



Greater
Hume
Council

To: «Name»

Ordinary Meeting of Greater Hume Council

Wednesday, 15 August 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, 15 August 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 – 18 July 2018

6. ACTION REPORT FROM THE MINUTES

7. NOTICE OF MOTION

8. 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

9. MATTERS OF URGENCY

10. COMMITTEE OF THE WHOLE – CONFIDENTIAL CLOSED COUNCIL REPORTS

TABLE OF CONTENTS

AUGUST 2018

NOTICE OF MOTION	3
1. NOTICE OF MOTION - CR QUINN – SECTION 7-12 CONTRIBUTIONS FROM SOLAR FARMS.....	3
OFFICERS’ REPORTS – PART A – FOR DETERMINATION	4
ENVIRONMENT AND PLANNING	4
1. DEVELOPMENT APPLICATION 10.2018.94.1 – COMMERCIAL BUILDING DEMOLITION LOT 3 DP544627 - 95 ALBURY STREET HOLBROOK	4
2. DEVELOPMENT APPLICATION 10.2018.78.1 – PRIMITIVE CAMPING GROUND JINDERA.....	12
3. REQUEST FOR TENDERS FOR THE MANAGEMENT AND SUPERVISION OF COUNCIL’S SWIMMING POOL COMPLEXES	21
GOVERNANCE.....	22
1. 2017/2018 DELIVERY PLAN – REPORT AS AT 30 JUNE 2018.....	22
2. GENERAL MANAGER’S PERFORMANCE AGREEMENT 2018/2019	31
3. LOCAL GOVERNMENT NSW ANNUAL CONFERENCE – SUNDAY 21 TO TUESDAY 23 OCTOBER 2018	33
4. FIT FOR THE FUTURE – SERVICE REVIEWS	35
5. POLICY DEVELOPMENTS	37
6. RISK & WORK HEALTH SAFETY POLICIES REVIEW	38
7. RISK & WORK HEALTH SAFETY POLICIES REVIEW	39
CORPORATE AND COMMUNITY SERVICES	40
1. INTERIM 2018/2019 QUARTERLY BUDGET REVIEW AS AT 30 JUNE 2018	40
2. ABORIGINAL LAND CLAIM – WIRRAMINNA LOT 7006 DP 1052657 BURRUMBUTTOCK	53
3. GREATER HUME CHILDREN SERVICES - REPORT FOR JULY 2018	54
ENGINEERING	55
1. PROPOSED CULCAIRN SKATE PARK LOCATION	55
2. REMOVAL OF RAILWAY PEDESTRIAN FOOTBRIDGE - CULCAIRN	57
ITEM TO BE REFERRED TO CLOSED COUNCIL	60
1. STAFF MOVEMENTS AND REVIEW OF ORGANISATION STRUCTURE	60

TABLE OF CONTENTS

AUGUST 2018

2. GENERAL MANAGER – ANNUAL PERFORMANCE REVIEW	62
PART B - ITEMS FOR INFORMATION.....	63
GOVERNANCE.....	63
1. WORKSHOP/BRIEFING SESSION SCHEDULE 2018.....	63
2. OFFICE OF LOCAL GOVERNMENT CIRCULARS.....	64
3. LOCAL GOVERNMENT NEW SOUTH WALES (LGNSW) – WEEKLY CIRCULARS	64
4. TOURISM AND PROMOTIONS OFFICER’S REPORT	65
CORPORATE AND COMMUNITY SERVICES	66
1. CUSTOMER REQUEST MODULE – SUMMARY OF MONTHLY REQUESTS	66
2. STATEMENTS OF BANK BALANCES AND INVESTMENTS AS AT 31 JULY 2018.....	66
3. HUMAN RESOURCES REPORT FOR JULY 2018	66
ENGINEERING	67
4. JULY 2018 REPORT OF WORKS	67
5. WATER & SEWER REPORT – JULY 2018	69
ENVIRONMENT AND PLANNING	70
1. DEVELOPMENT APPLICATIONS PROCESSED FOR THE MONTH OF JULY 2018.....	70
2. RANGER’S REPORT – JULY 2018	70
3. SENIOR WEEDS OFFICER’S REPORT - JULY 2018.....	72
PART C – COMMITTEE AND DELEGATE REPORTS	72

**ORDINARY MEETING OF GREATER HUME COUNCIL
TO BE HELD AT COMMUNITY MEETING ROOM, LIBRARY COMPLEX, LIBRARY
COURT, HOLBROOK
ON WEDNESDAY, 15 AUGUST 2018**

NOTICE OF MOTION

1. **NOTICE OF MOTION - CR QUINN – SECTION 7-12 CONTRIBUTIONS FROM SOLAR FARMS**

That Council adopt a policy that if a solar farm project is developed in the shire, the Section 7-12 contribution be expended on rural and regional roads.

GENERAL MANAGERS NOTE:

If Council adopted the above motion or a similar motion a further report to Council would be required to reconsider the Section 7-12 Contributions Plan – Works Program which is currently on public exhibition.

**ORDINARY MEETING OF GREATER HUME COUNCIL
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COURT, HOLBROOK
ON WEDNESDAY, 15 AUGUST 2018**

OFFICERS' REPORTS – PART A – FOR DETERMINATION

ENVIRONMENT AND PLANNING

1. **DEVELOPMENT APPLICATION 10.2018.94.1 – COMMERCIAL BUILDING
DEMOLITION LOT 3 DP544627 - 95 ALBURY STREET HOLBROOK**

Report prepared by Director Environment and Planning - Colin Kane

REASON FOR REPORT

Council is in receipt of a development application for demolition of a commercial building. The site is 95 Albury Street Holbrook described as Lot 3 DP544627 (“the subject land”). The applicant is Public Works Advisory and landowner is Property NSW.

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

REFERENCE TO DELIVERY PLAN

Not Applicable

DISCUSSION

An application has been received for the demolition of a 2 storey brick shop which is located at the subject land. Additional applications have been received for the demolition of shops on Lots 1 and 2 DP544627 which is 99 and 97 Albury Street Holbrook. Collectively the shops are one building built over three allotments.

The lots have been purchased by Property NSW and the building earmarked for demolition by NSW Public Works Advisory due to presence of Loose Fill Asbestos Insulation (LFAI). Typically the approval process for the demolition of properties affected by LFAI has been done as Complying development under Part 7 Demolition Code of the State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 and this is an approval mechanism that does not require neighbour notification. The demolition of this building could not be approved as Complying Development because an adjacent building shared a load bearing wall.

Consequently three development applications have been received to demolish the building and an objection was received to the development application for the demolition of the portion of the building on the subject land.

ASSESSMENT

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

**ORDINARY MEETING OF GREATER HUME COUNCIL
TO BE HELD AT COMMUNITY MEETING ROOM, LIBRARY COMPLEX, LIBRARY
COURT, HOLBROOK
ON WEDNESDAY, 15 AUGUST 2018**

DEVELOPMENT APPLICATION 10.2018.94.1 – COMMERCIAL BUILDING DEMOLITION
LOT 3 DP544627 - 95 ALBURY STREET HOLBROOK [CONT'D]

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. Perusal of Council's contaminated lands records indicates that the land is only contaminated because of the presence of Loose Fill Asbestos. The purpose of this application is to demolish the building which will remove the Loose Fill Asbestos.

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 demolition of any development or structure which would be permissible in the zone is permitted with consent. In this instance a commercial premise is permissible with consent in the RU5 village zones.

Clause 5.10 of the LEP relates to Heritage Conservation and states that the consent authority may, before granting consent to any development:

- (a) on land on which a heritage item is located, or
- (b) on land that is within a heritage conservation area, or
- (c) on land that is within the vicinity of land referred to in paragraph (a) or (b)

requires a heritage conservation management document to be prepared that assesses the extent to which the carrying out of the proposed development would affect the heritage significance of the heritage item or heritage conservation area before granting consent under this clause.

Council is not mandated to require a Heritage Conservation Management Plan and it is considered that such a plan is not warranted because heritage items are not located in the immediate vicinity of the subject land and this is an application for demolition.

Development Control Plans

As this development application is for demolition of the building the only chapter of the *Greater Hume Development Control Plan 2013* ("the DCP") that is relevant to the proposal is chapter 9 Heritage Conservation Areas. It is not clear whether this chapter relates as 99 Albury Street is mentioned as being excluded from the Heritage Conservation Area however, as mentioned, the building to be demolished is on 95, 97 and 99 Albury Street. An assessment of the requirements of Chapter 9 is discussed in the following table.

Decision Guideline	Response
The heritage significance of the heritage conservation area and the contribution which any building, work, relic, tree or place affected by the proposed development makes to this heritage significance, and	The Holbrook Heritage Conservation Area contains many fine examples of buildings which were constructed as part of 19 th century highway town. The building itself has a substantial façade and significantly contributes to the heritage aspects of the streetscape.

**ORDINARY MEETING OF GREATER HUME COUNCIL
TO BE HELD AT COMMUNITY MEETING ROOM, LIBRARY COMPLEX, LIBRARY
COURT, HOLBROOK
ON WEDNESDAY, 15 AUGUST 2018**

DEVELOPMENT APPLICATION 10.2018.94.1 – COMMERCIAL BUILDING DEMOLITION
LOT 3 DP544627 - 95 ALBURY STREET HOLBROOK [CONT'D]

Decision Guideline	Response
The impact that the proposed development would have on the heritage significance of the heritage conservation area, and	The demolition of the building will obviously be a loss to the Heritage Conservation Area as the building has an impressive façade.
The measures proposed to conserve the significance of the heritage conservation area and its setting, and	As the item is to be demolished there are no measures that can be taken that will conserve the loss of the building from the Heritage Conservation precinct. Council can require as a condition of consent that a heritage archival record be prepared and that a marker/billboard be placed at the footpath of Albury Street with details and photographs of the building and its former use.
Whether any landscape or horticultural features would be affected by the proposed development, and	No effect.
Whether any archaeological site or potential archaeological site would be affected by the proposed development, and	No effect.
The extent to which the carrying out of the proposed development in accordance with the consent would affect any historic subdivision pattern, and	No effect.
The issues raised by any submission received in relation to the proposed development in response to the notification or advertising of the application.	A submission has been received refer to ANNEXURE 1 . That submission expresses a sentiment that it will be a shame to lose the building and at least the façade should be saved. The issues raised in the submission will be addressed later in this report.

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

**ORDINARY MEETING OF GREATER HUME COUNCIL
TO BE HELD AT COMMUNITY MEETING ROOM, LIBRARY COMPLEX, LIBRARY
COURT, HOLBROOK
ON WEDNESDAY, 15 AUGUST 2018**

DEVELOPMENT APPLICATION 10.2018.94.1 – COMMERCIAL BUILDING DEMOLITION
LOT 3 DP544627 - 95 ALBURY STREET HOLBROOK [CONT'D]

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

ISSUE	ACCEPTABLE	RESPONSE
Context & setting		The context and setting of Albury Street will change as a building with a substantial façade will be demolished. The allotment will be empty and could remain so for a considerable period of time.
Noise	✓	Conditions of consent will ensure that noise generated by the demolition should not be detrimental to adjacent property owners.
Access & parking	✓	Conditions of consent will address issues associated with access and parking.
Roads & traffic	✓	The effect on roads and traffic is limited to a very small period of time.
Utilities	✓	No issue.
Heritage	✓	The heritage impacts have been discussed above and will be discussed further below under submissions.
Archaeology	N/A	-
Stormwater	✓	No issue.
Soils & erosion	✓	Any works associated with the construction will need to be undertaken in accordance with the <i>Soil and Water Management Guidelines for Subdivisions – Albury, Wodonga & Hume Councils</i> . This will require the implementation of erosion control measures to prevent the transport of sediment in stormwater away from disturbed areas.
Flora & fauna	N/A	-
Flooding	N/A	-
Bushfire	N/A	-
Technological hazards	N/A	-
Safety, security & crime prevention	✓	No issue.
Privacy	✓	No issue
Landscaping	N/A	-
Overshadowing	N/A	-
Land resources	N/A	-

The suitability of the site for the development

The demolition of the existing building from the subject land will make that land available for another use. For the demolition the suitability of the site is generally not in question.

Any submissions made in accordance with this Act or the Regulations

As mentioned a submission has been received **ANNEXURE 1** that raises concerns about the loss of the building which is perceived by the author to have considerable heritage and aesthetic value and implications around the building sharing a common wall with the author's building.

**ORDINARY MEETING OF GREATER HUME COUNCIL
TO BE HELD AT COMMUNITY MEETING ROOM, LIBRARY COMPLEX, LIBRARY
COURT, HOLBROOK
ON WEDNESDAY, 15 AUGUST 2018**

DEVELOPMENT APPLICATION 10.2018.94.1 – COMMERCIAL BUILDING DEMOLITION
LOT 3 DP544627 - 95 ALBURY STREET HOLBROOK [CONT'D]

In response to the concerns about the loss of the building, it is acknowledged that it is undeniable that the building has considerable heritage and aesthetic value. Therefore it is very unfortunate that Loose Fill Asbestos has been utilised within the structure because if the building is retained then this material will continue to pose a serious risk to the health and wellbeing of those people undertaking maintenance and residing within the building.

The author considers that the risk to people's health needs to take priority over the loss of the building which needs to be demolished. Unfortunately even the suggestion of retaining the façade should not be considered for the following reasons:

- The façade would need to be supported with propping which would have to be designed by a structural engineer and be very substantial.
- It is the intention of NSW Property to offer the cleared site for resale. It is highly likely that it will not be possible to make a viable business case to retain the façade and incorporate it into the design of a new building. Consequently the site with the façade will likely remain unsold and detract from Albury Street for a considerable period of time.

It is advised that a condition of consent will require the applicant to undertake a heritage archival record and produce a commemorative placard.

The submitter raises concerns about the demolition of the building which shares a load bearing wall with his building at 93 Albury Street Holbrook. The proponent was asked to respond to these concerns and provided correspondence (**ANNEXURE 1**). In that correspondence it is stated that an engineer will be consulted to ensure the structural integrity of the shared wall and any encroachments of the wall on common boundary will be addressed. No costs would be payable by the submitter.

The public interest

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

- (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 a public benefit in maintaining people's health by fully demolishing the building at 99, 97 and 95 Albury Street Holbrook should take precedence over the loss of a building with aesthetic and heritage value.

BUDGET IMPLICATIONS

Nil.

**ORDINARY MEETING OF GREATER HUME COUNCIL
TO BE HELD AT COMMUNITY MEETING ROOM, LIBRARY COMPLEX, LIBRARY
COURT, HOLBROOK
ON WEDNESDAY, 15 AUGUST 2018**

DEVELOPMENT APPLICATION 10.2018.94.1 – COMMERCIAL BUILDING DEMOLITION
LOT 3 DP544627 - 95 ALBURY STREET HOLBROOK [CONT'D]

CONCLUSION

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

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

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

RECOMMENDATION

Pursuant to Section 4.17 of the Environmental Planning and Assessment Act 1979 consent be granted to development application 10.2018.94.1 for demolition of a building at 95 Albury Street Holbrook described as Lot 3 DP544627 and Lots 1 and 2 DP544627 which is 99 and 97 Albury Street Holbrook subject to the following conditions:

Part 1 Conditions applying before works commence

1 Protection of adjoining areas

A temporary hoarding or temporary construction site fence must be erected between the work site and adjoining lands before the works begin, and must be kept in place until after the completion of works, if the works:

- a) could cause a danger, obstruction or inconvenience to pedestrian or vehicular traffic, or
- b) could cause damage to adjoining lands by falling objects, or
- c) involve the enclosure of a public place or part of a public place.

