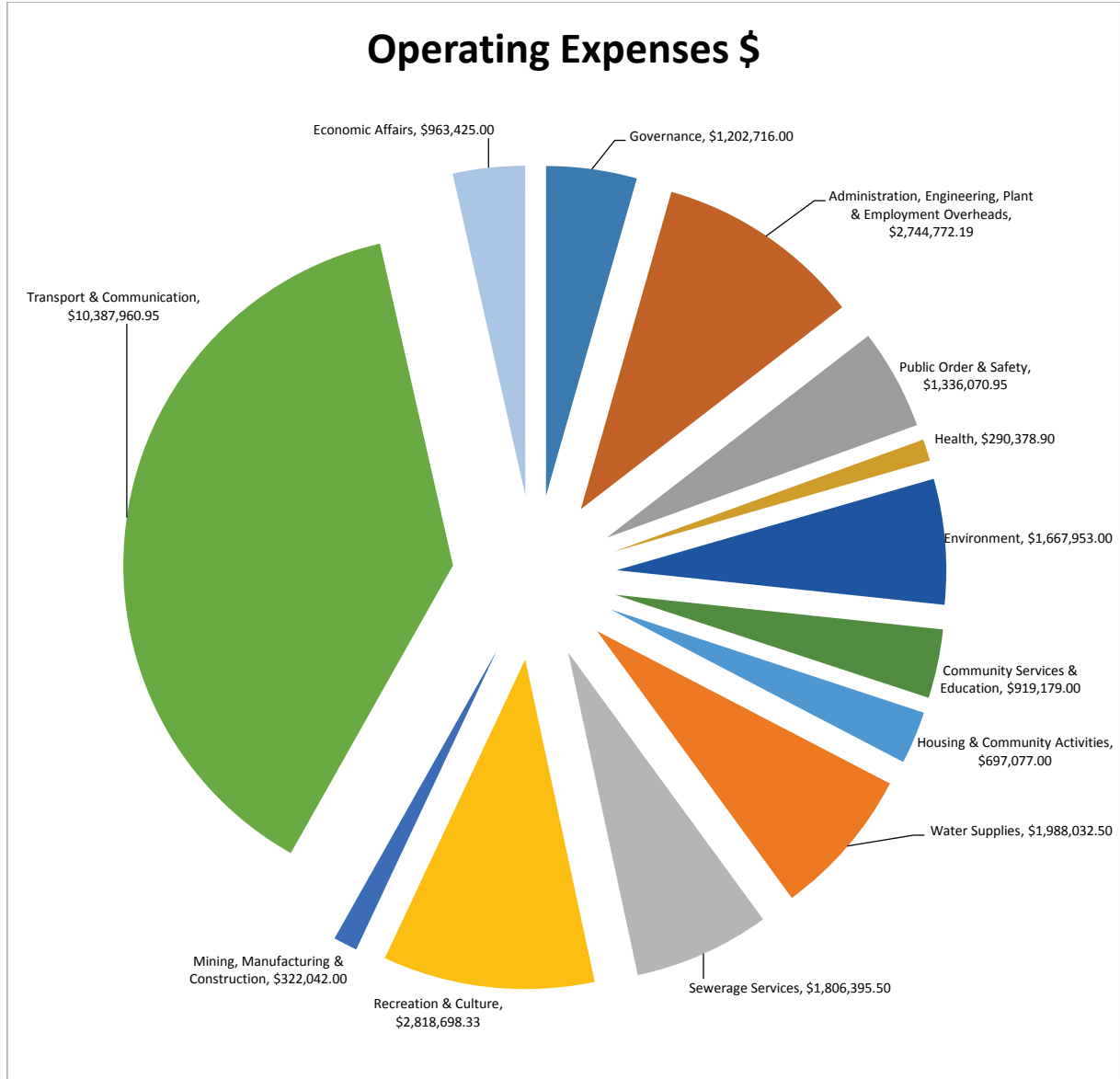
The Table below outlines Council's financial position for period 2018/2019.

Operating Revenue	\$ 27,696,188
Capital Revenue	\$ 2,197,767
Loan Funds Raised	\$ 0
Sub total	\$ 29,893,955
<i>Less:</i>	
Operating Expenditure	\$ 27,144,701
Capital Expenditure (inc loan repayments)	\$ 9,775,987
Non Cash Depreciation contra	-\$ (7,885,600)
Sub Total	\$ 29,035,088
Transfer (To) /From Reserves and Unexpended Grants	\$ (839,565)
Surplus / (Deficit)	\$ 19,302

The following graphs provide a visual snapshot of where Council's operational and capital expenditure occurs.

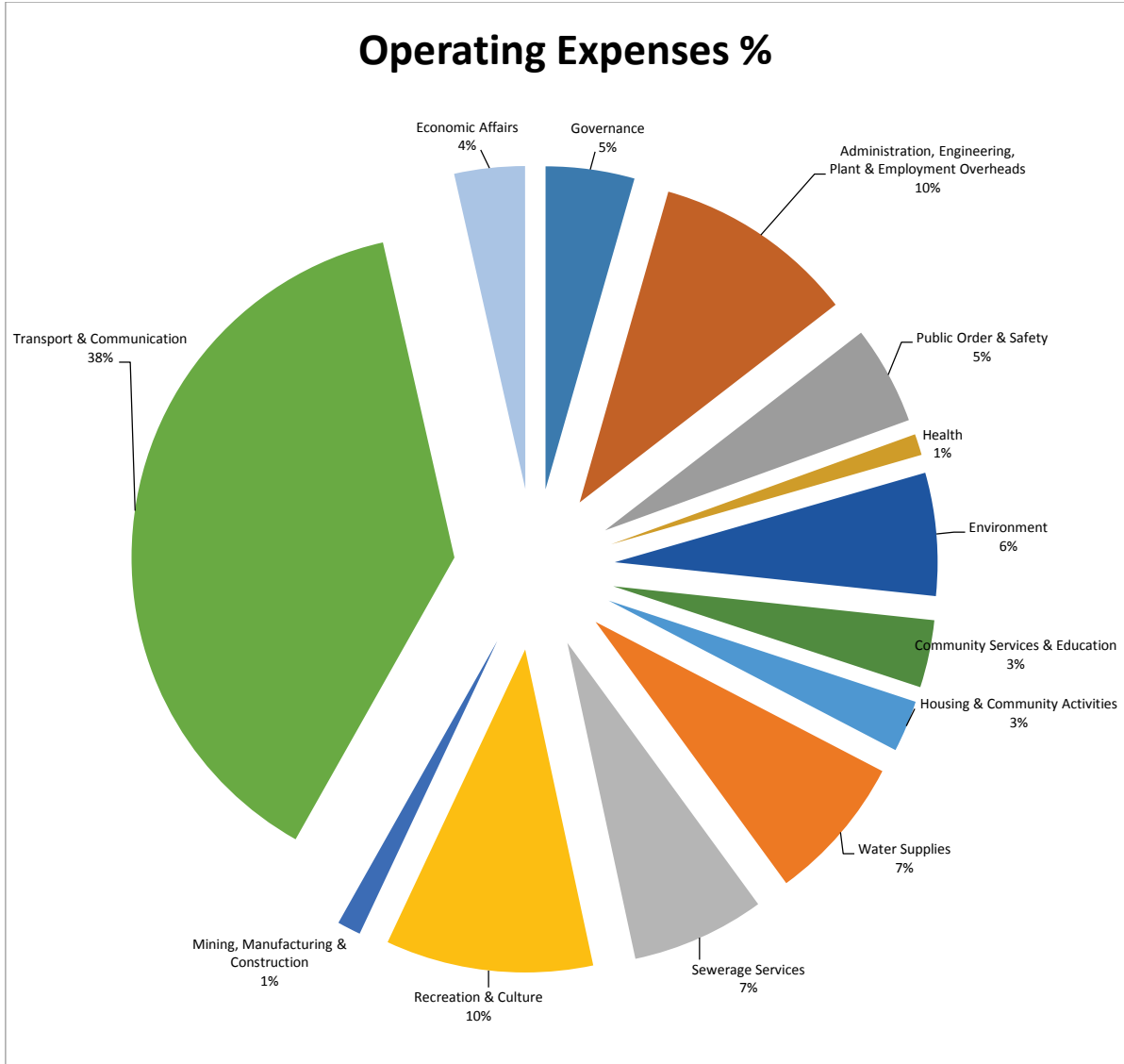
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DRAFT 2017/2021 DELIVERY PROGRAM, 2018/2019 OPERATIONAL PLAN AND
2018/2022 ESTIMATES OF INCOME AND EXPENDITURE [CONT'D]



