



Greater
Hume
Council

To: «Name»

Ordinary Meeting of Greater Hume Council

Wednesday, 20 June 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.

GREG BLACKIE
ACTING GENERAL MANAGER

ORDER OF BUSINESS TO BE CONSIDERED
REFER OVERLEAF

Ordinary Meeting of Greater Hume Council

Wednesday, 20 June 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 – 6 May 2018

6. ACTION REPORT FROM THE MINUTES

7. REPORTS FROM OFFICERS

PART A For Determination

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

PART B For Information

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

PART C For Information

8. MATTERS OF URGENCY

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OFFICERS' REPORTS – PART A – FOR DETERMINATION

ENVIRONMENT AND PLANNING

1. CHANGE IN OPENING HOURS BROCKLESBY AND BURRUMBUTTOCK WASTE MANAGEMENT FACILITIES

Report by Director Environment and Planning – Colin Kane

REASON FOR REPORT

To enable Council to consider a request from the Brocklesby and Burrumbuttock communities to allow for a change in the opening hours for the waste management facilities that are located at each of the villages.

REFERENCE TO DELIVERY PLAN

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

DISCUSSION

Representations have been received by the Director Environment and Planning from both the Brocklesby and Burrumbuttock representative committees which requests a change to the opening times for the waste management facilities that are located at Brocklesby and Burrumbuttock.

Currently Brocklesby is open on the 1st Sunday of the month between 2 pm and 5pm and Burrumbuttock has the same opening time for the 3rd Sunday of the month. The proposal is to reduce the opening hours at each facility to 2 hours and then provide a second opening at each facility on another weekend.

If the proposal was adopted the opening hours for a month would be as follows:

Brocklesby	Burrumbuttock
1 st Sunday of the month 10am-12pm	1 st Sunday of the month 2-4 pm
3 rd Sunday of the month 2-4 pm	3 rd Sunday of the month 10am-12pm

It is argued that the proposed change will increase convenience for the facility users without a significant increase in costs for Council.

The author has discussed the proposed changes with waste management staff and the proposal can be accommodated. The **hours** chosen were selected based on when most people accessed the facilities under the existing opening arrangements.

It would be possible that the new opening arrangements could take effect from the 1st week in July.

BUDGET IMPLICATIONS

Increased costs to the budget of approximately \$1,200 per year.

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CHANGE IN OPENING HOURS BROCKLESBY AND BURRUMBUTTOCK WASTE
MANAGEMENT FACILITIES [CONT'D]

CONCLUSION

It is considered that the requested change will increase access to the facilities for only a modest increase in Council's expenditure and therefore should be supported by Council.

RECOMMENDATION

That:

1. the new opening hours for the Brocklesby and Burrumbuttock waste management facilities be amended to the following:

Brocklesby	Burrumbuttock
1 st Sunday of the month 10am-12pm	1 st Sunday of the month 2-4pm
3 rd Sunday of the month 2-4 pm	3 rd Sunday of the month 10am-12pm

2. the new opening hours for the Brocklesby and Burrumbuttock waste management facilities commence from the 1st week in July.

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2. TENDER NO TL12 2017-2018 - CLEANING CONTRACT VARIOUS COUNCIL FACILITIES

**Report by Manager for Waste and Facilities – Andrew Shaw and Director
Environment and Planning – Colin Kane**

REASON FOR REPORT

This report will enable Council to award tender TL12 2017-2018 to a tenderer for the provision of cleaning at a number of Council facilities for a 3 year period.

REFERENCE TO DELIVERY PLAN ACTION:

Nil.

DISCUSSION

The Environment and Planning Department recently advertised a tender for the cleaning of the following facilities:

Greater Hume Council Offices	39 Young Street Holbrook
Holbrook Depot Offices and Amenity	Bond Street Holbrook
Library Complex (including CTC)	Library Court Holbrook
Holbrook Hall (Supper Room, Kitchen, Toilets)	Young Street Holbrook
Visitor Information Centre and Submarine Museum	Wallace Street Holbrook
Jindera Council Hub Building	83 Urana Street Jindera
Jindera Doctors Rooms	74-80 Creek Street Jindera
Henty Council Office/Library	32 Sladen Street Henty

Currently the facilities are being cleaned by a number of contractors. The existing cleaning contracts have expired and Council has offered the cleaning tender for a period of 3 years.