2 Toilet facilities

1) Toilet facilities must be available or provided at the work site before works begin, and must be maintained until the works are completed, at a ratio of one toilet plus one additional toilet for every 20 persons employed at the site.

2) Each toilet must:

- (a) be a standard flushing toilet connected to a public sewer, or
- (b) have an on-site effluent disposal system approved under the *Local Government Act 1993*, or
- (c) be a temporary chemical closet approved under the *Local Government Act 1993*.

3 Waste management

1) A waste management plan for the work must be submitted to the principal certifying authority at least 2 days before work commences on the site.

**ORDINARY MEETING OF GREATER HUME COUNCIL
TO BE HELD AT COMMUNITY MEETING ROOM, LIBRARY COMPLEX, LIBRARY
COURT, HOLBROOK
ON WEDNESDAY, 15 AUGUST 2018**

DEVELOPMENT APPLICATION 10.2018.94.1 – COMMERCIAL BUILDING DEMOLITION
LOT 3 DP544627 - 95 ALBURY STREET HOLBROOK [CONT'D]

- 2) The waste management plan must:
 - a) identify all waste (including excavation, demolition and construction waste material) that will be generated by the work on the site, and
 - b) identify the quantity of waste material, in tonnes and cubic metres, to be:
 - (i) reused on-site, and
 - (ii) recycled on-site and off-site, and
 - (iii) disposed of off-site, and
 - c) if waste material is to be reused or recycled on-site—specify how the waste material will be reused or recycled on-site, and
 - d) if waste material is to be disposed of or recycled off-site—specify the contractor who will be transporting the material and the waste facility or recycling outlet to which the material will be taken.
- 3) A garbage receptacle must be provided at the work site before works begin and must be maintained until the works are completed.
- 4) The garbage receptacle must have a tight fitting lid and be suitable for the reception of food scraps and papers.

4 Adjoining Wall Structural Report

Prior to demolition the applicant is to engage a suitable qualified structural engineer to provide for approval plans or an engineering certificate to Council outlining the proposed method of retaining or replacing the common wall between 95 and 93 Albury Street. Any cost associated with the retaining or replacing the common wall is to be payable in full by the applicant

5 Rectification of Encroachment

A registered surveyor is to be engaged to undertake survey work to rectify any encroachment of the common wall between 95 and 93 Albury Street Holbrook. Any cost associated with the rectification of the encroachment is to be payable in full by the applicant.

6 Heritage Archival Record and Commemorative Placard

The applicant is to engage a suitable qualified individual or company to undertake a Heritage Archival Record of the building in accordance with the guidelines prepared by the NSW Heritage Office. Suitable information and photographs arising from this process are to be prepared for a site based placard which is to be erected along the Albury Street frontage. The applicant is to liaise with Council regarding the requirements for the commemorative placard.

7 Run-off and erosion controls

Run-off and erosion controls must be implemented to prevent soil erosion, water pollution or the discharge of loose sediment on the surrounding land by:

- a) diverting uncontaminated run-off around cleared or disturbed areas, and

**ORDINARY MEETING OF GREATER HUME COUNCIL
TO BE HELD AT COMMUNITY MEETING ROOM, LIBRARY COMPLEX, LIBRARY
COURT, HOLBROOK
ON WEDNESDAY, 15 AUGUST 2018**

DEVELOPMENT APPLICATION 10.2018.94.1 – COMMERCIAL BUILDING DEMOLITION
LOT 3 DP544627 - 95 ALBURY STREET HOLBROOK [CONT'D]

- b) erecting a silt fence and providing any other necessary sediment control measures that will prevent debris escaping into drainage systems, waterways or adjoining properties, and
- c) preventing the tracking of sediment by vehicles onto roads, and
- d) stockpiling top soil, excavated materials, construction and landscaping supplies and debris within the lot.

Part 2 Conditions applying during the works

Note. The *Protection of the Environment Operations Act 1997* and the *Protection of the Environment Operations (Noise Control) Regulation 2008* contain provisions relating to noise.

8 Hours for demolition

Demolition may only be carried out between 7.00 am and 5.00 pm on Monday to Saturday and no demolition is to be carried out at any time on a Sunday or a public holiday.

9 Compliance with plans

Works must be carried out in accordance with the plans and specifications to which the complying development certificate relates.

10 Demolition

Any demolition must be carried out in accordance with AS 2601—2001, *The demolition of structures*.

11 Maintenance of site

- 1) All materials and equipment must be stored wholly within the work site unless an approval to store them elsewhere is held.
- 2) Waste materials (including excavation, demolition and construction waste materials) must be managed on the site and then disposed of at a waste management facility.
- 3) Copies of receipts stating the following must be given to the principal certifying authority:
 - a) the place to which waste materials were transported,
 - b) the name of the contractor transporting the materials,
 - c) the quantity of materials transported off-site and recycled or disposed of.
- 4) Any run-off and erosion control measures required must be maintained within their operating capacity until the completion of the works to prevent debris escaping from the site into drainage systems, waterways, adjoining properties and roads.
- 5) During construction:
 - a) all vehicles entering or leaving the site must have their loads covered, and
 - b) all vehicles, before leaving the site, must be cleaned of dirt, sand and other materials, to avoid tracking these materials onto public roads.
- 6) At the completion of the works, the work site must be left clear of waste and debris.

**ORDINARY MEETING OF GREATER HUME COUNCIL
TO BE HELD AT COMMUNITY MEETING ROOM, LIBRARY COMPLEX, LIBRARY
COURT, HOLBROOK
ON WEDNESDAY, 15 AUGUST 2018**

**2. DEVELOPMENT APPLICATION 10.2018.78.1 – PRIMITIVE CAMPING GROUND
JINDERA**

Report by Consultant Planner – Habitat Planning

INTRODUCTION

Council is in receipt of a development application for a Primitive Camping Ground (PCG) within the Jindera Recreation Reserve (“the subject land”). The applicant is the Jindera Recreation Reserve Management Committee. The consent of the NSW Department of Industry (Lands and Water), as the land owner, has been given for the application.

This report represents an assessment of the application under the requirements of Part 4 of the *Environmental Planning and Assessment Act 1979* (EP&A Act) and is being reported to Council because it is on land under its management.

REFERENCE TO DELIVERY PLAN ACTION

Outcome 3.2	Our towns and villages are revitalised
Action 3.2.1.1	Undertake community consultation and undertake data collection to inform amendments to the Greater Hume Local Environmental Plan 2012.

DISCUSSION

DESCRIPTION OF PROPOSAL

The proposal is for a PCG located within the south east portion of the Jindera Recreation Reserve **ANNEXURE 2**. The application defines an area of 2ha within which up to four camp sites can be established at any given time. There are no defined camp sites within the PCG.

No works are proposed in association with the PCG and the requirement for water, toilets and a waste receptacle is met by the existing public toilets within the Recreation Reserve.

Access to the PCG will be via the existing entrance to the Recreation Reserve in Dight Street.

CONSULTATION & REFERRAL PROCESS

The application was notified to all adjacent landowners and advertised in the Border Mail 30 May 2018. One submission was received from this process. Consideration of this submission is undertaken later in the report.

ASSESSMENT

A development application 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. There is no evidence or known specific locations within the subject land that may have been utilised for activities leading to potential contamination. Consequently Council can be satisfied that further investigation of the land for potential contamination is not warranted.

**ORDINARY MEETING OF GREATER HUME COUNCIL
TO BE HELD AT COMMUNITY MEETING ROOM, LIBRARY COMPLEX, LIBRARY
COURT, HOLBROOK
ON WEDNESDAY, 15 AUGUST 2018**

DEVELOPMENT APPLICATION 10.2018.78.1 – PRIMITIVE CAMPING GROUND JINDERA
[CONT'D]

Local Environmental Plans

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.

Under the LEP the proposal is defined as a ***camping ground***, which is:

an area of land that has access to communal amenities and on which campervans or tents, annexes or other similar portable and lightweight temporary shelters are, or are to be, installed, erected or placed for short term use, but does not include a caravan park.

The subject land is zoned RU5 Village under the LEP within which a ‘*camping ground*’ is permissible with consent.

The objectives of the RU5 zone are:

- 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 proposal is generally consistent with these objectives because:

- it is something that is associated with villages, including Jindera; and
- the distance to nearest residents is considered sufficient to avoid any detrimental impacts on amenity.

Development Control Plans

There are no matters in the *Greater Hume Development Control Plan 2013* (“the DCP”) directly relevant to the proposal.

The Jindera Structure Plan has the whole of the Jindera Recreation Reserve (with the exception of the RFS shed) as preferred for ‘open space’. A PCG is something considered to be something compatible with this designation.

Regulations

The *Local Government (Manufactured Homes Estates, Caravan Parks and Moveable Dwellings) Regulation 2005* (“the Regulations”) is applicable to a range of camping ground developments and provides standards and guidelines which should be addressed by proposed developments. The Regulations provide standards for a number of camping grounds and caravan parks, of which one type is defined as ‘primitive camping ground’. No definition is provided within the Regulations for PCGs, other than:

... a camping ground that is specified in its approval as being a primitive camping ground.

A ‘camping ground’ is not defined within the Regulations, however a ‘camp site’ is defined as being:

... an area of land within a camping ground on which a campervan or tent may be installed or, in the case of a primitive camping ground, on which a campervan, tent or caravan may be installed, and that is designated as a camp site by the approval for the camping ground.

**ORDINARY MEETING OF GREATER HUME COUNCIL
TO BE HELD AT COMMUNITY MEETING ROOM, LIBRARY COMPLEX, LIBRARY
COURT, HOLBROOK
ON WEDNESDAY, 15 AUGUST 2018**

DEVELOPMENT APPLICATION 10.2018.78.1 – PRIMITIVE CAMPING GROUND JINDERA
[CONT'D]

It is understood then, that a PCG can be considered as an informal camp site, of which campervans, tents or caravans can be placed in accordance with the approved density of site. As such, a PCG differs from conventional camping grounds by way of density, as opposed to actual development, i.e. caravans or moveable dwellings.

Part 3 of the Regulations refer to caravan parks, camping grounds and moveable dwellings. Division 3 refers to 'Caravan Parks' with the following subdivisions of 1 to 8 specifying a range of standards which must be met by a caravan park proposal. The design standards relate to a caravan park or camping ground for ablutions block, laundry facilities, roads, etc; none of which are applicable to a PCG.

Subdivision 9 of Division 3 (clause 132) of the Regulations refers to PCGs. The following table provides an assessment of the proposal against the standards specified within clause 132 of the Regulations.

STANDARDS	RESPONSE
(1) If an approval to operate a primitive camping ground designates one or more camp sites within that ground, then the maximum number of designated camp sites is not to exceed a mean average of 2 for each hectare of the camping ground (where that figure is the average calculated over the total area of the primitive camping ground).	<p>The approval of a PCG can be either 'designate' camp sites or 'not designate' camp sites. Under each of these scenarios, the maximum number of camp sites within the PCG is restricted to an average of two per hectare. This proposal is a 'not designate' camp site, being a PCG that does not define specific locations for camp sites. As such, the development will be restricted to a maximum camp site density of two per hectare. The site proposes a total area of two hectares, which allows a maximum of four camp sites.</p> <p>It is noted that as the proposal is defined as a 'not designate' camp site, two or more tents can be occupied by up to 12 persons camping together as a group and counted as only one site. The intent of this is to provide greater flexibility in providing accommodation for families and small groups.</p>
(2) The following conditions apply to a primitive camping ground:	
(a) if the approval to operate the primitive camping ground designates one or more camp sites within that ground-camping is not permitted within the primitive camping ground other than on those designated camp sites,	The proposal does not designate one or more camp sites. Consequently, this consideration is not applicable.

**ORDINARY MEETING OF GREATER HUME COUNCIL
TO BE HELD AT COMMUNITY MEETING ROOM, LIBRARY COMPLEX, LIBRARY
COURT, HOLBROOK
ON WEDNESDAY, 15 AUGUST 2018**

DEVELOPMENT APPLICATION 10.2018.78.1 – PRIMITIVE CAMPING GROUND JINDERA
[CONT'D]

STANDARDS	RESPONSE
(b) if the approval to operate the primitive camping ground does not designate one or more camp sites within that ground- the maximum number of caravans, campervans and tents permitted to use the camping ground at any one time is not to exceed a mean average of 2 for each hectare of the camping ground (where that figure is the average calculated over the total area of the primitive camping ground),	<p>As the proposed PCG does not designate specific camp sites, the operation of the PCG will be restricted to a maximum number of caravans, campervans and tents. The maximum usage of the subject land will not be permitted to exceed a mean average of two camping sites per hectare of the 'camping ground'.</p> <p>The area of the camping ground is taken in this instance is nominated as two hectares. This area results in a total yield of four sites, based on the two per hectare ratio.</p> <p>Based on the proposed camping ground area, a maximum occupancy of the site is determined at four sites, i.e. caravans, tents etc.</p>
(c) a caravan, annexe or campervan must not be allowed to be installed closer than 6 metres to any other caravan, annexe, campervan or tent,	These will be included as conditions of consent.
(d) a tent must not be allowed to be installed closer than 6 metres to any caravan, annexe or campervan or closer than 3 metres to any other tent,	These setback distances will be included as conditions of consent.
(e) the camping ground must be provided with a water supply, toilet and refuse disposal facilities as specified in the approval for the camping ground,	These requirements are met by the existing public toilets within the recreation reserve.
(f) unoccupied caravans, campervans and tents are not to be allowed to remain in the camping ground for more than 24 hours,	This will be conditioned on the consent.
(g) if a fee is charged for camping, a register must be kept that contains entries concerning the same matters as are specified in clause 122 and, in addition, that specifies the size of the group (if any) with whom the person listed in the register camped,	It is understood no fees are to be charged.
(h) such fire fighting facilities as may be specified in the approval are to be provided at the primitive camping ground.	The site is not identified as being bushfire prone and fire fighting services are available from infrastructure in Jindera. It is noted the Jindera RFS is located adjacent to the proposed PCG site.