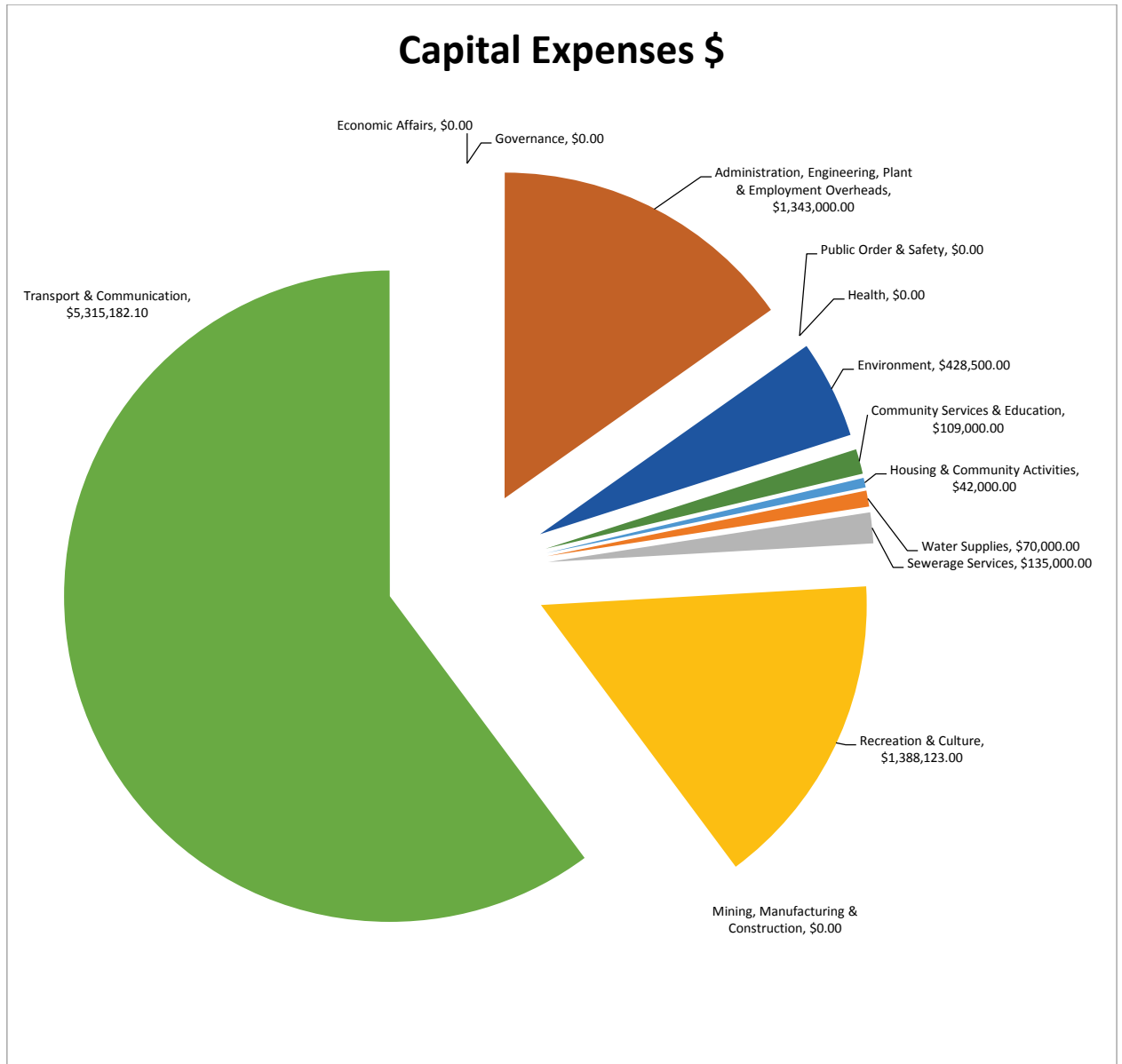
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DRAFT 2017/2021 DELIVERY PROGRAM, 2018/2019 OPERATIONAL PLAN AND
2018/2022 ESTIMATES OF INCOME AND EXPENDITURE [CONT'D]



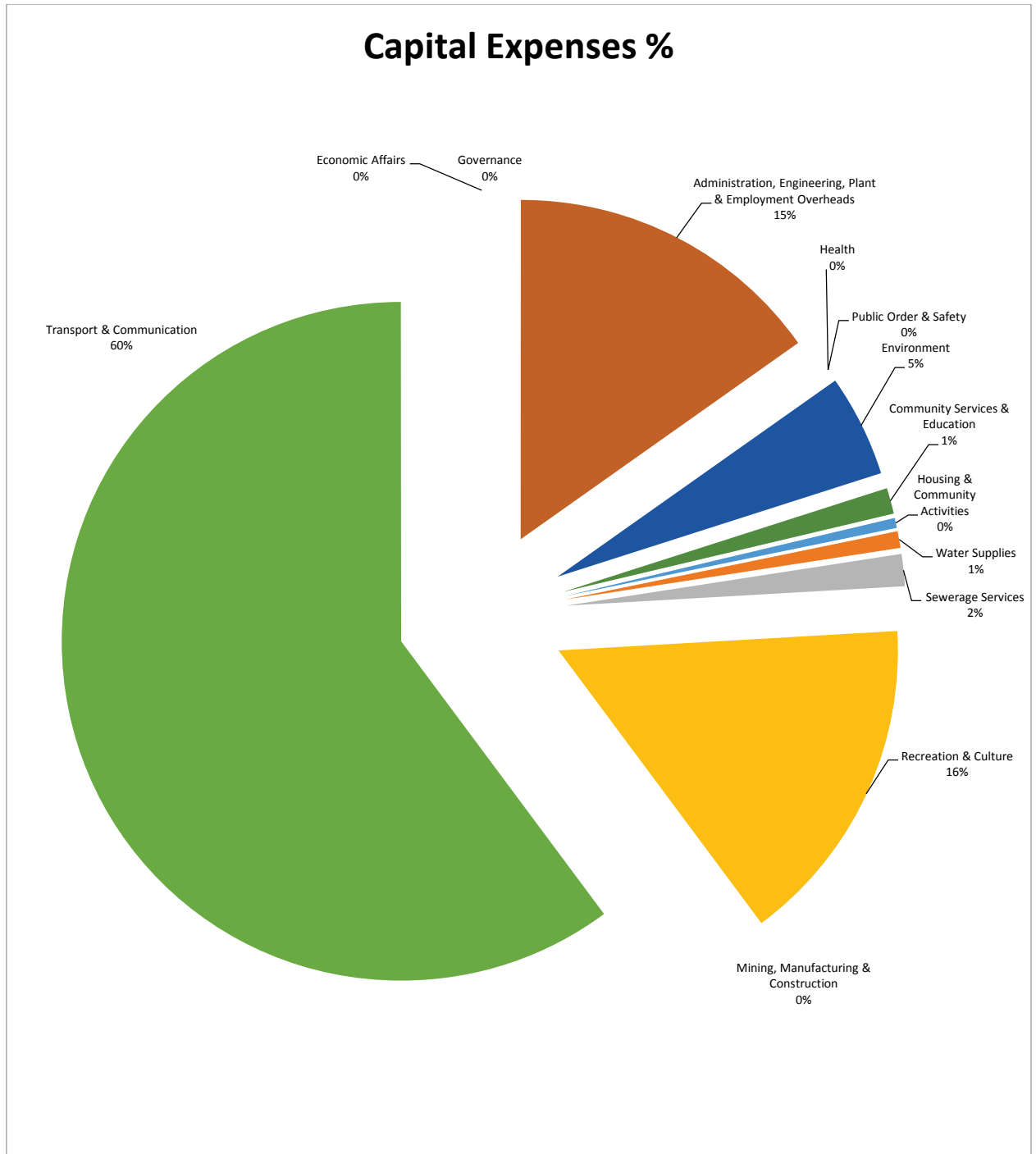
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2018/2022 ESTIMATES OF INCOME AND EXPENDITURE [CONT'D]