**ORDINARY MEETING OF GREATER HUME COUNCIL
TO BE HELD AT COMMUNITY MEETING ROOM, LIBRARY COMPLEX, LIBRARY
COURT, HOLBROOK
ON WEDNESDAY, 15 AUGUST 2018**

DEVELOPMENT APPLICATION 10.2018.78.1 – PRIMITIVE CAMPING GROUND JINDERA
[CONT'D]

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	RESPONSE
Context & setting	✓	The site is central to Jindera and accessible to the Jindera Hotel and a short walk to the supermarket. It will be easily located by potential users of the facility.
Noise	✓	Taking into account appropriate setbacks from boundaries (see conditions of consent) the nearest residences are 140 metres to the south and 75 metres to the east. At these distances the noise generated by a maximum of four camp sites is not considered to have any detrimental impact on residential amenity.
Access & parking	✓	Access to the PCG will be via the existing constructed entrance to the Recreation Reserve in Dight Street, then via formed internal access tracks around the oval. There is ample parking for vehicles associated with a maximum of four camp sites.
Roads & traffic	✓	The traffic generated by a maximum of four camp sites per day will be negligible and have no impact either within the site or on surrounding streets.
Utilities	✓	Toilets and a potable water supply will be accessible at the public toilets within the recreation reserve that are open 24/7. A reticulated electricity supply is not available to users of the PCG.
Heritage	✓	The nearest heritage items in Dight Street are more than 200 metres from the PCG and will be unaffected by the proposal.
Archaeology	✓	There are no known archaeological items at the PCG site. The likelihood of such items being present is low having regard for the distance from a natural watercourse. The PCG does not involve any soil disturbance, hence there is no opportunity to disturb unknown archaeological items beneath the surface.
Stormwater	✓	The PCG will not alter the topography of the land or install structures that alter the flow of stormwater across the site. The site is relatively well drained and suitable for a PCG in all but the wettest periods. If the conditions at the site are deemed unsuitable for camping then the PCG will be closed.
Soils & erosion	✓	No soil disturbance is proposed hence the risk of soil erosion at the site is not exacerbated by the PCG.
Flora & fauna	✓	No trees are to be removed to accommodate the PCG and there will be no ground disturbance hence there will be no impact on flora and fauna.
Flooding	✓	A swale drain traverses the PCG site across the back of the tennis courts. In major rainfall events, some minor but contained flooding will occur on the site along the drain. The remainder of the site is flood free.
Bushfire	✓	The PCG site is not mapped as bushfire prone and therefore not a bush fire risk. It is appropriate however to prevent the lighting of fires within the PCG as there will be no facilities providing for such.

**ORDINARY MEETING OF GREATER HUME COUNCIL
TO BE HELD AT COMMUNITY MEETING ROOM, LIBRARY COMPLEX, LIBRARY
COURT, HOLBROOK
ON WEDNESDAY, 15 AUGUST 2018**

DEVELOPMENT APPLICATION 10.2018.78.1 – PRIMITIVE CAMPING GROUND JINDERA
[CONT'D]

ISSUE	ACCEPT-ABLE	RESPONSE
Technological hazards	✓	A telecommunications tower is located at the western edge of the PCG site adjacent to the oval. An assessment of the potential impacts of this tower on the surrounding area in terms of emissions concluded that it was safe.
Safety, security & crime prevention	✓	The PCG site is accessible to the public on all sides and will not be secured. However, the site is exposed and there are no hiding opportunities for potential perpetrators. The site is also in clear view of Urana Street.
Privacy	✓	The distance of camp sites from nearest residences is sufficient to negate any privacy impacts.
Landscaping	✓	No landscaping is proposed. There is some trees along the boundary with Urana Street as well as the northern side of the tennis courts.
Overshadowing	N/A	
Land resources	N/A	-

The suitability of the site for the development.

The site is suitable for the proposed development because it will have little to no impact on the amenity of adjoining and nearby residents and has access to public conveniences.

Any submissions made in accordance with this Act or the regulations.

Two submissions from the one party were received objecting to the application. The issues raised in the submissions are summarised and responded to in the following table.

ISSUE	RESPONSE
The terms and conditions of the Recreation Reserve may prevent its use as a PCG.	The Committee responsible for the management of the Recreation Reserve is the applicant and therefore is presumably advocating for the proposal.
The use of the land as a PCG may be contrary to the charter of the Recreation Reserve. The primary purposes of the reserve is stated as for sport.	The PCG is not considered to hinder the use of the Recreation Reserve for a range of sports. The density of the development (maximum four camp sites at any one time) allows for the land to be used concurrently with other recreational activities.
The proposal may have detrimental environmental impacts, particularly in the vicinity of the wetlands to the south west.	The 2ha shown in the application for use as a PCG does not intrude on the wetlands. It is appropriate however that the wetlands be afforded some protection by establishing a setback from this area for camp sites. Clause 132(3) of the Regulation makes provision for such a restriction.
The facilities of the Jindera Football and Netball Club are being used by current campers in the Recreation Reserve.	The public toilets within the Recreation Reserve are nominated as those to satisfy the requirements of a PCG. It is noted this is a change from the lodged application which nominated campers as being self sufficient.
Only caravans that are self sufficient for power, water and effluent disposal (i.e. contained within the van) can use a PCG.	This is incorrect. The requirements for a PCG are detailed earlier in this report.
Campers have "as many as four to five dogs each."	The regulations applicable to a PCG do not prevent pets from being present. Any dog, be it within the PCG or elsewhere, is required to be controlled by its owner. Incidents relating to uncontrolled dogs should be reported to the Council Ranger.

**ORDINARY MEETING OF GREATER HUME COUNCIL
TO BE HELD AT COMMUNITY MEETING ROOM, LIBRARY COMPLEX, LIBRARY
COURT, HOLBROOK
ON WEDNESDAY, 15 AUGUST 2018**

DEVELOPMENT APPLICATION 10.2018.78.1 – PRIMITIVE CAMPING GROUND JINDERA
[CONT'D]

ISSUE	RESPONSE
The area shown in the application for a PCG is 1.5ha and therefore allow for only one camp site.	The area shown in the application is 2ha which allows for a maximum of four sites at any given time.
Up to six campers at a time have been using the Recreation Reserve.	If the current use of the Recreation Reserve for camping is in breach of regulations then this is a compliance matter and has no bearing on consideration of the development application.
The owner of the land is not disclosed in the application.	The owner is declared on the application form as Crown Lands and this is correct (as Department of Industry – Lands and Water). The consent of the landowner has been given to the application.
Use of the land for a PCG will conflict with residents wanting to use it for sport. Dogs are making children hesitant to use the land.	It is true that when the PCG is in use, it may prejudice the use of the land for some organised team sports. However, the land will remain available for informal sporting activities due to the low density of development (maximum four camp sites).
Existing camper traffic within the Recreation Reserve is degrading the surface.	The PCG should be closed when ground conditions are unsuitable for vehicles (e.g. waterlogged soil). Conditions can be monitored by the Management Committee and a sign erected at the entrance to that effect.
The presence of camping vehicles is an eyesore.	The presence of a maximum of four camp sites at any given time across 2ha is not considered to represent an eyesore.
Has the Jindera Football and Netball Club made a submission on the application?	No. Having been notified and not submitted, it is assumed the club has no objection.
The site is already being promoted on websites as available for camping.	This is correct. Council has no control over these websites. See above for comments relating to the use of the site for a PCG without appropriate approval.

The public interest.

The question of 'public interest' within the context of Section 4.15(1)(e) 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 a minor public benefit from the proposal by campers making use of the businesses. There is not considered to be any public detriment, particularly to the amenity of residents because of the distance to the site.

BUDGET IMPLICATIONS

Nil.

CONCLUSION

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

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

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

**ORDINARY MEETING OF GREATER HUME COUNCIL
TO BE HELD AT COMMUNITY MEETING ROOM, LIBRARY COMPLEX, LIBRARY
COURT, HOLBROOK
ON WEDNESDAY, 15 AUGUST 2018**

DEVELOPMENT APPLICATION 10.2018.78.1 – PRIMITIVE CAMPING GROUND JINDERA
[CONT'D]

RECOMMENDATION

That consent be granted to development application 10.2018.17.1 for a primitive camping ground on the Jindera Recreation Reserve subject to the following conditions:

General

1. Development shall be generally in accordance with the approved plans and accompanying information (including the Statement of Environmental Effects), except where modified by the following conditions.
2. This approval shall expire if the development hereby permitted is not commenced within five (5) years of the date of consent.
3. The consent shall lapse two years from the date of commencement unless Council is satisfied, upon review that the primitive camping ground (PCG) is not operating to the satisfaction of the Jindera community.
4. No more than four camp sites are permitted within the PCG at any given time.
5. The perimeter of the PCG must be made clear to all users.
6. A caravan, annexe or campervan must not be allowed to be installed closer than 6 metres to any other caravan, annexe, campervan or tent.
7. A tent must not be allowed to be installed closer than 6 metres to any caravan, annexe or campervan or closer than 3 metres to any other tent.
8. When open, the PCG must be provided with a water supply, toilet and refuse disposal facilities.
9. Unoccupied caravans, campervans and tents are not to be allowed to remain in the PCG for more than 24 hours.
10. Council and the Jindera Recreation Reserve Management Committee are to determine rules relating to the maximum period of occupancy for users of the PCG. These rules are to be displayed on signage erected at the entrance to the Recreation Reserve.
11. No fires are permitted within the PCG.
12. Signage shall be erected at the entrance to the Recreation Reserve indicating:
 - a. the boundaries of the PCG shown on a map (including the required setbacks);
 - b. the location of amenities;
 - c. the operational controls specified in these conditions of consent (e.g. no fires, distance between camp sites, etc); and
 - d. when the PCG is closed due to unsatisfactory ground conditions or some other event;
 - e. maximum period of occupancy.
13. No camp site is permitted within 20 metres of the Urana Street boundary, on the southern side of the swale drain or within 50 metres of the wetlands.
14. The approved use must not cause unreasonable amenity impacts to persons beyond the boundaries of the lot.
15. At all times, the primitive camping ground must be operated and managed in accordance with the *Local Government (Manufactured Homes Estates, Caravan Parks and Moveable Dwellings) Regulation 2005*.

**ORDINARY MEETING OF GREATER HUME COUNCIL
TO BE HELD AT COMMUNITY MEETING ROOM, LIBRARY COMPLEX, LIBRARY
COURT, HOLBROOK
ON WEDNESDAY, 15 AUGUST 2018**

DEVELOPMENT APPLICATION 10.2018.78.1 – PRIMITIVE CAMPING GROUND JINDERA
[CONT'D]

Reason for conditions

The above conditions have been imposed:

- (i) to ensure compliance with the terms of the environmental planning instruments;
- (ii) having regard for the requirements of any agency consulted as integrated development;
- (iii) having regard to Council's duties of consideration under Section 4.15 of the *Environmental Planning and Assessment Act 1979*, as well as Section 4.17 which authorises the imposing of the consent conditions; and having regard to the circumstances of the case and the public interest.

**ORDINARY MEETING OF GREATER HUME COUNCIL
TO BE HELD AT COMMUNITY MEETING ROOM, LIBRARY COMPLEX, LIBRARY
COURT, HOLBROOK
ON WEDNESDAY, 15 AUGUST 2018**

3. REQUEST FOR TENDERS FOR THE MANAGEMENT AND SUPERVISION OF COUNCIL'S SWIMMING POOL COMPLEXES

Report prepared by Director Environment and Planning – Colin Kane

REASON FOR REPORT

At Council's June Ordinary Meeting Council resolved to advertise a request for tenders (RFT) to manage and supervise via leasehold Council's five (5) swimming pool complexes for the next three (3) years with a one (1) year option. That tender process has concluded on 6 August 2018 with one tender being received.

This report advises that an assessment process on the tender is being undertaken and an addendum report will be provided in relation to the assessment of tender and, if necessary, outlining a proposal to manage the operation of the swimming pool complexes for the 2018/2019 swimming pool season.

REFERENCE TO DELIVERY PLAN ACTIONS

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

DISCUSSION

As mentioned a request for tender process to manage and supervise via leasehold Council's five (5) swimming pool complexes for the next three years with a one (1) year option has concluded on 6 August 2018.

It is advised that Council received one (1) tender in response to this process which requires evaluation. Due to timing constraints associated with the commencement of the 2018/2019 swimming season, there is an imperative that Council consider a report on the assessment of the submitted tender at the August meeting. Consequently, an addendum report on the assessment of the submitted tender is under preparation.

Details of alternate proposals for the management of the swimming pool facilities will be provided should the submitted report recommend that the received tender be declined.

BUDGET IMPLICATION

To be discussed within the addendum report.

CONCLUSION

The timing of the request for tender process and constraints associated with the commencement of the 2018/2019 swimming pool season has necessitated Council considering an addendum report dealing with the assessment of the tender and the management of the swimming pools for the 2018/2019 swimming pool season.

RECOMMENDATION

Council note that an addendum report will be provided to the August Ordinary Meeting dealing with the assessment of the tender and the management of the swimming pools for the 2018/2019 swimming pool season.

**ORDINARY MEETING OF GREATER HUME COUNCIL
TO BE HELD AT COMMUNITY MEETING ROOM, LIBRARY COMPLEX, LIBRARY
COURT, HOLBROOK
ON WEDNESDAY, 15 AUGUST 2018**

GOVERNANCE

1. 2017/2018 DELIVERY PLAN – REPORT AS AT 30 JUNE 2018

Report prepared by General Manager – Steven Pinnuck

REASON FOR REPORT

To ensure compliance with section 407 of the Local Government Act, 1993.

REFERENCE TO DELIVERY PLAN ACTIONS

Statutory matter.

DISCUSSION

Section 407 of the Local Government Act 1993 requires the General Manager to report to Council, within two months after the end of each quarter, regarding the extent to which the performance targets set by the Council's Management Plan have been achieved.

ENCLOSED SEPARATELY with the agenda is the report to 30 June 2018, detailing key actions contained in the 2017/2018 Delivery Plan and achievements over the past twelve months.

The 2017/2018 Financial Year has been one of significant achievement with a number major infrastructure projects completed including:

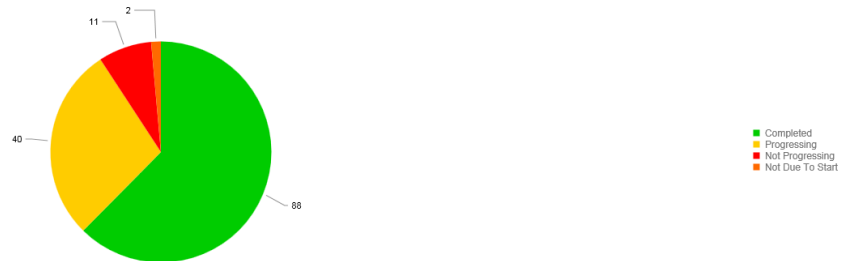
- Henty Swimming Pool Amenities Building
- Holbrook Swimming Pool and Amenities Building
- Opening of the Jindera Community Hub
- Completion of the Holbrook Works Depot and relocation of the amenities building
- 105 – (90%) of the road and ancillary works projects completed, 1 – 80% complete, 1 – 50% complete and 2 not completed due to delays with approvals from NSW Roads and Maritime Services leaving 7 projects (6.6%) carried forward to 2018/2019.

The completion of the 2017/2018 Financial Year also marks the completion of Council's Special Rating Variation. I am firmly of the belief that with the additional funding being invested in the road network via the Special Rating Variation and external funding sourced, Council is starting to make real progress in the maintenance and improvement of the road network. Whilst there is still a long way to go in this area I am confident that the strategies recommended by Management and endorsed by Council will serve this Council well into the future.

Below is a snapshot of the progress towards the achievement of Key Performance Indicators (KPI's) which indicates that 88 KPI's have been completed (previous quarter 11), 40 are in progress (previous quarter 105), 11 have not progressed (previous quarter 11) and 2 are not due to start (previous quarter 5).

**ORDINARY MEETING OF GREATER HUME COUNCIL
TO BE HELD AT COMMUNITY MEETING ROOM, LIBRARY COMPLEX, LIBRARY
COURT, HOLBROOK
ON WEDNESDAY, 15 AUGUST 2018**

2017/2018 DELIVERY PLAN – REPORT AS AT 30 JUNE 2018 [CONT'D]



The KPI's not commenced or not due to start have been highlighted in **GREEN** in the document **ENCLOSED SEPARATELY**.