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DRAFT 2017/2021 DELIVERY PROGRAM, 2018/2019 OPERATIONAL PLAN AND
2018/2022 ESTIMATES OF INCOME AND EXPENDITURE [CONT'D]

A summary of the net cost of each function and major budget items for each functional area will now be provided.

Governance

Estimate 2017 / 2018 \$	Revised Budget as at 31 December 2017 \$	Estimate 2018/2019 \$
-1,037,822	-1,033,004	-1,105,496

Major Budget Items and/or Specific Inclusions

- Following discussions held at the Preliminary Budget Workshop, the budget allocation for Mayoral and Councillor fees has been increased to provide for payment of the estimated maximum amount as prescribed by the Local Government Remuneration Tribunal. The budget for the Mayoral fee has been increased to \$25,830 inclusive of a Deputy Mayor fee of \$4,133. The budget for Councillor fees has been increased to \$106,525 being \$11,836 per Councillor. This amendment results in an overall increase of \$22,455 compared to the original 2018/2019 forward estimates
- Recurrent costs satisfactory
- Subscriptions and Donations as follows:

Subscriptions & Donations	Adopted Contributions 2017/18	Proposed Contributions 2018/19
Community Newsletters	\$500.00	\$500.00
School Presentation night Awards	\$520.00	\$520.00
Murray Darling Association	\$2,200.00	\$2,200.00
Murray Arts	\$6,000.00	\$6,500.00
Keep Australia Beautiful	\$750.00	\$750.00
Country Public Libraries Association	\$1,000.00	\$1,000.00
Border Trust	\$1,000.00	\$1,000.00
Senior Citizens Activities	\$1,000.00	\$1,000.00
Softwoods Working Group Secretariat	\$2,000.00	\$2,000.00
Southern Sports Academy	\$450.00	\$450.00
Contribution to Community Development Committees	\$1,000.00	\$1,000.00
TOTAL	\$16,420.00	\$16,920.00

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DRAFT 2017/2021 DELIVERY PROGRAM, 2018/2019 OPERATIONAL PLAN AND
2018/2022 ESTIMATES OF INCOME AND EXPENDITURE [CONT'D]

- An allocation of \$20,000 has been included in the 2018/2019 and 2020/2021 years for the completion of a Customer Satisfaction Survey

Administration

Estimate 2017 / 2018	Revised Budget as at 31 December 2017	Estimate 2018/2019
\$	\$	\$
-2,274,318	-2,389,922	-2,498,840

Major Budget Items and/or Specific Inclusions

- Provision made for continuation of Trainee GIS Officer and Trainee Storeman
- Provision made for a net cost to Council of \$30,000 for flood study projects
- Budget allocation for data communication costs increased as Council's IT and communications platform continues to expand
- Provision of \$250,000 in each of the 2018/2019, 2019/2020 and 2020/2021 years for the construction of plant wash bays at each of Council's works depots. This project is being funded through Council's Plant Reserve
- Provision of \$75,000 made for the installation of solar panels at the Holbrook administration building
- Provision of \$20,000 for acoustic treatment at the Jindera Community Hub

Public Order & Safety

Estimate 2017 / 2018	Revised Budget as at 31 December 2017	Estimate 2018/2019
\$	\$	\$
-626,546	-620,331	-658,292

Major Budget Items and/or Specific Inclusions

- Councillors were advised of the estimated contributions for Rural Fire Service activities at the Preliminary Budget Workshop
- Contributions to SES and NSW Fire and Rescue have increased by \$17,133 based on previous forward estimates

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DRAFT 2017/2021 DELIVERY PROGRAM, 2018/2019 OPERATIONAL PLAN AND
2018/2022 ESTIMATES OF INCOME AND EXPENDITURE [CONT'D]

Health

Estimate 2017 / 2018	Revised Budget as at 31 December 2017	Estimate 2018/2019
\$	\$	\$
-138,166	-106,166	-119,341

Major Budget Items and/or Specific Inclusions

- Overall operating expenditure consistent with the original 2018/2019 forward estimates

Environment

Estimate 2017 / 2018	Revised Budget as at 31 December 2017	Estimate 2018/2019
\$	\$	\$
-665,595	-653,234	-469,503

Major Budget Items and/or Specific Inclusions

- An allocation of \$250,000 for Urban Stormwater Drainage works
- Costs and revenue associated with the Loose Fill Asbestos Insulation Waste Disposal scheme have been included in the budget estimates in accordance with the report provided to Councillors as part of the Preliminary Budget Workshop
- Provision of \$25,000 included for the hard waste collection trial at Culcairn
- Provision of \$50,000 for drainage design Balfour Street Culcairn
- It is proposed that waste charges increase in line with 2.3% rate peg increase as follows:

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WASTE CHARGES	Annual CHARGE	AMOUNT 2017/2018	PROPOSED 2018/2019 CHARGES
Waste - Domestic & Recycling (Sec 496). Covers the cost of waste collection services. These services include weekly collection of a 240 litre garbage bin and fortnightly collection of 240 litre recycling bin. This fee is charged to residents supplied with garbage bins by Council.	Annual	\$243.00	\$250.00
Waste - Commercial & Recycling (Sec 501)	Annual	\$259.00	\$265.00
Waste – Charge on Vacant Land (Sec 496). Applies to all vacant rateable land located within an area where domestic waste collection service is available.	Annual	\$40.00	\$40.00
Waste - Garbage Only (Sec 502)	Annual	\$227.00	\$235.00
Waste - Recycling Only (Sec 502)	Annual	\$119.00	\$125.00

Community Services & Education

Estimate 2017 / 2018	Revised Budget as at 31 December 2017	Estimate 2018/2019
\$	\$	\$
-90,277	-89,773	-88,870

Major Budget Items and/or Specific Inclusions

- The overall budget for Greater Hume Children Services has been impacted due to the removal of \$240,000 in Community Support Program funding provided by the Commonwealth Government. The continual growth of the service coupled with ongoing operational efficiencies has enabled the operating position to remain relatively neutral over the four year budget period. Continual monitoring and ongoing operational efficiencies will be required to ensure that the service remains financially sound in an increasingly complex operating environment.

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- Council's Youth Development program continues to provide pro-active youth activities within Greater Hume Council as well as Lockhart Shire.

Housing & Community Amenities

Estimate 2017 / 2018	Revised Budget as at 31 December 2017	Estimate 2018/2019
\$	\$	\$
-404,773	-405,264	-411,005

Major Budget Items and/or Specific Inclusions

- Provision of \$40,000 for upgrades to public toilets
- Provision of \$24,000 each year for refurbishment of Culcairn Community Housing units
- Provision of \$24,000 each year for refurbishment of Frampton Court units
- Provision of \$28,000 each year for refurbishment of Kala Court self-funded units
- Provision of \$30,000 for costs associated with the revision of Council's LEP and DCP

Recreation & Culture

Estimate 2017 / 2018	Revised Budget as at 31 December 2017	Estimate 2018/2019
\$	\$	\$
-1,793,428	-1,794,548	-1,917,010

Major Budget Items and/or Specific Inclusions

- Provision of a further \$279,225 for the Walla Walla Children Services project funded from the approved Stronger Country Communities Fund \$252,225 and Building Better Regions Fund \$27,000
- Provision of \$30,000 for the replacement of the roofing on the Holbrook Hall
- An initial allocation of \$42,000 has been made for the repair to the flooring at Walla Walla hall subject to successful grant funding

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- Allocations to major sporting grounds committees has been increased as discussed at the Preliminary Budget Workshop. The following table summarises the proposed contributions:

Sportsground	Amount Allocated 2017/2018	Amount Allocated 2018/2019
Brocklesby	\$15,000	\$15,300
Burrumbuttock	\$15,000	\$15,300
Culcairn	\$15,000	\$15,300
Henty	\$15,000	\$15,300
Jindera	\$15,000	\$15,300
Walbundrie	\$15,000	\$15,300
Walla Walla	\$15,000	\$15,300
Bungowannah	\$2,300	\$2,350
Cookardina	\$500	\$510
Gerogery West	\$2,300	\$2,350
Mullengandra Recreation Reserve/Hall	\$2,300	\$2,350
Wymah	\$2,300	\$2,350
Culcairn Tennis Club	\$550	\$560
Henty Tennis Club	\$550	\$560
Total	\$116,900	\$118,130

- Provision made for major capital projects funded through Council's successful Stronger Country Communities Fund and Section 94A contributions being Jindera Skate Park \$200,000, Culcairn Skate Park \$200,000 and Morgan's Lookout Stairs \$186,898.

Mining, Manufacture & Construction

Estimate 2017 / 2018	Revised Budget as at 31 December 2017	Estimate 2018/2019
\$	\$	\$
-152,294	-176,066	-198,309

- Provision for the employment of Environmental Health & Building Trainee included. Position is to be partially funded from interest earned on Waste Management Reserve.

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Transport & Communications

Estimate 2017 / 2018 \$	Revised Budget as at 31 December 2017 \$	Estimate 2018/2019 \$
-4,185,257	-4,185,254	-4,291,952

Major Budget Items and/or Specific Inclusions

- A full report on the roads capital works program is included in the budget documents for Councillors' information
- Sealed Rural Roads Maintenance budget increased by \$50,000 from the 2017/2018 budget
- Allocation of \$50,000 per annum for Town Services (Villages)

Economic Affairs

Estimate 2017 / 2018 \$	Revised Budget as at 31 December 2017 \$	Estimate 2018/2019 \$
-255,711	-253,648	-266,346

- Provision of \$200,000 for town entrance signage funded from the Waste Management Reserve as discussed at the Preliminary Budget Workshop
- An allocation of \$42,427 has been included for tourism initiatives and promotional activities
- Allocation for \$29,140 for Economic Development Initiatives has been included.

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General Purpose Revenue

Estimate 2017 / 2018 \$	Revised Budget as at 31 December 2017 \$	Estimate 2018/2019 \$
11,645,118	11,680,854	12,030,525

Financial Assistance Grant

Annual indexation of 2.3% has been applied to the 2018/2019 financial year and all future years in line with rate peg estimates.

Interest on Investments

The budget estimate of \$600,000 for 2018/2019 is based on receiving an average interest rate of 2.5% on deposits totalling \$24m over the term of the financial year.

Water and Sewer Pricing

As reported to the Preliminary Budget Workshop, it is proposed that water and sewer pricing be held at 2017/2018 levels as follows:

Component	Proposed 2018/2019 Charges
Water Access Charge <u>Residential</u>	
20 mm	\$314
<u>Non – Residential</u>	
20mm	\$314
25mm	\$413
32mm	\$468
40mm	\$542
50mm	\$631
80mm	\$871
Usage Charge per KL \$	
< 200kl per annum	\$1.70
>200kl per annum	\$2.60

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Component	Proposed 2018/2019 Charges
Sewer Access Charge Residential	
20 mm	\$495
Non – Residential	
20mm	\$279
25mm	\$317
32mm	\$367
40mm	\$429
50mm	\$512
80mm	\$704
Usage Charge per KL \$	\$1.50 PER K/L
MINIMUM CHARGE	\$496

Non Residential

All non-residential properties will be charged based on a two-tier pricing system. Sewer charges will be in accordance with Best Practice Pricing guidelines, which prescribes an annual access charge based upon the relevant water meter connection size, plus a usage charge based on water usage and the relevant Sewerage Discharge Factor (SDF) disposal factor for each business type as detailed below. Depending on the type of business, properties are charged a usage fee relevant to the ratio of the estimated volume of water discharged into the sewer system. The sewerage discharge factor is the ratio of the estimated volume of sewerage discharged into the sewerage system to the customer's total water consumption. Non-residential properties will be levied charges based on water meter size. As the meter size increases the availability charge increases to reflect Council's costs in providing for larger capabilities of discharge.

Full details of Non-Residential sewerage and liquid trade waste charges and associated discharge factors are included in the Statement of Revenue Policy.

Delivery Program and Operational Plan

Council's 2017/2021 Delivery Program, associated Draft 2018/2019 Operational Plan are included as **ANNEXURE 5/ENCLOSED SEPARATELY**. The plans have been developed to include specific actions associated with the strategies and outcomes detailed in Council's Community Strategic Plan. The 2017/2021 Delivery Program and Associated 2018/2019 Operational Plan also contain the key actions and strategies detailed in a number of key planning documents being the Community Health & Wellbeing Plan, Economic Development & Social Plan and the Disability Inclusion Action Plan. Details of Council's Statement of Revenue Policy and associated Fees and Charges are included in the Draft 2018/2019 Operational Plan.

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CONCLUSION

The draft budget as presented provides for a small surplus in the 2018/2019 year.