Highlights of the twelve month period are detailed below:-

Governance and Corporate and Community Services

- Funding applications submitted for the following projects:
 - Fixing Country Rail – Henty Rail Crossing Relocation Project
 - Fixing Country Roads – Henty Rail Crossing Relocation Project
 - (Unfortunately all applications were unsuccessful which will prompt a review of the strategy moving forward to ensure funding is received for this high priority project)
 - Heavy Vehicle Safety and Productivity Program
 - Growing Local Economies Fund
 - Loose Fill Asbestos Insulation – Community Assistance Grant
 - Stronger Country Communities Fund Round 1 – Skate Parks at Culcairn and Jindera, Upgrade Stairs and Viewing Platform at Morgan’s Lookout, Additional funding for the Walla Walla Early Childhood Hub.
 - Stronger Country Communities Fund Round 2 – Significant community consultation process undertaken
 - Building Better Regions Fund – Dental Clinic
 - Culcairn Sportsground – Equine area project
 - Holbrook Sportsground Redevelopment

- Revised newsletter format included in 2017/2018 Rate Notices and reproduced in autumn 2018 edition.
- Completion of the 2016/2017 Financial Statements and lodgement within statutory timeframe. It should be noted that 40 NSW Councils required an extension of time to lodge financial statements.
- Official Opening of the Jindera Community Hub
- Substantial completion of the Headlie Taylor Sculpture at Henty with an unveiling scheduled for September 2018.
- Business Forum held at Jindera – topics: Digital Marketing and Solar PV for business
- Reprint of the Business Directory
- Adoption of a new logo and brand concept including new positioning statements ‘Live a greater life’ (Community) and ‘Our location advantage’ (Business and Visitors)

**ORDINARY MEETING OF GREATER HUME COUNCIL
TO BE HELD AT COMMUNITY MEETING ROOM, LIBRARY COMPLEX, LIBRARY
COURT, HOLBROOK
ON WEDNESDAY, 15 AUGUST 2018**

2017/2018 DELIVERY PLAN – REPORT AS AT 30 JUNE 2018 [CONT'D]

- Assisted with the Ageing with Grace Information day at Holbrook, including event management and promotion.
- Completion of a submission on the draft Model Code of Conduct
- Completion of a review of the rating structure with a report to the December meeting.
- Completion of a review and report to Council on the feasibility of a residential estate at Walla Walla.
- Review of the provision of community transport in the Greater Hume Council undertaken.
- Substantial contribution to the Albury-Wodonga Regional Economic Development Strategy. This document has informed Council's full application under the Growing Local Economies Fund.
- Substantial completion of disaster recovery plans for six community museums.
- Brand Manual rollout of assets including business cards, name badges, email signatory, vehicle decals, signage Jindera Community Hub, Henty and Holbrook Swimming Pools, rates instalment notices
- Review of existing town/entrance signage and finalise design layouts for new town signage, other signage and decals.
- Plan and implement Community Engagement Strategy for Asphalt Project Albury Street Holbrook
- Business Buy Local Directory latest edition
- Business E Newsletter distributed February 2018
- Greater Hume Children Services Rebrand Launch / Photography project
- Factsheet – Loans to Community Groups, Delivery Plan, Use of Council Plant for Community Projects
- Development and adoption of the Stakeholder Policy and Procedure.
- Review and adoption of 24 Council policies and 26 Children Services policies
- Three meetings held with Disability Inclusion and Access groups as part of the ongoing delivery of actions from the Disability Improvement Action Plan
- Three meetings of the Health & Wellbeing Alliance held October 2107, March 2018 and May 2018
- Internal Audit review of Asset Management, Records Management and Purchasing Cards processes conducted
- Interim 2017/2018 External Audit conducted
- 2018/2019 Operational Plan and associated budget completed and adopted June 2018
- Three Grant Writing Workshops conducted
- Assessment and Compliance audit of Greater Hume Children Services conducted by NSW Department of Education June 2018
- Greater Hume Visitor Information Centre selected as a finalist in the 2018 Regional Tourism Awards
- Plan and implement Community Engagement Strategies for the Culcairn and Jindera Skate Parks.

**ORDINARY MEETING OF GREATER HUME COUNCIL
TO BE HELD AT COMMUNITY MEETING ROOM, LIBRARY COMPLEX, LIBRARY
COURT, HOLBROOK
ON WEDNESDAY, 15 AUGUST 2018**

2017/2018 DELIVERY PLAN – REPORT AS AT 30 JUNE 2018 [CONT'D]

Engineering

Heavy Patching

- Heavy patching undertaken on Coppabella Road, Carabost Road and MR331 (Culcairn-Holbrook Road)
- Heavy Patching on Little Billabong/MR284 (Tumbarumba Road) completed under RMCC Contract with RMS

Shoulder Grading

- Shoulder Grading completed on MR211 (Holbrook-Wagga Road)
- Shoulder Grading completed on MR331 (Culcairn-Holbrook Road)

Tree Removal Pruning Pest Control

- Tree pruning and removal undertaken on various rural roads
- Bird repellent installed in 4 palm trees in Balfour Street, Culcairn
- Tree removal in conjunction with the Olympic Hwy/Odewahns Road turn lane project – completed

Kerb and Channel, Drainage and Footpath Works

- Replacement of kerb and channel in front of Holbrook War Memorial Pool Complex, Holbrook - Completed
- Roadworks involving installation of new kerb and drainage in Hopetoun Street, Culcairn - Completed
- Kerb and channel and underground drainage installed as part of streetscape project in Sladen Street, Henty - Completed
- Verandah renewal and footpath as part of the Sladen Street Henty streetscape project - completed
- Drainage works - Intersection Urana and Dight Streets, Jindera by Contractor - Completed
- Kerb and Channel in Urana Street, Jindera by Contractor - Completed
- Kerb and Channel in Pioneer Drive, Jindera by Contractor - Completed
- Drainage Works Bond Street, Holbrook – Completed
- New roadway, kerb and footpath construction at Jindera Recreation Ground – Completed
- Rehabilitation of roadway and new kerb and channel at Holbrook Caravan Park - Completed
- Kerb and channel and pavement repairs Swift Street, Holbrook - Completed
- Kerb and channel works including road rehabilitation in Rankin Street, Holbrook - Commenced
- Footpath construction in Bartsch Avenue, Henty – Commenced
- Footpath construction in Pioneer Drive, Jindera – Commenced

Spraying and Slashing

- Spraying and slashing of all sealed Rural, Regional and State Roads undertaken.
- Slashing and grading of fire trail – Smith St on western side of Henty - completed

**ORDINARY MEETING OF GREATER HUME COUNCIL
TO BE HELD AT COMMUNITY MEETING ROOM, LIBRARY COMPLEX, LIBRARY
COURT, HOLBROOK
ON WEDNESDAY, 15 AUGUST 2018**

2017/2018 DELIVERY PLAN – REPORT AS AT 30 JUNE 2018 [CONT'D]

Design Works Investigations

- Design work undertaken on
 - Urana Street, Jindera
 - MR331, Morven (Culcairn-Holbrook Road)
 - Kywong-Howlong Road, Brocklesby
 - Pedestrian Bridges at Ian Geddes Bush Walk, Holbrook
- Installation of traffic cameras for a 2 week period in Urana Street, Jindera
- Investigation undertaken of road safety at Scholz and Shoemarks Roads, Walla Walla. Intersection completed.

Flood Risk Management and Natural Disaster Funding Works

- Completion of Walla Walla Flood Risk Management Plan
- Obtained \$2 million of Natural Disaster Funding for repair work on roads following September 2016 Rain Event
- Selected contractor and completed works via tendering process for \$1 Million of gravel resheeting of roads under natural Disaster Disater Funding
- Drainage Structure replacement work under the Natural Disaster funding – Substantially Completed

Bridges – Naming and Construction

- Completed naming of 10 Mile Creek Bridge Holbrook – Germanton Bridge
- Constructed two new pedestrian bridges at Ian Geddes Bushwalk, Holbrook.

Spray Sealing Asphalt Works Resealing

- Resealing of all urban streets and rural roads as programmed has been completed
- Restoration works of failed seals from 2016-2017 reseal program completed under warranty
- Contractor selected for asphalt works in Albury Street, Holbrook via Local Government Procurement Process
- Asphalt works in Albury Street, Holbrook – Completed
- Additional reseals on various road as programmed completed

Road Reconstruction

- Roadworks including 1.1km of stabilisation and widening of Alma Park Road - Completed
- Hueske Road reconstruction from Urana Road to Brickworks by contractors Stage 1 – Completed
- Hueske Road reconstruction from Brickworks to Glenholm Estate by operational staff Stage 2 – Completed
- 2 km reconstruction of Coach Road, Gerogery including installation of 4 Drainage Culverts - Completed
- Reconstruction Pioneer Drive from Urana Road to Pech Ave, Jindera – Completed
- Reconstruction including stabilisation of road pavement of Urana Street Between Molkentin Road and Adams St, Jindera – Completed
- Reconstruction and widening of Millswood Road, Holbrook – Completed

**ORDINARY MEETING OF GREATER HUME COUNCIL
TO BE HELD AT COMMUNITY MEETING ROOM, LIBRARY COMPLEX, LIBRARY
COURT, HOLBROOK
ON WEDNESDAY, 15 AUGUST 2018**

2017/2018 DELIVERY PLAN – REPORT AS AT 30 JUNE 2018 [CONT'D]

Road Reconstruction (cont')

- Reconstruction and widening of Bond Street, Holbrook - Completed
- Blackspot Project 1.8km widening and rehabilitation including culvert widening and replacement MR331 (Culcairn-Holbrook Road), Morven - Completed
- 3.3km road widening and rehabilitation including culvert replacement on Kywong-Howlong Road, Brocklesby – Nearing Completion
- Guardrail replacement under RMCC with RMS of MR 284 (Tumbarumba Road), Carabost – Commenced

Gravel Resheeting

- Extensive gravel resheeting works program undertaken with all programmed work plus some additional roads completed

Buildings and Infrastructure

- Construction of new Holbrook Works Depot and Operational Administration building – Completed
- Relocation of emulsion tank to new Holbrook Depot - Completed
- Installed of new disabled parking bays in Culcairn, Holbrook and Jindera - Completed

Line Marking

- Selected contractor for line marking of various local and regional roads via Tenderlink
- Line marking program - Commenced

Staff Restructure

- Engineering Staff restructure – 15 construction, maintenance positions and 2 overseer positions – advertised and staff appointed

Water and Waste Water

- Pressure sewer main extension to service properties completed at Burrumbuttock
- Sewer main relining completed at Henty, Holbrook, Culcairn and Walla Walla
- Water main upgrade and replacement completed in Pioneer Drive (Between Urana Road and Pech Avenue)
- Upgraded sewer pump station No.5 in Pioneer Drive, Jindera
- Replace fibreglass chamber sewer pump station No.4 in Enterprise Drive, Holbrook
- Meter replacements undertaken on Village Water System
- Village Water System pump station building upgraded
- Jindera Works Depot connected to new industrial trunk sewer

**ORDINARY MEETING OF GREATER HUME COUNCIL
TO BE HELD AT COMMUNITY MEETING ROOM, LIBRARY COMPLEX, LIBRARY
COURT, HOLBROOK
ON WEDNESDAY, 15 AUGUST 2018**

2017/2018 DELIVERY PLAN – REPORT AS AT 30 JUNE 2018 [CONT'D]

Environment and Planning

- Completed the disposal of stage 1 of the Loose Fill Asbestos demolition program (18 dwellings) at both Holbrook and Culcairn waste management facilities. Stage 2 of the demolitions has now commenced.
- Renegotiated the Memorandum of Understanding with Public Works Advisory to dispose of Loose Fill Asbestos Insulation Waste.
- Undertook a tender process for the management of Council swimming pool facilities. As this process was unsuccessful Council is managing all five pools under day labour for the 2017/2018 Swim Season.
- Called for expressions of interest to operate the kiosks at the Councils swimming pool facilities. All Kiosks operational under lease (except Walla Walla which is being run by the Pool Committee).
- Undertook upgrading works at Lankeys Creek Hall
- Prepared a Council disaster relief facility at the Culcairn Hall
- Undertook a procurement process and installation for a large scale solar panel project on the Culcairn administration building.
- Repainted the Holbrook Hall Supper Room.
- Provide facilities to receive household problem waste at each of Councils waste management facilities.
- Undertook pool opening ceremonies at Holbrook and Henty Swimming Pools
- Managed to engage kiosk operators and sufficient life guards for the operation of the swimming pools
- Commenced engaging consultants to prepare plans for the Jindera hall.
- Additional recycling facilities for household problem waste provided at Council offices.
- Replaced the roof on the Holbrook Hall
- Completed a tender process to procure a contract cleaner for Council buildings in Henty, Holbrook and Culcairn.
- Called for tenderers for the management by leasehold of the Councils swimming pools at Culcairn, Holbrook, Henty, Jindera and Walla Walla.
- Facilitated a Bungowannah Piggery Liaison Meeting.
- Facilitated a meeting with stakeholders regarding the preparation of plans for a Jindera community hall.
- Assessed high volumes (271) of development applications/construction certificates valued at \$41,391,605. This compares with 236 in 2015/2016 which represents an increase in applications of 13% in two years.

**ORDINARY MEETING OF GREATER HUME COUNCIL
TO BE HELD AT COMMUNITY MEETING ROOM, LIBRARY COMPLEX, LIBRARY
COURT, HOLBROOK
ON WEDNESDAY, 15 AUGUST 2018**

2017/2018 DELIVERY PLAN – REPORT AS AT 30 JUNE 2018 [CONT'D]

The table below provides an update as at 30 June 2018 on the major projects.

MAJOR PROJECTS

Project	Update as at 31 December 2017	Update as at 30 June 2018
Holbrook Depot	Stage 1 (Main Shed) completed and it is expected that the new depot will be operational in April 2018.	Completed and operational
Railway Crossing north of Henty	<p>Three (3) funding applications lodged however unfortunately all three were unsuccessful.</p> <p>The Mayor and General Manager spoke with the Minister for Roads at the Community Cabinet Meeting in Albury in November and the Mayor, Deputy Mayor and GM spoke with the Minister for Local Government at the LGNSW Conference in December.</p> <p>It is apparent that a different strategy will need to be developed in 2018 to gain funding for this high priority project.</p>	Council has submitted funding applications for this project under the State Government's Growing Local Economies Fund and also the Australian Government's Heavy Vehicle Safety and Productivity Program. Council has progressed to the full application and business case for the Growing Local Economies Fund with the full application submitted on Friday 8 July.

2017/2018 has been one of significant achievement with a number of infrastructure projects completed and over 92% of road and ancillary infrastructure projects completed.

Whilst there is always more that can be done, systems refinement and improved quality of work etc., I am of the view that the Senior Management Team has been very effective despite significant staff shortages (for a variety of reasons) throughout the year.

BUDGET IMPLICATIONS

Nil.

CONCLUSION

The Writer is of the view that 2017/2018 has been one of significant achievement with a number of major infrastructure projects completed and over 92% of road and ancillary infrastructure projects completed or substantially commenced.

Whilst there is always more that can be done, systems improved and improved quality of work etc., the writer of the view that the Council team has been very effective despite significant staff shortages (for a variety of reasons) throughout the year.

**ORDINARY MEETING OF GREATER HUME COUNCIL
TO BE HELD AT COMMUNITY MEETING ROOM, LIBRARY COMPLEX, LIBRARY
COURT, HOLBROOK
ON WEDNESDAY, 15 AUGUST 2018**

2017/2018 DELIVERY PLAN – REPORT AS AT 30 JUNE 2018 [CONT'D]

RECOMMENDATION

That the report be received and noted.

**ORDINARY MEETING OF GREATER HUME COUNCIL
TO BE HELD AT COMMUNITY MEETING ROOM, LIBRARY COMPLEX, LIBRARY
COURT, HOLBROOK
ON WEDNESDAY, 15 AUGUST 2018**

2. GENERAL MANAGER'S PERFORMANCE AGREEMENT 2018/2019

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 2019 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.

**ORDINARY MEETING OF GREATER HUME COUNCIL
TO BE HELD AT COMMUNITY MEETING ROOM, LIBRARY COMPLEX, LIBRARY
COURT, HOLBROOK
ON WEDNESDAY, 15 AUGUST 2018**

GENERAL MANAGER'S PERFORMANCE AGREEMENT 2018/2019 [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 2018/2019 Performance Agreement as circulated be adopted.

**ORDINARY MEETING OF GREATER HUME COUNCIL
TO BE HELD AT COMMUNITY MEETING ROOM, LIBRARY COMPLEX, LIBRARY
COURT, HOLBROOK
ON WEDNESDAY, 15 AUGUST 2018**

3. LOCAL GOVERNMENT NSW ANNUAL CONFERENCE – SUNDAY 21 TO TUESDAY 23 OCTOBER 2018

Report prepared by General Manager – Steven Pinnuck

REASON FOR REPORT

To advise Councillors that the Local Government NSW Annual Conference will be held from Sunday 21 October to Tuesday 23 October 2018 at the Entertainment Centre, Albury.

REFERENCE TO DELIVERY PLAN ACTIONS

Strategy Leadership and advocacy is demonstrated and encouraged in our communities.

Action 1.1.3.1 Councillors and Senior Staff represent the interests of Greater Hume Shire to State and Federal members and government departments.

DISCUSSION

At the May meeting of Council a preliminary report was presented on the 2018 Local Government NSW Annual Conference will be held from Sunday 21 October to Tuesday 23 October 2018 at the Entertainment Centre, Albury.

At that meeting the following was resolved:

That:

- 1. the Mayor and Deputy Mayor attend the Local Government NSW Annual Conference as voting delegates and remaining Councillors, the General Manager and three Directors be given the opportunity to attend as Observers*
- 2. Councillors submit proposed motions to the General Manager by Tuesday 31 July 2018 to enable a report to be submitted to the August Council meeting for consideration.*

To date the following motions have been submitted by Councillors;

Cr Meyer

That Local Government NSW make strong representations to State and Federal Governments and departmental heads, to ensure that grant guidelines acknowledge and consider the important role that rural Councils and the myriad of country towns and communities contribute to the social and economic fabric off NSW.

The deadline for submitting motions through the on-line portal is midnight on Sunday 26 August.

**ORDINARY MEETING OF GREATER HUME COUNCIL
TO BE HELD AT COMMUNITY MEETING ROOM, LIBRARY COMPLEX, LIBRARY
COURT, HOLBROOK
ON WEDNESDAY, 15 AUGUST 2018**

LOCAL GOVERNMENT NSW ANNUAL CONFERENCE – SUNDAY 21 TO TUESDAY 23
OCTOBER 2018 [CONT'D]

Other important dates are outlined in the Table below.

Deadline	Action
Monday 17 September	Last day for early bird registrations
Sunday 26 August	Deadline for payment of membership fees (required for councils to be entitled to vote for motions and the LGNSW Board)
Tuesday 2 October	Deadline for members to provide names to LGNSW of delegates who will vote on Motions
Sunday 30 September	Business Papers will be available on or before this date.

BUDGET IMPLICATIONS

Expenditure allocations are included in the 2018/2019 Budget to enable Councillor and senior staff attendance at this Conference.

CONCLUSION

The annual conference of NSW Local Government is an excellent forum to raise issues affecting local government and the communities they represent. Accordingly, as the 2018 Conference is being held in Albury it is recommended that the opportunity to attend be extended to all Councillors, the General Manager and three Directors.

RECOMMENDATION

That the following motion(s) be forwarded to Local Government NSW for consideration at the 2018 Conference:

That Local Government NSW make strong representations to State and Federal Governments and departmental heads-, to ensure that grant guidelines acknowledge and consider the important role that rural Councils and the myriad of country towns and communities contribute to the social and economic fabric off NSW.

**ORDINARY MEETING OF GREATER HUME COUNCIL
TO BE HELD AT COMMUNITY MEETING ROOM, LIBRARY COMPLEX, LIBRARY
COURT, HOLBROOK
ON WEDNESDAY, 15 AUGUST 2018**

4. FIT FOR THE FUTURE – SERVICE REVIEWS

Report prepared by General Manager – Steven Pinnuck

REASON FOR THE REPORT

To update Councillors on the status of approved Service Reviews and to adopt a Service Review schedule for the next 12 months.

REFERENCE TO DELIVERY PLAN ACTIONS

Outcome 1.1 Leadership and advocacy is demonstrated and encouraged in our communities.
Action 1.1.1.5 Implement effective governance strategies.

DISCUSSION

One of the major initiatives included in Council’s Fit for the Future Improvement Action Plan was the formalisation of a comprehensive Service Review program.

An initial report was submitted to the September 2015 meeting of Council with an update report submitted to a Council Workshop held 22 March 2017. Initially a number of Service Reviews were identified as detailed in Table 1 below:

Table 1

Function	Activity	Lead Director
Governance	Review of Wards and Councillor numbers	General Manager
	Participation in Joint Organisation(s)	General Manager
	Review of office and depot locations	General Manager
Administration	Staffing levels at Holbrook and Culcairn Offices – to be completed after office/depot review.	Director Corporate and Community Services
	Insurance	Director Corporate and Community Services
	Salary System	Director Corporate and Community Services
	Installation of solar panels to Council facilities	Director Environment and Planning
Engineering	Fees and charges review	Director Engineering
	Purchase of passenger vehicles & utes (including a review of private use and agreements)	Director Engineering

All previously approved Service Reviews have now been completed with the exception of the review of the Salary System. This Review would be quite complex and potentially would need to be undertaken by an external Consultant. It is Management’s view that this could be a costly exercise without any guarantee of generating cost savings.

ANNEXURE 3 outlines savings from formal Service Reviews or other structural changes made which is upwards of \$591,000 in the 2017/2018 Financial Year. Also **ENCLOSED SEPARATELY** are supporting documents outlining how savings in some areas have been calculated.

**ORDINARY MEETING OF GREATER HUME COUNCIL
TO BE HELD AT COMMUNITY MEETING ROOM, LIBRARY COMPLEX, LIBRARY
COURT, HOLBROOK
ON WEDNESDAY, 15 AUGUST 2018**

FIT FOR THE FUTURE – SERVICE REVIEWS [CONT'D]

Table 2 below highlights how this is expected to impact on Council's Long Term Financial Plan (LTFP) over the period of the forward estimates of the LTFP includes as part of the Fit for the Future submission.

	18/19 '000	19/20 '000	20/21 '000	21/22 '000	22/23 '000	23/24 '000	24/25 '000
LTFP included in Fit for the Future Submission	\$339	\$631	\$636	\$775	\$880	\$927	\$774
LTFP adopted June 2018	\$855	\$356	\$491	\$574	\$815	\$691	\$661

From Table 2 above the average surplus per annum disclosed in the Fit for the Future Submission 2018/2019-2024/2025 was \$708,000 which compares reasonably favourably to \$635,000 average per annum in the latest review of the LTFP.

There are always expenditure items rising above inflation and rate pegging which are out of Council's direct control (i.e. State Government imposed charges) therefore the need to continue to investigate ways of reducing costs will also need to be a focus of this Council and the local government industry generally.

In the 2018/2019 Financial Year it is recommended that two further Service Reviews be undertaken being:

- Information Technology Systems and Security and
- Provision of Library Services including the mobile library service.

BUDGET IMPLICATIONS

Over the past 6 years savings of \$727,241 has been identified however to some extent this has been off set by rises in areas that are, in some instances, outside the control of Council.

CONCLUSION

The Service Review Program has program has had a significant positive impact on Council's longer term financial position, however it is clear with the uncertainty of funding from the Australian and State Governments that a continual review of practices and processes will be required.

It has been practice for some time that when any staff vacancies materialise that a review of the position is undertaken prior to a recruitment process being approved by the General Manager.

RECOMMENDATION

1. That the report be received and noted
2. Services Reviews of:
 - Information Technology Systems and Security and
 - Provision of Library Services including the mobile library service.
 be undertaken in the 2018/2019 Financial Year.

**ORDINARY MEETING OF GREATER HUME COUNCIL
TO BE HELD AT COMMUNITY MEETING ROOM, LIBRARY COMPLEX, LIBRARY
COURT, HOLBROOK
ON WEDNESDAY, 15 AUGUST 2018**

5. POLICY DEVELOPMENTS

Report by General Manager – Steven Pinnuck

REASON FOR THE REPORT

For Council to consider the rescinding of the Writing Off Rates and Charges Policy.

REFERENCE TO DELIVERY PLAN ACTIONS

Nil

DISCUSSION

In 2007 council adopted a writing off of rates and charges policy which is included as **ANNEXURE 4**. The authority of the General Manager to waive rates and charges in certain circumstances is now included in the General Managers delegations approved by Council annually and therefore the policy is no longer required.

BUDGET IMPLICATIONS

Nil

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 rescind the Writing Off Rates and Charges Policy.

**ORDINARY MEETING OF GREATER HUME COUNCIL
TO BE HELD AT COMMUNITY MEETING ROOM, LIBRARY COMPLEX, LIBRARY
COURT, HOLBROOK
ON WEDNESDAY, 15 AUGUST 2018**

6. RISK & WORK HEALTH SAFETY POLICIES REVIEW

Report by Risk & WHS Coordinator – Di Snow

REASON FOR THE REPORT

For Council to consider policy/procedure review with the recommendation for rescinding one existing policy to replace with a more appropriate procedure.

REFERENCE TO DELIVERY PLAN ACTIONS

Nil

DISCUSSION

As part of the structured policy review process, the Business Continuity Plan has been revised to better reflect legislative and insurer requirements and integrate better with our Risk & WHS Management System.

It is recommended that one policy, as follows, be rescinded and the more appropriate Business Continuity Plan Procedure – **ANNEXURE 5** be implemented in its place:

- Disaster Recovery Policy and Continuity Business Plan (rescind and replace with procedure)

BUDGET IMPLICATIONS

Nil

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:

- rescind the existing Disaster Recovery Policy and Continuity Business Plan and replace with the Business Continuity Plan Procedure.

**ORDINARY MEETING OF GREATER HUME COUNCIL
TO BE HELD AT COMMUNITY MEETING ROOM, LIBRARY COMPLEX, LIBRARY
COURT, HOLBROOK
ON WEDNESDAY, 15 AUGUST 2018**

7. RISK & WORK HEALTH SAFETY POLICIES REVIEW

Risk Officer – Jackie Lister

REASON FOR THE REPORT

For Council to consider policy/procedure review with the recommendation for rescinding one existing policy to replace with a more appropriate procedure.

REFERENCE TO DELIVERY PLAN ACTIONS

Nil

DISCUSSION

As part of the structured policy review process, Casual Hirer and User Agreement process has been revised to better reflect legislative and insurer requirements and integrate better with our Risk & WHS Management System.

It is recommended that one policy, as follows, be rescinded and the more appropriate Use or Hire of Council Facilities Terms and Conditions – **ANNEXURE 6** be implemented in its place:

- Street Stall Policy (rescind and replace with Hire of Council Facilities Terms and Conditions)

BUDGET IMPLICATIONS

Nil

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 rescind the existing Street Stall Policy and replace with the Hire of Council Facilities Terms and Conditions.

**ORDINARY MEETING OF GREATER HUME COUNCIL
TO BE HELD AT COMMUNITY MEETING ROOM, LIBRARY COMPLEX, LIBRARY
COURT, HOLBROOK
ON WEDNESDAY, 15 AUGUST 2018**

CORPORATE AND COMMUNITY SERVICES

1. INTERIM 2018/2019 QUARTERLY BUDGET REVIEW AS AT 30 JUNE 2018

Report prepared by Chief Financial Officer – Dean Hart

REASON FOR REPORT

To present the Interim Budget Review as at 30 June 2018 in accordance with Section 203 of the Local Government (General) Regulation 2005.

REFERENCE TO DELIVERY PLAN ACTION

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

Action 1.1.1.3 Implement best practice financial management processes

DISCUSSION

The Interim Budget Review as at 30 June 2018 is attached as **ANNEXURE 7** The Budget Review, as presented, indicates that the projected 2017/2018 cash deficit will be \$149,470 which represents an improvement of \$1,550 on the budget deficit of \$151,020 reported to Council at the 31 March 2018 budget review.

OVERALL BUDGET REVIEW

Detailed below is a full review on a functional basis with comments. The commentary below provides an explanation of major variances (greater than \$5,000).