RECOMMENDATION

That the Draft 2017/2021 Delivery Program, 2018/2019 Operational Plan and 2018/2022 Estimates of Income and Expenditure for Council's General, Sewerage and Water Supply be placed on public exhibition for a period of 28 days commencing Thursday, 26 April 2018.

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2. REQUEST TO AMEND NON RESIDENTIAL SEWER AND LIQUID TRADE WASTE CHARGES

Report prepared by Director Corporate & Community Services – David Smith

REASON FOR REPORT

To recommend the writing off of non-residential sewer and liquid trade waste charges levied on 37 Railway Parade Culcairn.

REFERENCE TO DELIVERY PLAN ACTION

Not Applicable

DISCUSSION

During the 2017/2018 year Council has levied non-residential sewer charges and liquid trade waste charges on the property located at 37 Railway Parade Culcairn in accordance with Council's adopted charging structure.

The property in question is very unique in that it is serviced by two water meters, one supplied by Greater Hume Council as part of the Culcairn Water Supply Scheme and the second serviced by Riverina Water. There are only three properties in Greater Hume Council that have this particular water supply arrangement. Council's Rates Management software module will only accept one water meter recorded against each rate assessment. That being the case, the property in question has two Rate Master records in Council's system, one with Council's water meter and all other rate valuation records recorded and a second "dummy" assessment to record water usage from the Riverina Water meter in order to levy the required non-residential sewer charges and liquid trade waste charges.

During February 2018 Council received a request for a Section 603 Certificate as part of the sale process of the property. When completing the Section 603 Certificate, the Officer reviewed the outstanding rates and charges detailed on the main Rate Master in Council's system and duly issued the Certificate. The outstanding rates and charges as detailed on the Section 603 Certificate were subsequently paid to Council as part of the settlement process following the sale of the property. It has now come to light that the outstanding non-residential sewer charges and liquid trade waste charges totalling \$4,338.86 detailed on the "dummy" assessment were not included on the Section 603 Certificate and as such were not paid at settlement.

Section 603 Certificates are legally binding documents relied on by solicitors and conveyancers to ensure that all outstanding property charges are taken into account during settlement and that purchasers are not encumbered with outstanding charges unpaid by the vendor. As mentioned above, all outstanding rates and charges as detailed on the Section 603 Certificate issued by Council were paid at settlement. The outstanding non-residential sewer charges and liquid trade waste charges totalling \$4,338.86 that were not detailed on the Certificate remain unpaid. The error in not detailing the charges on the Certificate rests with Council and as such it is recommended that the charges be written off.

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REQUEST TO AMEND NON RESIDENTIAL SEWER AND LIQUID TRADE WASTE CHARGES [CONT'D]

On average, Council issues approximately 335 Section 603 Certificates annually. Council's rates staff are very experienced and, to the author's knowledge, this is the first instance where an error has been made on a Section 603 Certificate for at least the last 10 years. As explained, the property in question has a very unique water supply arrangement and unfortunately this unique situation has led to the error being made.

Council does have Professional Indemnity insurance to cover instances where an error has been made in the progress of Council business and such error results in financial disadvantage to a third party, however the amount involved in this matter is well below the policy deductible and as such cannot be claimed through the policy.

BUDGET IMPLICATIONS

The writing off of \$4,338.86 in charges will have a slight impact on Council's Sewer Fund budget.

CONCLUSION

Outstanding non-residential sewer charges and liquid trade waste charges totalling \$4,338.86 were not detailed on a Section 603 Certificate issued by Council and as such remain unpaid. The error in not detailing the charges on the Certificate rests with Council and as such it is recommended that the charges be written off.

RECOMMENDATION

That non-residential sewer charges and liquid trade waste charges totalling \$4,338.86 levied on 37 Railway Parade Culcairn, Property Assessment Number 10067643, be written off.

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3. POLICY DEVELOPMENTS

Report prepared by Manager Corporate Services – Suzanne Klemke

REASON FOR REPORT

To present new and revised policies for consideration.

REFERENCE TO DELIVERY PLAN ACTION

Not Applicable

DISCUSSION

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

1. Document Control Policy (Reviewed policy)

This policy was reviewed in accordance with policy review schedule.

Minor amendments only.

2. External Grant Applications for Management Committees Policy (Reviewed policy)

This policy was reviewed in accordance with Councils Document Control Policy and guidelines.

Minor amendments only to include reporting requirements to Council.

Copies of the reviewed and reformatted policies are attached as **ANNEXURE 6**.

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 following reviewed policies be adopted:

1. the Document Control Policy
2. the External Grant Applications for Management Committees Policy.

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4. CLOSURE AND SALE OF UNUSED LANE – SCHOFFS LANE, CULCAIRN

Report prepared by Manager Corporate Services – Suzanne Klemke

REASON FOR REPORT

For Council to consider closing and disposing a section of an unused road reserve.

REFERENCE TO DELIVERY PLAN ACTION

Strategy 5.2 To provide and maintain safe and serviceable public facilities and infrastructure including roads, drainage and footpaths.

Action 5.2.6 Ensure that a quality rural road network is provided and maintained throughout the shire.

DISCUSSION

Council has received correspondence from Jonathon and Karen Schoff who wish to purchase a portion of an unused section of road reserve adjacent to their property. The section of unused road separates Lots 45, 46, 47 DP 753735 from Lot 1 DP 575478 & Lots 53, 54 DP 753735. A copy of the map is attached in **ANNEXURE 7**.

Council may close a public road, as the road authority, under Section 34 of the Roads Act 1993.

The process to sell a portion of unused road is a two stage process with Council first required to endorse to close the road reserve to the public and secondly the proposal to sell will then proceed through NSW Department of Industry - Lands.

Consultation with NSW Department of Industry - Lands has been undertaken and the status of the road has been confirmed as being a Crown Road.

Accordingly, the closure and sale of the road reserve will be managed by NSW Department of Industry - Lands. Objections to the closure and sale will be managed as part of the second stage of the process. Thereby landowners have not been contacted by Council.

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

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

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

BUDGET IMPLICATION

No cost to Council.

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CLOSURE AND SALE OF UNUSED LANE – SCHOFFS LANE, CULCAIRN [CONT'D]

CONCLUSION

The section of unused road reserve requested to be purchased by Jonathon and Karen Schoff is surplus to Council needs and will have no impact on access to surrounding properties. It is therefore considered appropriate for Council to endorse the closure of the crown road reserve.

RECOMMENDATION

That:

1. Council endorse the closure of part of the road reserve separating Lots 45, 46, 47 DP 753735 from Lot 1 DP 575478 & Lots 53, 54 DP 753735 as detailed on the attached map.
2. the Mayor and General Manager be authorised to execute associated documents under the Common Seal of Council.

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ENGINEERING

1. **KERB AND CHANNEL AND FOOTPATH CONSTRUCTION - LAND OWNER COST APPORTIONMENT**

Report prepared by Works Engineer – Andrew Walls

REASON FOR REPORT

To advise Council of the proposed cost and apportionment for various projects within the Shire as required by Council policy being;

1. The construction of footpath and kerb and channel in Pioneer Drive and Urana Street, Jindera.
2. The construction of footpath on the eastern side of Blair Street, Culcairn.
3. The construction of kerb and channel in Rankin Street, Holbrook.
4. The construction of footpath in Bartch Avenue, Henty.