GOVERNANCE & ADMINISTRATION

Function and comment	Projected Budget Variance \$	Amount Carried Forward
Elected Members Expenses Satisfactory. Training costs lower than budget.	+6,168	17,000
Risk Management Satisfactory. Risk Management Incentive Rebates added to reserve to fund current and future risk management activities and resources.	Nil	Nil
Governance, Corporate Services Administration and Customer Service Centres Overall Corporate Services Administration costs exceeded budget. Cleaning costs across all of Council's offices exceeded budget estimates by \$31k. Electricity costs also exceeded budget by \$10k. The impact of excessive cleaning and electricity costs have largely been mitigated in the 2018/2019 and future budgets through the negotiation of a new cleaning contract (refer report to June 2018 council Meeting) and the installation of solar panels at the Jindera Community Hub and Culcairn Office (completed) and Holbrook Office (to be completed during 2018/2019). Additional costs were also incurred during the Infrastructure Revaluation Project which was required to be undertaken as part of the 2017/2018 financial reporting process.	-14,019	47,447

**ORDINARY MEETING OF GREATER HUME COUNCIL
TO BE HELD AT COMMUNITY MEETING ROOM, LIBRARY COMPLEX, LIBRARY
COURT, HOLBROOK
ON WEDNESDAY, 15 AUGUST 2018**

INTERIM 2018/2019 QUARTERLY BUDGET REVIEW AS AT 30 JUNE 2018 [CONT'D]

Function and comment	Projected Budget Variance \$	Amount Carried Forward
<p>Information Technology Services Satisfactory. Provision has be made for the recouping of a significant overpayment of data communication costs as a result of billing errors over the past two years. Recovery actions are proceeding in order to fully recover the overpaid amount.</p>	162	Nil
<p>Employment On-Costs Final reconciliation of Employment on-costs and Engineering overhead recoveries reconciled and net surplus of overhead recoveries has not been completed and will be finalised during preparation of the financial statements. However, it is evident that Recruitment Expenses were higher than anticipated as a result of the implementation of significant restructures of the Engineering and Corporate & Community Services departments with each restructure resulting in extensive recruitment activity and advertising costs.</p>	-16,934	Nil
<p>Engineering Administration Engineering Administration salaries exceeded budget primarily to staff not taking their full allocation of leave. Overall other costs satisfactory. A final reconciliation of On cost recovery generated through works will be undertaken during preparation of the financial statements and if possible transferred to Works Warranty Reserve.</p>	-4,641	Nil
<p>Depot Administration and Maintenance The final costs of the new works depot at Holbrook exceeded budget by \$61k. Additional fire safety works were undertaken such as hose reels. Also, additional works were completed to facilitate records storage as part of improved corporate records management processes.</p>	-58,322	Nil
<p>Vehicle Hire Satisfactory</p>	-1,401	Nil
<p>Plant Operations Satisfactory. Final reconciliation of Plant Reserve to be undertaken.</p>	Nil	Nil
TOTAL GOVERNANCE & ADMINISTRATION	-88,987	64,447

**ORDINARY MEETING OF GREATER HUME COUNCIL
TO BE HELD AT COMMUNITY MEETING ROOM, LIBRARY COMPLEX, LIBRARY
COURT, HOLBROOK
ON WEDNESDAY, 15 AUGUST 2018**

INTERIM 2018/2019 QUARTERLY BUDGET REVIEW AS AT 30 JUNE 2018 [CONT'D]

PUBLIC ORDER AND SAFETY

Function and comment	Projected Budget Variance \$	Amount Carried Forward
Animal Control Satisfactory.	1,374	Nil
Fire Services An interim assessment of Fire Services expenditure has been undertaken however a final reconciliation will be undertaken following further discussions with RFS management and incorporation in the 2017/2018 financial statements.	Nil	Nil
Emergency Services Satisfactory	647	Nil
TOTAL PUBLIC ORDER & SAFETY	2,021	Nil

HEALTH SERVICES

Function and comment	Projected Budget Variance \$	Amount Carried Forward
Health Administration Satisfactory. Additional revenue received from Licences and Permits. Operational expenditure under budget however the lower wage costs will offset over expenditure in other areas within Environment & Planning. A reconciliation of all wage allocations across the department confirms that total wage costs are within the overall budget allocation.	32,691	13,218
TOTAL HEALTH SERVICES	32,691	13,218

**ORDINARY MEETING OF GREATER HUME COUNCIL
TO BE HELD AT COMMUNITY MEETING ROOM, LIBRARY COMPLEX, LIBRARY
COURT, HOLBROOK
ON WEDNESDAY, 15 AUGUST 2018**

INTERIM 2018/2019 QUARTERLY BUDGET REVIEW AS AT 30 JUNE 2018 [CONT'D]

ENVIRONMENT

Function and comment	Projected Budget Variance \$	Amount Carried Forward
<p>Waste Management Income from loose fill asbestos fees brought to account and taken to reserve. Actual tipping fees and other income exceeded budget estimates. Overall total operating expenditure lower than budget estimates. Overall, the additional revenue and lower operating costs allowed for an additional transfer to reserve of \$393k. As at 30 June the waste management reserve is \$1.3 million.</p>	31,149	103,231
<p>Noxious Animals & Insects Satisfactory</p>	1,564	Nil
<p>Noxious Plants Satisfactory. The carried forward works will be subject to further review following completion of the 2017/2018 Weed Action Plan reporting requirements and may be adjusted.</p>	52,478	Nil
<p>Riverina Noxious Weeds Satisfactory. As Councillors would be aware, Council's management of the Riverina & Murray Regional Weeds Project concluded 30 June 2018 with management transferring to Murray and Riverina LLS.</p>	Nil	Nil
<p>Street Cleaning Satisfactory</p>	876	Nil
<p>Stormwater Maintenance & Drainage Reversal of March budget review movements following completion of projects and allocation of actual costs between footpaths, kerb and gutter, recreation grounds and stormwater drainage. The finalisation of costing has resulted in the acquittal of the annual Roads to Recovery return whereby all works have been reconciled against R2R funding allocations. Expenditure has been allocated to the Stormwater Drainage area, however the matching R2R income is included in the Roads area.</p>	-281,493	103,844
TOTAL ENVIRONMENT	-195,426	207,075

**ORDINARY MEETING OF GREATER HUME COUNCIL
TO BE HELD AT COMMUNITY MEETING ROOM, LIBRARY COMPLEX, LIBRARY
COURT, HOLBROOK
ON WEDNESDAY, 15 AUGUST 2018**

INTERIM 2018/2019 QUARTERLY BUDGET REVIEW AS AT 30 JUNE 2018 [CONT'D]

COMMUNITY SERVICES AND EDUCATION

Function and comment	Projected Budget Variance \$	Amount Carried Forward
<p>Family Day Care Satisfactory. The Children Services unit continues to perform strongly with a healthy surplus achieved at the end of the 2017/2018 year. However the 2018/2019 year will be more financially challenging with the loss of the Community Support Program funding taking effect.</p>	Nil	Nil
<p>Preschools Satisfactory</p>	-482	Nil
<p>Youth Services Satisfactory</p>	-145	7,306
<p>Community Housing Satisfactory</p>	Nil	Nil
<p>Frampton Court Rental Units Satisfactory. An extensive capital works program was introduced for the Frampton Court units with \$40,741 spent on new kitchens, carpets, air conditioners etc. The overall operating position of Frampton Court continues to be strong which will allow for a healthy capital works program to continue.</p>	Nil	Nil
<p>Kala Court Rental Units Satisfactory</p>	Nil	Nil
<p>Kala Court Self-Funded Units Satisfactory</p>	Nil	Nil
<p>Aged Care Rental Units – Culcairn Satisfactory</p>	Nil	Nil
<p>Aged Care Rental Units – Howlong Satisfactory. Councillors should note that Council has transferred operational management of the Howlong units to Federation Council effective 1 July 2018.</p>	Nil	Nil
<p>Aged Care Rental Units – Jindera Satisfactory</p>	Nil	Nil
<p>Other Community Services Satisfactory</p>	-440	Nil
TOTAL COMMUNITY SERVICES & EDUCATION	-1,067	7,306

**ORDINARY MEETING OF GREATER HUME COUNCIL
TO BE HELD AT COMMUNITY MEETING ROOM, LIBRARY COMPLEX, LIBRARY
COURT, HOLBROOK
ON WEDNESDAY, 15 AUGUST 2018**

INTERIM 2018/2019 QUARTERLY BUDGET REVIEW AS AT 30 JUNE 2018 [CONT'D]

HOUSING AND COMMUNITY AMENITIES

Function and comment	Projected Budget Variance \$	Amount Carried Forward
Street Lighting Operating costs higher than budget due to increased electricity costs. All budgeted capital works carried forward.	-9,744	66,615
Public Cemeteries The planned watering system works at the Holbrook Cemetery have not been undertaken due to issues with low water pressure. Revenue from cemetery fees higher than budget and slightly lower operating expenses.	19,569	4,275
Town Planning Wages exceeded budget in this area however as mentioned above this is offset as wage costs in other areas of Environment & Planning are below budget. Consultant planner fees exceeded budget by \$18k due to increased need for assistance on complex planning matters such as South Jindera Master Plan etc. which will be recouped by the plan.	-64,305	Nil
Public Conveniences Combined operating and maintenance costs for public toilets significantly lower than budget. Capital works at Jindera Recreation Ground and Jindera Pioneer Park carried forward for completion in 2018/2019.	13,561	90,989
Council Owned Housing Satisfactory. Adjustment to reserve transfer.	Nil	Nil
Wirraminna Environmental Education Centre Satisfactory	Nil	Nil
Other Community Amenities	Nil	Nil
TOTAL HOUSING & COMMUNITY AMENITIES	-40,919	161,879

**ORDINARY MEETING OF GREATER HUME COUNCIL
TO BE HELD AT COMMUNITY MEETING ROOM, LIBRARY COMPLEX, LIBRARY
COURT, HOLBROOK
ON WEDNESDAY, 15 AUGUST 2018**

INTERIM 2018/2019 QUARTERLY BUDGET REVIEW AS AT 30 JUNE 2018 [CONT'D]

RECREATION AND CULTURE

Function and comment	Projected Budget Variance \$	Amount Carried Forward
Public Halls Satisfactory.	-1,857	21,600
Libraries Satisfactory.	-4,383	644
Community Technology Centre and Meeting Room Satisfactory. Slightly improved income generated from hire of the Meeting Rooms. Overall costs slightly over budget.	-2,716	Nil
Museums Satisfactory	4,438	Nil
Swimming Pools Final budget adjustment following reconciliation of income and expenditure totals for 2017/18 pool season.	1,089	82,872
Sporting Grounds & Recreation Reserves Overall maintenance and operating costs lower than budget however further investigation of water accounts issued at Jindera Recreation Ground is to be undertaken.	13,599	Nil
Parks & Gardens Maintenance costs significantly higher than budget estimates however this offset somewhat by lower maintenance costs in Recreation Grounds and Public Toilets. As is the case above, water usage accounts require further investigation.	-58,921	Nil
Other Cultural Services Transfer of Heritage Reserve funds to Urban Roads Local area as part funding of Henty verandah replacement project	20,000	8,056
TOTAL RECREATION & CULTURE	-28,751	113,172

**ORDINARY MEETING OF GREATER HUME COUNCIL
TO BE HELD AT COMMUNITY MEETING ROOM, LIBRARY COMPLEX, LIBRARY
COURT, HOLBROOK
ON WEDNESDAY, 15 AUGUST 2018**

INTERIM 2018/2019 QUARTERLY BUDGET REVIEW AS AT 30 JUNE 2018 [CONT'D]

MINING, MANUFACTURING & CONSTRUCTION

Function and comment	Projected Budget Variance \$	Amount Carried Forward
Building Control Income from building fees higher than budget however wages costs and consultant building surveyor costs higher than budget. As mentioned, a reconciliation of all wage costs in Environment & Planning shows that overall costs are close to budget.	-22,207	Nil
Quarries & Pits Satisfactory	Nil	Nil
TOTAL MINING, MANUFACTURING & CONSTRUCTION	-22,207	Nil

TRANSPORT AND COMMUNICATIONS

Function and comment	Projected Budget Variance \$	Amount Carried Forward
FAG Grant – Roads Component Adjustment to allocation of first quarter prepayment between General Component and Roads Component.	4,387	Nil
Urban Roads Local Reversal of March budget review movements following completion of projects and allocation of actual costs between footpaths, kerb and gutter, recreation grounds and stormwater drainage. The finalisation of costing has resulted in the acquittal of the annual Roads to Recovery return whereby all works have been reconciled against R2R funding allocations.	362,807	4,907
Sealed Rural Roads – Local Maintenance costs lower than budget due to favourable weather conditions. Significant resealing and line marking works uncompleted and carried forward to 2018/2019 year. Refer table in works reports.	11,570	794,804

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TO BE HELD AT COMMUNITY MEETING ROOM, LIBRARY COMPLEX, LIBRARY
COURT, HOLBROOK
ON WEDNESDAY, 15 AUGUST 2018**

INTERIM 2018/2019 QUARTERLY BUDGET REVIEW AS AT 30 JUNE 2018 [CONT'D]

Function and comment	Projected Budget Variance \$	Amount Carried Forward
Sealed Rural Roads – Regional Satisfactory.	Nil	Nil
Unsealed Rural Roads - Local Additional drainage works at Newtons Road and tree removal works at Echarina Road undertaken early in the year. Additional expenditure occurred in a joint arrangement with the forestry industry to forest access roads such as Yenches Road and River Road to maintain roads to a higher safety standard during significant logging operations. Uncompleted gravel resheeting works carried forward.	-36,759	235,726
Bridges Maintenance and capital expenditure lower than budget.	17,549	50,000
Kerb & Gutter Maintenance costs satisfactory and lower than budget. Amounts carried forward for works at Rankins Street Holbrook with the remainder carried forward from previous years' allocations.	16,806	132,585
Footpaths Overall maintenance costs lower than budget however an allocation of \$35k received from Caltex for footpath works to be undertaken at the new Caltex Service Centre in Holbrook has been brought to account in the 2017/2018 year.	-10,197	127,906
Aerodromes Satisfactory. Maintenance costs lower than anticipated.	6,221	Nil
Bus Shelters Satisfactory.	500	Nil
Ancillary Road Works Satisfactory. Final reconciliation of Villages Vote with \$44,107 carried forward.	-821	94,107

**ORDINARY MEETING OF GREATER HUME COUNCIL
TO BE HELD AT COMMUNITY MEETING ROOM, LIBRARY COMPLEX, LIBRARY
COURT, HOLBROOK
ON WEDNESDAY, 15 AUGUST 2018**

INTERIM 2018/2019 QUARTERLY BUDGET REVIEW AS AT 30 JUNE 2018 [CONT'D]

Function and comment	Projected Budget Variance \$	Amount Carried Forward
PAMPS and Cycleways Satisfactory. No works undertaken and full allocation carried forward.	Nil	80,000
State Roads RMCC Works Extensive works have been undertaken under the RMCC State Roads contract during 2017/2018. Overheads generated under the RMCC contract have been transferred to Council's internal Works Warranty reserve.	Nil	Nil
Road Safety Officer Satisfactory. Overall costs of the RSO project lower than budget due to the incumbent employee commencing part way though the financial year.	-2,201	Nil
TOTAL TRANSPORT & COMMUNICATIONS	369,862	1,520,035

Summary

There have been a number of reconciliations undertaken within the various operational areas that make up the Transport & Communications function. Costs have been allocated to the specific area of work, for example the positive budget result achieved in Urban Roads (\$362,805) is the result of transferring costs from the roads area to Stormwater Drainage (-281,493).

**ORDINARY MEETING OF GREATER HUME COUNCIL
TO BE HELD AT COMMUNITY MEETING ROOM, LIBRARY COMPLEX, LIBRARY
COURT, HOLBROOK
ON WEDNESDAY, 15 AUGUST 2018**

INTERIM 2018/2019 QUARTERLY BUDGET REVIEW AS AT 30 JUNE 2018 [CONT'D]

ECONOMIC AFFAIRS

Function and comment	Projected Budget Variance \$	Amount Carried Forward
Jindera Medical Centre Satisfactory	Nil	Nil
Caravan Parks Satisfactory	-3,179	Nil
Tourism Operations and Visitor Information Centre Wage costs have reduced significantly as a result of a change to staffing arrangements and efforts to limit the use of casual staff as much as possible. Electricity costs are also lower than budget following the installation of solar panels on the VIC / Submarine Museum building at the beginning of the 2017/2018 financial year.	23,249	4,040
Submarine Museum Satisfactory.	2,467	Nil
Economic and Community Development Satisfactory	4,345	35,000
Community Development Grants Satisfactory.	Nil	15,200
Community Development Projects Satisfactory	1,365	6,324
Real Estate Development Satisfactory	1,506	Nil
Real Estate Sales Satisfactory	Nil	Nil
Private Works Final reconciliation of private works to be undertaken.	Nil	Nil
TOTAL ECONOMIC AFFAIRS	29,753	60,564

**ORDINARY MEETING OF GREATER HUME COUNCIL
TO BE HELD AT COMMUNITY MEETING ROOM, LIBRARY COMPLEX, LIBRARY
COURT, HOLBROOK
ON WEDNESDAY, 15 AUGUST 2018**

INTERIM 2018/2019 QUARTERLY BUDGET REVIEW AS AT 30 JUNE 2018 [CONT'D]

GENERAL PURPOSE REVENUES

Function and comment	Projected Budget Variance \$	Amount Carried Forward
FAG Grant – General Component Adjustment to allocation of first quarter prepayment between General Component and Roads Component.	-4,387	Nil
Interest on Investments Interest rates continue to be at historically low levels which has impacted on Council's income from investments. The adjusted figure includes an adjustment following final allocation of interest payable to other budget activities such as Water Fund, Sewer Fund and aged housing etc	-54,067	Nil
General Rates - Residential Adjustment to reflect actual YTD income	15,986	Nil
General Rates - Farmland Adjustment to reflect actual YTD income	-1,222	Nil
General Rates – Business Adjustment to reflect actual YTD income	-948	Nil
General Rates – Pensioner Concessions	Nil	Nil
General Rates – Pensioners Rates Subsidy	Nil	Nil
Extra Charges on Overdue Rates Adjustment to reflect actual YTD income from interest on overdue rates.	-12,605	Nil
Fire & Emergency Services Levy Finalisation of FESL	1,823	Nil
TOTAL GENERAL PURPOSE REVENUES	-55,420	Nil

SUMMARY OF BUDGET VARIATIONS

SUMMARY OF BUDGET VARIATIONS	Projected Budget Variance \$	Amount Carried Forward
	1,550	2,147,696

**ORDINARY MEETING OF GREATER HUME COUNCIL
TO BE HELD AT COMMUNITY MEETING ROOM, LIBRARY COMPLEX, LIBRARY
COURT, HOLBROOK
ON WEDNESDAY, 15 AUGUST 2018**

INTERIM 2018/2019 QUARTERLY BUDGET REVIEW AS AT 30 JUNE 2018 [CONT'D]

WATER AND SEWERAGE

General income and expenditure figures appear to be satisfactory.