REFERENCE TO DELIVERY PLAN ACTION

Strategy; 5.2 -To provide and maintain safe and serviceable public facilities and infrastructure including roads, drainage and footpaths.

DISCUSSION

As required by Council policy Administration of Contributory Footpath and Kerb and Gutter Schemes Policy, this report provides the proposed cost apportionment for landowners for the following footpath and kerb and channel projects;

1. On the northern side of Pioneer Drive, Jindera between Pech Ave and Urana St and in a short section of Urana Street to the school crossing from the intersection with Pioneer Drive, the proposal is for Council to construct a 2 metre wide shared path in order to provide amenity to the adjacent properties and to provide pedestrian access to the schools in that area and ultimately to the Jindera CBD. Adjacent landowners have been apportioned costs based on a standard 1.5 metre footpath.

A copy of the plan of the proposed works and landowner distribution is attached as **ANNEXURE 13** for Councillors' information.

Estimate for the kerb and channel and footpath components of the project is \$96,000.

This project is part of the Works Program 2017/2018.

2. The Blair Street (Culcairn)Footpath Project is to provide a 1.5 metre wide footpath on the eastern side between Balfour Street and South Street for the land owners and public.

A copy of the plan of the proposed works and landowner distribution is attached as **ANNEXURE 13** for Councillors' information.

Estimate for the project is \$40,000.

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KERB AND CHANNEL AND FOOTPATH CONSTRUCTION - LAND OWNER COST APPORTIONMENT [CONT'D]

This project is part of the Works Program 2017/2018.

3. Rankin Street (Holbrook) Kerb and Channel Project between Peel Street and Vine Street to provide public amenity and for the land owners benefit. Attention is drawn to the wording of the above policy;

All properties be levied a contribution for kerb and gutter and footway construction in accordance with S 217 of the Roads Act on the following basis:-

- 50% of front boundary.
- 25% on all other boundaries.
- The...

The properties in the proposed works area are addressed as being in either Peel Street or Vine Street but the front of the property is considered to be in Rankin Street due to the orientation of the dwellings as they face Rankin Street. The length of the property facing Rankin Street has been used as the front of the property for purposes of apportionment of costs.

A copy of the plan of the proposed works and landowner distribution is attached as **ANNEXURE 13** for Councillors' information.

The estimate for the project is \$80,000 for kerb and channel plus \$20,000 for drainage which also includes road construction, provision of underground drainage and topsoiling of nature strips. The construction of concrete driveways to replace the existing gravel driveways has been offered to landowners at their expense.

This project is part of the Works Program 2017/2018.

4. On the western side of Bartch Avenue, Henty the proposal is for Council to construct a 1.5 metre wide footpath in order to provide amenity to the adjacent properties, to provide pedestrian/scooter access to the senior citizens and for the public in that area.

The property owned by UPA in the proposed works area is addressed as being in Keighran Street but the front of the property is considered to be in Bartch Avenue due to the orientation of the building as it faces Bartch Avenue. The length of the property facing Bartch Avenue has been used as the front of the property for purposes of apportionment of costs.

A copy of the plan of the proposed works and landowner distribution is attached as **ANNEXURE 13** for Councillors' information.

The total estimate for the footpath in this project is \$40,000.

This project is part of the Works Program 2016/2017 that has been carried forward to 2017/2018.

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KERB AND CHANNEL AND FOOTPATH CONSTRUCTION - LAND OWNER COST APPORTIONMENT [CONT'D]

BUDGET IMPLICATION

1. Pioneer Drive; Council has allocated \$96,000 for the completion of this project in the 2017/18 Delivery Plan.
2. Blair Street; Council has allocated \$40,000 for the completion of this project in the 2017/18 Delivery Plan.
3. Rankin Street; Council has allocated \$80,000 for the completion of this project in the 2017/18 Delivery Plan.
4. Bartch Avenue; Council has allocated \$40,000 for the completion of this project in the 2016/17 Delivery Plan Carried forward to 2017/2018.

CONCLUSION

The completion of footpath and the kerb and channel within these streets as planned will provide improved amenity for the property owners and the contributions from landowners to be paid have been assessed as detailed in the policy.

RECOMMENDATION

That Council adopt:

1. the proposed contributory Footpath and Kerb and Gutter Scheme as detailed for properties in Pioneer Drive and Urana Street, Jindera.
2. the proposed contributory Footpath and Kerb and Gutter Scheme as detailed for properties in Blair Street, Culcairn.
3. the proposed contributory Footpath and Kerb and Gutter Scheme as detailed for properties in Rankin Street, Holbrook.
4. the proposed contributory Footpath and Kerb and Gutter Scheme as detailed for properties in Bartch Avenue, Holbrook.

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2. POLICY DEVELOPMENTS

Report prepared by Director Engineering – Greg Blackie

REASON FOR REPORT

To present revised policies for consideration.

REFERENCE TO DELIVERY PLAN ACTION

Not Applicable

DISCUSSION

Development and enhancement of Council's Policy Register is continuing. Apart from reformatting to Council's branding template, the updating of the Australian Standards, the updating of the Links to Forms and some minor updates to position titles, as highlighted, no other changes have been made to the following policies included in **ANNEXURE 8** which are now presented for consideration by Council:

- **Footpath Inspection and Maintenance Policy**
- **Playground Inspection and Maintenance 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 Council adopt the following reformatted policies:

1. Footpath Inspection and Maintenance Policy
2. Playground Inspection and Maintenance Policy

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ITEM TO BE REFERRED TO CLOSED COUNCIL

1. PROPOSED DIVESTMENT OF THE VILLAGES AND CULCAIRN WATER SUPPLIES

Report prepared by General Manager – Steven Pinnuck

REASON FOR REPORT

To present a report to Council on the proposed divestment of the Villages and Culcairn Water Supply Schemes.

REFERENCE TO DELIVERY PLAN ACTIONS

Strategy We minimise our impact on the environment
Action 4.3.6.2 In conjunction with Riverina Water County Council investigate the future management of water supply assets in Greater Hume Council

DISCUSSION

As Councillors are aware at the June 2017 meeting of Council the following was resolved.

That in concert with the current discussions being undertaken with Riverina Water, management be authorised to commence discussions with Albury City Council with the view of Albury City Council investigating the feasibility of taking control of the supply and operation of Villages Water Supply Scheme with a report on the advantages/disadvantages being presented to Council by 31 December 2017.

Following that resolution significant information was provided to AlburyCity in relation to the Villages Water Supply Scheme culminating with a report to the December meeting of Albury City Council.

At that meeting Albury City resolved the following:

That Council:

- a. In principle, agrees to further explore this proposal and requests that Greater Hume Council provide a business case and implementation plan for AlburyCity to take management control of the Villages Water Supply Scheme; and*
- b. Receive a future report on the findings of the implementation plan and business case.*

To ensure that Councillors had an opportunity to raise issues that should be addressed in any business case (or proposal), the General Manager organised an independently facilitated workshop. Chris Rose, Blackadder Associates facilitated the workshop on Saturday 17 February 2018.

Consideration of the Greater Hume Council divesting itself of water supply schemes is a very complex issue that has the potential to have implications for the long term sustainability of the Council. Accordingly it is recommended that the matter be referred to Closed Council in accordance with section 10A (2) (C) information that would, if disclosed, confer a commercial advantage on a person with whom Council is conducting (or proposes to conduct) business.

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PROPOSED DIVESTMENT OF THE VILLAGES AND CULCAIRN WATER SUPPLIES
[CONT'D]

BUDGET IMPLICATIONS

The divestment of the Villages and Culcairn Water Supply Schemes would have significant budget implications for Greater Hume Council.

RECOMMENDATION

That the proposed divestment of the Villages and Culcairn Water Supply Schemes be referred to Closed Council in accordance with section 10A (2) (C) information that would, if disclosed, confer a commercial advantage on a person with whom Council is conducting (or proposes to conduct) business.

REASON

On balance preserving the confidentiality of the financial capacity of the Villages and Culcairn Water Supply Schemes outweighs the public interest in maintaining the openness and transparency of negotiations with Albury City Council and Riverina Water County Council at this point.

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PART B - ITEMS FOR INFORMATION

GOVERNANCE

1. WORKSHOP/BRIEFING SESSION SCHEDULE 2018

REASON FOR REPORT

To inform Council and the community of upcoming workshop/briefing sessions which Councillors and senior staff and, where appropriate, stakeholders 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
31 January 2018	Preliminary Roads Workshop
14 February 2018	Refugee Resettlement Briefing
17 February 2018 (Saturday)	9am to 3pm Visioning Workshop
24 February 2018 (Saturday)	Shire/Roads Tour
28 February 2018	Rating Workshop and Preliminary Budget Workshop
7 March 2018	New Website Briefing Final Roads Workshop
28 March 2018	Water Supply Operations
4 April 2018	Final Budget Workshop
12 April 2018	Stronger Country Communities Round 2
2 May 2018	To be determined (TBD)
6 June 2018	TBD
4 July 2018	TBD
1 August 2018	TBD
5 September 2018	TBD
3 October 2018	TBD
7 November 2018	TBD
5 December 2018	TBD

CONCLUSION

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 (OLG Circulars 08-091/2018). Copies of OLG Circulars are available to view or download from the website www.olg.nsw.gov.au.

18-08	Information About Rating 2018-19
18-09	Support for councils in relation to kerbside recycling and the impact of the Container Deposit Scheme (CDS)

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 mid March/April is provided below. Distribution of the newsletters has now moved to the Mailchimp platform.

- Remuneration and Legacy Report
- Investing in Women Funding Program
- StateCover and Local Government Super – Call for nominations for non-executive director positions
- Emergency Management Awards
- SafeWork NSW
- Land Use and Transport Strategies Released
- NSW State Design Review Panel Briefings
- Murray Darling Basin Stakeholder Consultations
- Floodplain Management Conference
- Community Choir Funding
- Football Facilities Audit
- Land and Property Investments
- Neighbourhood Planning – Can We Empower Communities
- Employment Law Seminar
- Container Deposit Scheme Webinar
- 2018 Play Your Part Awards
- Parks and Leisure Australia Conference
- Affordable Housing Masterclass

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LOCAL GOVERNMENT NEW SOUTH WALES (LGNSW) – WEEKLY CIRCULARS
[CONT'D]

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

BUDGET IMPLICATIONS

Nil.

CONCLUSION

For councillors' information.

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 9**.

BUDGET IMPLICATIONS

Nil.

CONCLUSION

For councillors' information.

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CORPORATE AND COMMUNITY SERVICES

1. CUSTOMER REQUEST MODULE – SUMMARY OF MONTHLY REQUESTS

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

2. STATEMENTS OF BANK BALANCES AND INVESTMENTS AS AT 31 MARCH 2018

The statements of bank balances and investment report as at 31 March 2018 are attached at **ANNEXURE 10**.

3. HUMAN RESOURCES REPORT FOR MARCH 2018

REASON FOR REPORT

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

REFERENCE TO DELIVERY PLAN ACTION

Strategy 9.4 To provide appropriate training and mentoring for our shire's workforce.
Action 9.4.1 Implement continual learning actions.

No new staff commenced duties with Council during the March 2018 period:

The following staff ceased duties with Council during March 2018 period:

- Sandra Aberneithie Swimming Pool Lifeguard – Casual
- Julie Barber Swimming Pool Lifeguard – PPT
- Denise Coghlan Swimming Pool Lifeguard – Casual
- Kate Grunow Swimming Pool Lifeguard – Casual
- Jena Kent Swimming Pool Lifeguard – Casual
- Greta Mackinlay Swimming Pool Lifeguard – Casual
- Alisha Stead Swimming Pool Lifeguard – PPT
- Dannielle Liddell Swimming Pool Lifeguard – PPT

Disability Inclusion Action Plan

In accordance with Council's Disability Inclusion Action Plan the following Actions have commenced:

Recommended Actions	Outcome
Accredited inclusive customer service training program for GHC staff and local services/business.	"Inclusive Tourism" online training program released by LGNSW. Customer Service staff have commenced the online training.

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ENGINEERING

1. REPORT OF WORKS - MARCH 2018

Grants Program

State Roads Maintenance (RMCC):

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

Regional Roads Block Grant:

General maintenance including guide posts and repairing edge breaks is continuing on all Regional Roads.

Resealing on Lookout Rd (MR547) between Walbundrie Rd and Walla Walla, Lockhart Rd (MR 370) between Walbundrie and Lockhart has been completed along with partial completion on a section of Jingellic Rd (MR331).

Blackspot Project on Culcairn Holbrook Rd (MR331) between Mitchells Rd and Morven has commenced.

Local Roads

Sealed:

Road reconstruction and widening of Pioneer Drive, Jindera from Urana Rd to Pech Ave has commenced.

General pavement maintenance on local roads has been carried out.

Unsealed:

The following roads have undergone culvert repairs under the natural disaster funding during the month of March; Gluepot Rd, Sherwyn Rd, Drums Rd, Walla Cemetery Rd, Stony Park Rd and Lookout Rd.

Stoney Park Rd, McGorman Ln, Courtney Ln and Walbundrie Balldale Rd have undergone resheeting under the natural disaster funding in March.

Maintenance grading has taken place on the following roads in March.

Bethel Rd Jacka Ln Knox Rd Lennons Rd	Mirrabooka Rd Moorwatha Rd Quartz Hill Rd Shippards Rd
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Urban Streets:

Kerb and channel construction on the Eastern side of Urana Rd between Dight St and Molkentin Rd has been completed.

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REPORT OF WORKS [CONT'D]

Underground drainage works in Bond St, Holbrook has been completed with concrete channel works to commence in April.

General:

Replacement of signs on rural roads and urban streets is continuing.

Replacement of kerb and channel at the main entrance to the Holbrook Caravan Park along with road reconstruction within the park has been completed. This project also included drainage improvement and installation of a disabled parking bay.

Kerb and channel and pavement repairs in Swift St, Holbrook has been carried out.

Roadworks, footpath and kerb installation at the Jindera Recreation Reserve is continuing.

Refurbishing of operational staff amenities building at the new Holbrook Depot is almost complete.

Normal maintenance of public toilets and parks is continuing.