UNCOMPLETED WORKS AND RESERVE BALANCES

Preliminary reconciliations of uncompleted works and restricted reserve balances are included in the budget papers for Councillor's information.

SUMMARY

Council's overall budget position has improved slightly as at 30 June 2018 with the revised budget estimate now in a slightly reduced deficit position than that predicted at the 31 March review. It should be stressed however that the budget review figures quoted in this report are interim figures only and Council's true financial position will not be confirmed until such time as the financial statements and associated audit processes are completed.

RECOMMENDATION

That Council note and approve the Interim Budget Review Statement including proposed amounts to be carried forward as at 30 June 2018.

**ORDINARY MEETING OF GREATER HUME COUNCIL
TO BE HELD AT COMMUNITY MEETING ROOM, LIBRARY COMPLEX, LIBRARY
COURT, HOLBROOK
ON WEDNESDAY, 15 AUGUST 2018**

**2. ABORIGINAL LAND CLAIM – WIRRAMINNA LOT 7006 DP 1052657
BURRUMBUTTOCK**

Report prepared by Director Corporate & Community Services – David Smith

REASON FOR REPORT

To advise Councillors on the outcome of Aboriginal Land Claim 37631 lodged against Crown Reserve Lot 7006 DP 1052657 being the site of Wirraminna Environmental Education Centre.

REFERENCE TO DELIVERY PLAN ACTION

Nil.

DISCUSSION

As Councillors would be aware, Aboriginal Land Claim 37631 was lodged against Crown Reserve Lot 7006 DP 1052657 being the site of Wirraminna Environmental Education Centre. As part of the review process, Council was required to prepare a detailed report in relation to the current use of the land and the important role that Wirraminna plays in environmental education locally and across the region.

Council has now received advice from the Minister for Lands and Forestry confirming that when the initial Claim was made that the land was a public park needed for the essential public purpose of public recreation and environmental education and as such was not claimable Crown land under the *Crown Lands Act 1989*. Accordingly, the Claim has been refused.

BUDGET IMPLICATION

Nil

CONCLUSION

Following a lengthy review process, the Aboriginal Land Claim 37631 lodged against Crown Reserve Lot 7006 DP 1052657 being the site of Wirraminna Environmental Education Centre has been refused.

RECOMMENDATION

That the report be received and noted.

**ORDINARY MEETING OF GREATER HUME COUNCIL
TO BE HELD AT COMMUNITY MEETING ROOM, LIBRARY COMPLEX, LIBRARY
COURT, HOLBROOK
ON WEDNESDAY, 15 AUGUST 2018**

3. GREATER HUME CHILDREN SERVICES - REPORT FOR JULY 2018

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

REASON FOR THE REPORT

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

REFERENCE TO DELIVERY PLAN ACTION

Outcome 2.2 We have services to promote and deliver health and wellbeing for all ages
Action 2.2.3.2 Ensure that Greater Hume Children Services remains a relevant and reliable service

DISCUSSION

The team at Greater Hume Children Services have received the exciting news that we are the NSW/ACT Winner of the Excellence in Family Day Care Awards. Greater Hume Children Services will now represent NSW/ACT at the National Finals to be held in September.

Winning the NSW/ACT award is a tremendous result for the team at Greater Hume Children Services and is testament to the extremely high regard in which Council's service is held within the children services sector. Greater Hume Children Services is recognised as an industry leader in the provision of quality and innovative children services and the staff should be commended for the dedication and passion that they bring to the service. Families across Greater Hume and the wider region are truly fortunate to have access to such a quality service and all staff and Councillors should take time to extend their congratulations to the team.

Service statistics as at 31 July 2018

Educators	NSW 41	Victoria 18	1 Pending Registration
Educators working in the shire	7		
Families registered	520		
Shire families using care	68 families and 118 children		
New families in month	22 new families (24 new children)		
Children registered for care	871		
Average EFT	180 (average for financial year) Due to changes in CCS and end of financial year system changes		

BUDGET IMPLICATION

Costs associated with staff attending the National Finals of the Excellence in Family Day Care Awards will be met from existing training and conference budget allocations within the Children Services function.

CONCLUSION

Greater Hume Children Services continues to grow and is recognised as an industry leader in the provision of quality and innovative children services across the region.

RECOMMENDATION

That the report be received and noted.

**ORDINARY MEETING OF GREATER HUME COUNCIL
TO BE HELD AT COMMUNITY MEETING ROOM, LIBRARY COMPLEX, LIBRARY
COURT, HOLBROOK
ON WEDNESDAY, 15 AUGUST 2018**

ENGINEERING

1. PROPOSED CULCAIRN SKATE PARK LOCATION

Report prepared by Director Engineering – Greg Blackie

REASON FOR REPORT

For Council to decide on the location of the new skate park to be built at Culcairn.

REFERENCE TO DELIVERY PLAN ACTION

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

Action 4.1.1.2 Ensure the investment in the upgrade of infrastructure is targeted and prioritised.

DISCUSSION

Council has received funding for the construction of skate parks at Jindera and Culcairn. Whilst only one site was suitable at Jindera (at the Recreation Ground), three sites were considered suitable in Culcairn. Council as part of its community consultation requested feedback on the proposed sites to help Council determine the most appropriate location. The three locations considered were:

1. Eric Thomas Park
2. Gordon St (Near Water Tower)
3. Culcairn Recreation Ground

All sites were considered suitable for the skate park with each location having their advantages and disadvantages.

A community engagement guide was distributed to all Culcairn properties, as well as distributed to students through schools. Residents were requested to comment on the proposed skate park locations and offer their preference by either responding online through a google survey or by returning a response form attached to the engagement guide. Refer **ANNEXURE 8**.

At the closure of the survey on Friday 3 August. The 2018 results were collated as follows:

<u>Location</u>	<u>Response Form</u>	<u>Online Response</u>	<u>Total</u>
Culcairn Recreation Ground	52	4	56
Eric Thomas Park	45	10	55
Gordon Street	6	3	9

From the responses received it is clear the two locations most supported are the Culcairn Recreation Ground and Eric Thomas Park. There was little support for the site on Gordon St.

**ORDINARY MEETING OF GREATER HUME COUNCIL
TO BE HELD AT COMMUNITY MEETING ROOM, LIBRARY COMPLEX, LIBRARY
COURT, HOLBROOK
ON WEDNESDAY, 15 AUGUST 2018**

PROPOSED CULCAIRN SKATE PARK LOCATION [CONT'D]

Comments received from respondents supporting the location at the Recreation Ground generally considered it to be more appropriate due to the location offering other sports ie football, cricket, netball, tennis, and swimming which allow families to do multiple activities in the one location. Also the proposed BMX track to be built nearby will provide another similar attraction close to this location for residents. There were also comments that due to low traffic movements in the area makes it safer than other sites proposed, and that there was plenty of land for the park to be built on, and possibly expanded in the future.

Comments received supporting Eric Thomas Park was its closeness to the CBD of Culcairn, the benefit to shops and access to them by users of the park. It was considered to be "safer" than the other sites as it is in public view all the time and has adequate parking.

Comments received not in support of the Recreation Ground are the "isolation" of the site from the general public leading to concerns for safety for younger users of the park.

Comments received not supporting Eric Thomas Park is the safety risk being close to the Olympic Hwy (Traffic), the park is a "Memorial Park" not an activities park, and users of the skate park will possibly discourage parents taking younger children to the playground adjacent.

It is to be noted both sites have access to public toilets 24 hrs a day, and both sites would require some additional facilities such as tables, chairs, drinking bubblers, and fencing.

BUDGET IMPLICATION

No impact, proposed skate park is fully funded by grant and other allocated funding.

CONCLUSION

From the three locations chosen by Council staff for consideration, the Culcairn Recreation Ground and Eric Thomas Park are clearly supported by the community for the site of the new skate park. Both have advantages and disadvantages, and as shown by the responses are almost equally supported.

However as a decision is required to be made it, it is appropriate to consider the result of the survey and nominate the Culcairn Recreation Reserve as the site for the new skate park.

RECOMMENDATION

That Council resolve that the construction of new skate at Culcairn to be built at the Culcairn Recreation Ground.

**ORDINARY MEETING OF GREATER HUME COUNCIL
TO BE HELD AT COMMUNITY MEETING ROOM, LIBRARY COMPLEX, LIBRARY
COURT, HOLBROOK
ON WEDNESDAY, 15 AUGUST 2018**

2. REMOVAL OF RAILWAY PEDESTRIAN FOOTBRIDGE - CULCAIRN

Report prepared by Director Engineering – Greg Blackie

REASON FOR REPORT

To advise Council on the proposed removal of the pedestrian footbridge over the railway line in Balfour St (Olympic Hwy) Culcairn, and consider a request from the Culcairn Community Development Committee to retain parts of the structure for possible reuse.

REFERENCE TO DELIVERY PLAN ACTION

Outcome 4.1 Infrastructure and facilities meets the needs of our communities.
Action 4.1.1.2 Ensure the investment in the upgrade of infrastructure is targeted and prioritised.

DISCUSSION

Council has been advised that the pedestrian footbridge in Culcairn is to be removed, as part of the Inland Rail Project. Refer **ANNEXURE 9**.

As stated in the correspondence the reasons for the removal are:

- *It does not meet vertical clearance requirements for Inland Rail.*
- *The footbridge has been closed for a few years and is not in use*
- *A compliant pedestrian crossing exists near the footbridge ruling out any future requirement of the footbridge.*

It was also noted upon inspection that the structure is visually in poor condition.

Following correspondence about the project from Inland Rail the writer arranged a meeting onsite with Inland Rail to discuss the footbridge. At the onsite meeting it was discussed that the most appropriate forum to start any consultation about the removal is by advising the local Culcairn Development Committee (CDC) about the proposal. It was advised that the writer would attend a meeting to advise the committee of the proposal.

The writer attended the CDC meeting on the 17 July and advised the committee of the proposed footbridge removal. Whilst all attendees at the meeting could see the requirement for the footbridge's removal, questions were raised on subsequent recognition for the bridge since it has been a prominent landmark and used by many Culcairn residents over its lifetime.

It was suggested that a plaque set close to the site providing a history of the footbridge commemorating its use may be suitable recognition.

At the meeting some comments were made about the possibility of relocating or reusing the structure in another location.

It is noted the structure is not heritage listed but is part of the Culcairn Conservation Area under Council's Development Control Plan.

**ORDINARY MEETING OF GREATER HUME COUNCIL
TO BE HELD AT COMMUNITY MEETING ROOM, LIBRARY COMPLEX, LIBRARY
COURT, HOLBROOK
ON WEDNESDAY, 15 AUGUST 2018**

REMOVAL OF RAILWAY PEDESTRIAN FOOTBRIDGE - CULCAIRN [CONT'D]

Subsequently, as detailed in **ANNEXURE 9**, following the meeting it was advised that further discussion took place after the writer left the meeting with a recommendation that: In response to the removal of the Railway Footbridge, the committee would like to keep part or all of it, as it is part of the heritage of Culcairn and would be stored for a future project.”

The resolution from the meeting has raised some issues that Council now need to consider prior to any consultation with Inland Rail about the removal of the structure and possible retention of components of the structure.

Firstly, the committee’s resolution indicates that the gifting of part or all of the structure to the committee essentially recommends gifting the structure to Council (As the committee is a Reference Committee of Council).

The status of the structure is unknown in relation to it’s structural condition and as advised the structure visually looks in poor condition and there is no current assessment available of its condition.

Secondly, it is unknown what coatings have been applied to the structure (ie lead paint?) or it being contaminated from its proximity to diesel powered trains.

Thirdly, for any future reuse the additional public liability on Council of the structure in a relocated location.

It is also unknown if the structure would be gifted by Inland Rail

BUDGET IMPLICATION

No costs at this stage but if gifted to Council and subsequently placed for public use will create some additional ongoing maintenance costs. There is also the possible cost of decontamination.

CONCLUSION

It is clear the removal of the bridge is required to allow for the development of the Inland Rail. As it has already been replaced with a compliant crossing there is no need for it to remain as a pedestrian thoroughfare. A plaque recognising the bridges history and value to the Culcairn Community (which can be funded by Inland Rail) is considered a suitable request to be made.

However possible retention of parts or all of the structure for other projects does raise some issues that Council need to consider carefully prior to contacting Inland Rail on this option.

Should Council come into possession of the structure (or parts of) a risk does emanate from its current condition and possible future use.

It is considered by the writer that due to the risks involved, including possible contamination and structural issues and future public liability issues in the reuse of the structure, the risk of taking possession at this time is considered unacceptable.

**ORDINARY MEETING OF GREATER HUME COUNCIL
TO BE HELD AT COMMUNITY MEETING ROOM, LIBRARY COMPLEX, LIBRARY
COURT, HOLBROOK
ON WEDNESDAY, 15 AUGUST 2018**

REMOVAL OF RAILWAY PEDESTRIAN FOOTBRIDGE - CULCAIRN [CONT'D]

RECOMMENDATION

That Council

1. Acknowledge the removal of the existing structure is appropriate due to the requirements of the Inland Rail Project.
2. Request the removal of the bridge be recognised by the placement of a plaque nearby to the site providing a suitable history of the bridge and value to the Culcairn Community and that its manufacture and installation be funded by Inland Rail
3. Advise Inland Rail that it does not wish to retain any components of the structure for reuse, and advise the Culcairn Development Committee accordingly.