Monthly Works Maintenance Expenditure:

Local Roads Program	Original Budget	YTD Budget	YTD Expenditure	YTD Variance	Comments
Urban Local Roads Maintenance	\$500,000.00	\$375,000.00	\$368,204.73	\$6,795.27	
Rural Roads Sealed	\$659,890.00	\$494,917.50	\$576,762.81	-\$81,845.31	Rural Sealed - 87% Rural Unsealed - 89% - minimal maintenance works due to dry weather
Rural Roads Unsealed	\$1,100,979.00	\$733,986.00	\$918,321.97	-\$184,335.97	
Street Tree Maintenance	\$252,000.00	\$189,000.00	\$149,335.80	\$39,664.20	

Regional Roads Program	Original Budget	YTD Budget	YTD Expenditure	YTD Variance	Comments
Regional Roads Maintenance	\$946,698.00	\$710,023.50	\$963,617.77	-\$253,594.27	Regional Roads overall are at 63% spent - finalisation of resealing program to be provided

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REPORT OF WORKS [CONT'D]

Sportsgrounds, Parks & Public Toilets	Original Budget	YTD Budget	YTD Expenditure	YTD Variance	Comments
Sportsground Maintenance	\$114,802.00	\$86,101.50	\$95,821.87	-\$9,720.37	
Parks & Gardens Maintenance	\$226,129.00	\$169,596.75	\$218,121.71	-\$48,524.96	
Public Toilets Maintenance	\$159,308.00	\$119,481.00	\$104,465.98	\$15,015.02	

NB : Sportsground Maintenance excludes annual GHC contribution payment

2. WATER & SEWER REPORT – MARCH 2018

Capital Works Program:

- Stage 2 water main upgrade Pioneer Drive , Jindera - Completed

Operation & Maintenance:

- Water meter replacements – Jindera area
- New water connection – 4 Pomegranate Drive, Jindera
- New water connection – 5 Pomegranate Drive, Jindera
- New water connection – 10 Pomegranate Drive, Jindera
- New water connection – 20 Pomegranate Drive, Jindera
- New water connection – 74 Dight St, Jindera
- Water main repair – Walla Walla - Jindera Rd, Jindera
- Water service repair – 80 Adams St, Jindera
- Water service repair – Urana Rd, Jindera

Drinking Water Monitoring Program:

- 8 x Water samples for Microbial Water Analysis submitted in the month of March 2018 for Villages and Culcairn Water Supply have all complied with the Australian Drinking Water Guidelines.

Water Quality Complaints

Nil to report.

Water Supply Sourced and Used

1 July 2017 – 31 March 2018	2015/2016	2016/2017	2017/2018
Culcairn Water Supply (ML)	153.5	134.1	116.5
Village Water Supply (ML)	343.07	302.68	327.55
Totals (ML)	496.57	436.78	444.05

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ENVIRONMENT AND PLANNING

1. **DEVELOPMENT APPLICATIONS PROCESSED FOR THE MONTH OF MARCH 2018**

The schedule of development applications processed for the month of March is attached at **ANNEXURE 11**.

2. **SENIOR WEEDS OFFICER'S REPORT – MARCH 2018**

Blackberry spraying on road reserves has continued along the Jingellic Road and Carabost Road. Humula Road and the Billabong section of MR 284 will be the next road controlled. Some plants along the Hume Highway have also been controlled.

Inspections for Blackberry and Sweet Briar on private property are continuing and several notices sent to the owners requesting control work to take place. Follow up inspections has seen action taken by many of these landholders with only a few needing to be reminded of their duty under the new Biosecurity Act.

Silverleaf Nightshade and Prairie Ground Cherry have also been inspected with several infestations discovered on roadsides and adjacent properties and in some Travelling Stock Reserves.

Green Cestrum has been found along the Billabong Creek between Walbundrie and Rand. Owners need to be aware of the potential of this plant to poison stock particularly with dry weather that has occurred.

DrumMuster has been scheduled to take place on 24 and 25 May 2018 and bookings are now being taken.

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3. RANGER'S REPORT – MARCH 2018

COMPANION ANIMALS

No. of Complaints Received 25		Including: 4 barking dogs, 17 roaming dogs, dealing with 2 aggressive dogs, 2 nuisance dogs, menacing and dangerous dog compliance checks.	
No. of dog attacks: 5	Location:	Jindera	1 dog rushed at a person walking. Infringement issued
	Jindera		1 dog attacked another dog. Menacing dog order issued. Owner euthanased dog
	Gerogery		2 dogs chased sheep nuisance order and infringement issued.
	Holbrook		3 dogs chasing stock. 2 dogs euthanased and nuisance dog order and infringements issued.
	Walla		1 dog bit a person walking on footpath nuisance dog order and infringement issued
Comments:			
		Dogs	Cats
In Council's Facility at Beginning of Month			
Captured & Returned to Owners		4	1
Captured & Impounded		8	20
Released from Pound to Owners		4	1
Surrendered by Owners		1	
Rehomed		1	2
Euthanased		2	17
Remaining in Council's Facility at End of Month		1	

FERAL CATS

No. of Complaints:	5
No. Feral Cats caught:	13

LIVESTOCK

	Cattle	Sheep	Horse	Rooster	Other
No. of Reports of Stock on Roads	5	4			
Instances - Returned to owners	5	4			
Impounded					
Vehicle accidents involving stock					

OTHER LIVESTOCK, WILDLIFE COMPLAINTS

None.

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RANGER'S REPORT [CONT'D]

ABANDONED VEHICLES

1 vehicle remains impounded.

POLLUTION AND ENVIRONMENTAL INCIDENTS

Inspection conducted: Overgrown Vegetation Unsafe Land	Inspections being conducted. 1 Notice of proposed orders issued.
Pollution: Noise	Culcairn – sound meter installed and minor barking recorded, monitoring continuing. Culcairn – dogs removed by owner after infringements issued. Holbrook x 2 – barking. Property visited ongoing monitoring. Holbrook – truck noise. Sound meter installed.
Pollution: Waste	Rand – Business dumping waste on private property. Ongoing investigation.

ON-SITE SEWERAGE MANAGEMENT SYSTEMS

Inspection Type	Total	Pass	Fail
OSMS Compliance Inspections	4		4
Pre-Purchase Inspections	2		2
OSMS Orders issued	6		
OSMS Orders Compliance Inspections	5	3	
Plumbers Site Inspections	3		
OSMS Upgrade Applications Received	5		
OSMS Approvals To Do Works Issued	4		
OSMS Approvals To Operate Issued	1		
AWTS Service Contract Renewal Letters			
Local Government Application Approvals			
Local Government Approval Inspections			
Local Government Approval Soil Report Assessments			

OTHER WORKS CONDUCTED

- Companion Animal Registrations continuing to come in from the letters sent out and door knocking.
- Menacing and dangerous dog compliance checks.
- RID online (Report Illegal Dumping online) updating with data entry.
- Noise monitoring.
- OSMS Policy and file compliance updating.
- Property inspections unsightly and excessive cars.
- Local Government Orders – keeping of animals (Infringements issued).
- Landfill cameras and repairs to fence.
- Water sampling for noncompliance of NSW Health accreditation.

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RECOMMENDATION

That Part B of the Agenda be received and noted.

PART C – COMMITTEE AND DELEGATE REPORTS

Attached, in **ANNEXURE 12**, are minutes of the following meetings:

- Minutes of the Audit Risk Improvement Committee Minutes of meeting held on 6 February 2018
- Minutes of the Culcairn Community Development Committee Meeting held 13 March 2018
- Minutes of the Greater Hume Youth Advisory Committee Meeting held on 1 March 2018
- Minutes of the RISK – RWHS Committee Meeting Agenda & Minutes held on 20 March 2018

DELEGATE REPORTS

Nil.

RECOMMENDATION

That Part C of the Agenda be received and noted.