**ORDINARY MEETING OF GREATER HUME COUNCIL
TO BE HELD AT COMMUNITY MEETING ROOM, LIBRARY COMPLEX, LIBRARY
COURT, HOLBROOK
ON WEDNESDAY, 15 AUGUST 2018**

ITEM TO BE REFERRED TO CLOSED COUNCIL

1. STAFF MOVEMENTS AND REVIEW OF ORGANISATION STRUCTURE

Report prepared by General Manager – Steven Pinnuck

REASON FOR REPORT

To advise Council of a number of staff movements and minor amendments to the organisational structure to ensure that Council can continue to meet the expectations of residents and ratepayers.

REFERENCE TO DELIVERY PLAN ACTIONS

Statutory matter

DISCUSSION

Councillors would be aware that over the past 12 months there have been staff shortages in a number of areas for a variety of reasons including resignation, retirement, workers compensation claims, planned and unplanned leave. This has been exacerbated by a difficulty in recruitment to some positions.

Therefore a number of decisions and staff appointments have been made to ensure that Council can continue to meet community expectations.

These appointments have been made across a range of functional areas including:

- Finance (accounts payable and rating)
- Building Control
- Asset Management

The purpose of this report is to make Council aware of the changes to the organisational structure in accordance with section 332 1A and 1B of the Local Government Act, 1993.

As the employment of staff is confidential in nature it is recommended 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).

BUDGET IMPLICATIONS

The staff movements and adjustments to the Organisation Structure can be funded through existing allocations or savings generated, however it should be noted that some issues are likely to have a negative impact on Council's Workers Compensation Premium.

**ORDINARY MEETING OF GREATER HUME COUNCIL
TO BE HELD AT COMMUNITY MEETING ROOM, LIBRARY COMPLEX, LIBRARY
COURT, HOLBROOK
ON WEDNESDAY, 15 AUGUST 2018**

STAFF MOVEMENTS AND REVIEW OF ORGANISATION STRUCTURE [CONT'D]

CONCLUSION

Circumstances have necessitated Management making a number of employment related decisions to ensure that expectations of the residents and ratepayers can be obtained.

However as the employment of staff is confidential in nature, it is recommended 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).

RECOMMENDATION

That the report on staff movements and review of Organisation Structure 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 FOR REPORT

The ability for councillors to discuss the staffing movements and the review of the Organisation Structure in a full and frank manner outweighs the need for the report to be discussed in Open Council at this point.

**ORDINARY MEETING OF GREATER HUME COUNCIL
TO BE HELD AT COMMUNITY MEETING ROOM, LIBRARY COMPLEX, LIBRARY
COURT, HOLBROOK
ON WEDNESDAY, 15 AUGUST 2018**

2. 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 25 July 2018.

DISCUSSION

Council is aware that the annual review of the General Manager's Performance to 30 June 2018 took place on 25 July 2018, where the General Manager's Review Committee comprising Deputy Mayor, Cr Matthew Hicks, Cr Annette Schilg, and Cr Heather Wilton as Mayor 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.

**ORDINARY MEETING OF GREATER HUME COUNCIL
TO BE HELD AT COMMUNITY MEETING ROOM, LIBRARY COMPLEX, LIBRARY
COURT, HOLBROOK
ON WEDNESDAY, 15 AUGUST 2018**

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 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
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 Workshop
4 April 2018	Final Budget Workshop
16 April	Stronger Country Communities Round 2 - shortlisting and assessing applications
2 May 2018	Contributions Plan Priority Project Review
6 June 2018	Passenger Vehicles and Utes Service Review
11 July 2018	draft Developer Contributions Plan for the South Jindera Planning area.
1 August 2018	Update and Way Forward on Unsuccessful Grant Applications
5 September 2018	Potential Sale of Land @ Hawthorn Road, Jindera and Update on Land Bank
3 October 2018	TBD
7 November 2018	TBD
5 December 2018	TBD

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.

**ORDINARY MEETING OF GREATER HUME COUNCIL
TO BE HELD AT COMMUNITY MEETING ROOM, LIBRARY COMPLEX, LIBRARY
COURT, HOLBROOK
ON WEDNESDAY, 15 AUGUST 2018**

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>

18-20 Guidance to councils on transitioning to the new Australian Accounting Standards.

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 July/August 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.

**ORDINARY MEETING OF GREATER HUME COUNCIL
TO BE HELD AT COMMUNITY MEETING ROOM, LIBRARY COMPLEX, LIBRARY
COURT, HOLBROOK
ON WEDNESDAY, 15 AUGUST 2018**

4. TOURISM AND PROMOTIONS OFFICER'S REPORT

Report by Tourism and Promotions Officer – Kerrie Wise

REASON FOR REPORT

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

DISCUSSION

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

BUDGET IMPLICATIONS

Nil.

CONCLUSION

For Councillors' information.

**ORDINARY MEETING OF GREATER HUME COUNCIL
TO BE HELD AT COMMUNITY MEETING ROOM, LIBRARY COMPLEX, LIBRARY
COURT, HOLBROOK
ON WEDNESDAY, 15 AUGUST 2018**

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 JULY 2018

The statements of bank balances and investment report as at 31 July 2018 are attached at **ANNEXURE 11**.

3. HUMAN RESOURCES REPORT FOR JULY 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.

The following staff commenced duties with Council during July 2018 period:

- Paula Boss Regional Weeds Officer – Casual
- Steven Brand Plant Operator – Projects Gang
- Alexander Marks Bitumen Operator
- Lisa Mitsch Greater Hume Children Services – Casual
- Lynnette O'Reilly Manager Community Services
- Annabelle Sim Finance/Customer Service Officer (12 months fixed term)
- Shawn Spencer Bitumen Operator

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

- Christopher Heather Works Ganger
- Matthew Kilo Maintenance Worker – Casual
- Andrew Vonarx Asset Engineer

The following internal staff movements occurred with Council during July 2018 period:

- Max Trimble GIS/IT Support Officer
- Fiona Pattinson Team Leader GHC Children Services
- Barbara Campbell Revenue Officer
- Natalie Mayne Accounts Payable Officer (12 months fixed term)

Management/Leadership Program

Total HRM (training providers located in Albury) will be delivering a training program aimed at building management and leadership capacity for managers and supervisors.

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COURT, HOLBROOK
ON WEDNESDAY, 15 AUGUST 2018**

HUMAN RESOURCES REPORT FOR JULY 2018 [CONT'D]

The program will be delivered over a 12 month period and commences in August 2018. The program will be presented over seven half day workshops plus specific activities that all participants will be required to undertake between each training session. A total of sixteen staff have been selected to attend.

BUDGET IMPLICATIONS

Nil

CONCLUSION

For Councillors' information.

ENGINEERING

4. JULY 2018 REPORT OF WORKS

Grants Program

State Roads Maintenance (RMCC):

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

The road safety project on Olympic Highway (MR78) which includes the construction of a turn lane into Odewahns Rd is continuing.

Regional Roads Block Grant:

General maintenance including guide post replacement is continuing on all Regional Roads.

The linemarking program on regional roads is continuing.

Low limb removal has taken place on Walbundrie Rd (MR331) and Lookout Rd (MR547).

A speed zone change has been implemented on Culcairn Holbrook Rd (MR331), this is an extension of the 80km/hr zone leading into Morven from the western side.

Local Roads

Sealed:

A Speed zone change has been implemented on Hueske Rd, Jindera reducing the speed from 100km/hr to 80km/hr.

Linemarking Program on local roads throughout the Shire is continuing

General pavement maintenance on local roads is continuing.

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COURT, HOLBROOK
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JULY 2018 REPORT OF WORKS [CONT'D]

Unsealed:

Maintenance grading has been carried out on the following roads during July:

Anderson Rd	Jerra Jerra Rd
Back Henty Rd	Kleemans Rd
Bahrs Rd	Kreutzbergers Rd
Beach Road West	Merri Meric Rd
Blight's Road East	Nolans Rd
Bowlers Rd	Rosedale Rd
Clifton Ring Rd	Ryan Rd
Coach Rd	Schoff Rd
Elmsley Ln	Trebleys Rd
Four Mile Ln	Yensch's Rd
Howlong Goombargana Rd	

Urban Streets:

Linemarking at various intersections around Holbrook has been completed.
Footpath construction on Pioneer Dr, Jindera is complete.

General:

Replacement of signs on rural roads and urban streets is continuing.
General maintenance of public toilets and parks is continuing.

Monthly Works Maintenance Expenditure:

Local Roads Program	Original Budget	YTD Budget	YTD Expenditure	YTD Variance	Comments
Urban Local Roads Maintenance	\$500,000.00	\$41,666.67	\$31,527.69	\$10,138.98	
Rural Roads Sealed	\$700,000.00	\$58,333.33	\$50,175.45	\$8,157.88	
Rural Roads Unsealed	\$1,087,713.00	\$90,642.75	\$100,074.34	-\$9,431.59	Extensive Grading & Tree Pruning Works
Street Tree Maintenance - Urban	\$237,780.00	\$19,815.00	\$16,326.52	\$3,488.48	

Regional Roads Program	Original Budget	YTD Budget	YTD Expenditure	YTD Variance	Comments
Regional Roads Maintenance	\$912,359.00	\$76,029.92	\$45,602.60	\$30,427.32	

Sportsgrounds, Parks & Public Toilets	Original Budget	YTD Budget	YTD Expenditure	YTD Variance	Comments
Sportsground Maintenance	\$125,000.00	\$10,416.67	\$5,879.48	\$4,537.19	
Parks & Gardens Maintenance	\$278,000.00	\$23,166.67	\$15,236.29	\$7,930.38	
Public Toilets Maintenance	\$157,614.00	\$13,134.50	\$11,426.72	\$1,707.78	

NB : Sportsground Maintenance excludes annual GHC contribution payment

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COURT, HOLBROOK
ON WEDNESDAY, 15 AUGUST 2018**

5. WATER & SEWER REPORT – JULY 2018

Capital Works Program:

- Drinking fountain Coach Terminal Park Culcairn - WIP

Operation & Maintenance:

- New water service connection – 1 Jarick Way, Jindera
- New water service connection – 19 Anvil Rd, Jindera
- New water service connection – 29 Anvil Rd, Jindera
- New water service connection – 14 Recreation St, Brocklesby
- Lower water meter assembly – 87 Urana Rd, Jindera
- Relocate water service connection – 106 Creek St, Jindera
- Water meter replacements – Jindera area
- Water service renewal – 27 Kirndeen St, Culcairn
- Sewer choke mains – Henty Police Station
- Sewer choke junction – 19 Princess St, Culcairn

Drinking Water Monitoring Program:

- 8 x Water samples for Microbial Water Analysis submitted in the month of July 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 2018 – 31 July 2018	2016/2017	2017/2018	2018/2019
Culcairn Water Supply (ML)	10.2	7.5	9.1
Village Water Supply (ML)	15.25	16.4	20.27
Totals (ML)	25.45	23.9	29.37

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COURT, HOLBROOK
ON WEDNESDAY, 15 AUGUST 2018**

ENVIRONMENT AND PLANNING

1. DEVELOPMENT APPLICATIONS PROCESSED FOR THE MONTH OF JULY 2018

The schedule of development applications processed for the months of July 2018 is attached at **ANNEXURE 12**.

2. RANGER'S REPORT – JULY 2018

COMPANION ANIMALS

No. of Complaints Received		Including: 6 barking dogs, 17 roaming dogs, dealing with 1 aggressive dog, nuisance dogs, menacing and dangerous dog compliance checks.	
No. of dog attacks:		Location:	
Comments:	Increase in the number of entire male rural dogs roaming (breeding season)		
		Dogs	Cats
In Council's Facility at Beginning of Month		2	
Captured & Returned to Owners		4	1
Captured & Impounded		10	2
Released from Pound to Owners		7	
Surrendered by Owners			
Rehomed		3	
Euthanased		1	2
Remaining in Council's Facility at End of Month		1	

FERAL CATS

No. of Complaints:	3
No. Feral Cats caught:	1

LIVESTOCK

	Cattle	Sheep	Horse	Rooster	Other
No. of Reports of Stock on Roads	6	3			
Instances - Returned to owners	6	3			
Impounded					
Vehicle accidents involving stock					

OTHER LIVESTOCK, WILDLIFE COMPLAINTS

Livestock grazing and fencing issues on reserves and Crown Land. Discussions with Murray Local Land Services and property owners.

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COURT, HOLBROOK
ON WEDNESDAY, 15 AUGUST 2018**

RANGER'S REPORT – JULY 2018 [CONT'D]

ABANDONED VEHICLES

Henty – impounded.
Henty – removed by owner.
Burrumbuttock – removed by the owner.
Morven – caravan removed by Council.
4 vehicles currently impounded.

POLLUTION AND ENVIRONMENTAL INCIDENTS

Inspection conducted: Overgrown Vegetation Unsafe Land	Inspections being conducted.
Pollution: Noise	Culcairn – barking – warning and 14 day notice to register dogs issued. Ongoing monitoring. Jindera – barking – warning and 14 day notice to register dogs issued. Ongoing monitoring. Walla Walla – barking – warning and 14 day notice to register dogs issued. Ongoing monitoring.
Pollution: Waste	Culcairn – truck tyres. Removed by Council. Walla Walla – household waste. Removed by Council. Mountain Creek - ute load of waste removed by Council.

ON-SITE SEWERAGE MANAGEMENT SYSTEMS

Inspection Type	Total	Pass	Fail
OSMS Compliance Inspections	2	1	1
Pre-Purchase Inspections	1	1	
OSMS Orders issued	1		
OSMS Orders Compliance Inspections	3	2	1
Plumbers Site Inspections	4		
OSMS Upgrade Applications Received	1		
OSMS Approvals To Do Works Issued	1		
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.
- OSMS Policy and file compliance updating.
- Property inspections unsightly and excessive cars.
- Holbrook and Culcairn Landfill site works and refuelling conducted.
- Landfill camera checks.
- Crown reserve inspections for locked gates.

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RANGER'S REPORT – JULY 2018 [CONT'D]

- Assist RSPCA with animal welfare issue.
- Rangers Conference in Sydney.
- Moving campers on from the Jindera Recreation Reserve.
- Livestock accident Hume Highway B double of chickens, landfill arrangements for disposal of deceased chickens and re-loading crates with live chickens for transport.

3. SENIOR WEEDS OFFICER'S REPORT - JULY 2018

All Coolatai Grass infestations on roadside reserves across the shire have been controlled.

Inspections for Green Cestrum along the Billabong Creek from Walbundrie to Rand have commenced and will continue for another 2 weeks. Inspection notices will be posted out to all property owners informing of the obligations to control these outbreaks. This plant is extremely toxic to cattle and has been a cause of deaths in the past.

Alligator Weed follow up inspections on Woomargama Station have been conducted. All infestations have been sprayed with good results. A meeting with the manager onsite was conducted and as a result all sites will have any green fragments removed from the creek, bagged and destroyed.

Inspections around the shire have continued for all weeds with particular emphasis being placed on Coolatai Grass and Serrated Tussock.

RECOMMENDATION

That Part B of the Agenda be received and noted.

PART C – COMMITTEE AND DELEGATE REPORTS

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

- Minutes of the Greater Hume Council Audit, Risk and Improvement Committee Held on 31 July 2018
- Minutes of the Walla Walla Heritage Conservation Committee (German Wagon) held 1 July 2018
- Minutes of the Culcairn Community Development Committee held 17 June 2018
- Greater Hume Youth Advisory Committee held 5 July 2018

DELEGATE REPORTS

Nil.

RECOMMENDATION

That Part C of the Agenda be received and noted.