The tender document requires tenderers to submit an annual lump sum price for each of the facilities based on a works specification. The annual lump sum per facility is calculated from a price per hour rate for the number of hours calculated by the tenderer to meet the requirements of the works specification.

The tender documents indicate that the selection criteria for the awarding of the contract are as follows:

Scoring Matrix

	Weighting
Value for money (price)	60%
Previous experience	30%
Capacity to manage contract	10%
Local benefit (employing within shire)	10%

It is apparent that value for money is the key selection criteria. There were 8 tenderers however only 7 were compliant. Cleaning costs submitted by the tenderers for the individual facilities have been aggregated so as to calculate an annual cleaning cost for all of the facilities for each of the complying tenderers.

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TENDER NO TL12 2017-2018 - CLEANING CONTRACT VARIOUS COUNCIL FACILITIES
[CONT'D]

This calculation is shown in the following table:

	GST Exclusive
Border Cleaning Service	\$46,581 *
HACCP International	\$39,284
Chris Keen	\$109,945 #
SKG Cleaning	\$181,905
Gary Collins	\$88,310
Yaksha Cleaning	\$119,074
Hollyrocks	\$77,939 #

* Border Cleaning did not tender for all buildings.

Hollyrocks and Chris Keen are locally based business and receive a 5% discount on their submitted price which is the price. The price shown is the submitted price less the discount.

It is apparent that HACCP is the lowest cost tender and it is a combination of a low hourly rate for cleaning and less allocated hours that they have been able to achieve this result. The next lowest tender is Hollyrocks who currently cleans the Henty Council Office/Library. The author clarified with HACCP whether they would maintain the same rate per hour to clean if additional hours were requested by Council. In response they indicated the hours allocated would be sufficient and, if that was not the case, then the hourly rate would be slightly less than the rate nominated within the tender, for additional hours.

HACCP International is looking to expand their footprint into NSW and have a current cleaning contract with Albury City Council. Discussions with the Contract Manager at Albury City advised they are very happy with HACCP's performance.

Post tender investigations have given comfort to Council, as HACCP has indicated that they will be employing locally and the contract will be managed by a supervisor based in Wodonga. HACCP confirmed that they are comfortable with their submission and are keen to get a foothold into the area by offering a very competitive price.

BUDGET IMPLICATION

The tendered price of \$43,212 per year is considerably less than the current cleaning costs of approximately \$96,000 per year.

CONCLUSION

The current cleaning of the shire's Council offices is being conducted by three separate cleaners at a combined cost of approximately \$96,000 per year. None of the current cleaners are under contract. By combining all the facilities into one tender significant savings have been achieved for a three year period.

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TENDER NO TL12 2017-2018 - CLEANING CONTRACT VARIOUS COUNCIL FACILITIES
[CONT'D]

RECOMMENDATION

That:

1. The tender submitted by HACCP International for a tendered yearly price of \$39,284 ex GST to begin 1 July 2018 be accepted.
2. The unsuccessful tenderers are notified.
3. The General Manager and the Mayor be authorised to sign the Contract under the Common Seal of Council.

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3. REQUEST FOR REFUND OF DEVELOPMENT APPLICATION FEES – HENTY MEN'S BOWLING CLUB

Report by Trainee Development Assessment Officer – Henry Standley

REASON FOR REPORT

To enable Council to consider a request from the Henty Men's Bowling Club for a refund of \$616.00 in development application fees that has been paid for the construction of a new awning at the club.

REFERENCE TO DELIVERY PLAN ACTION

Nil.

DISCUSSION

Council has received a request from the Henty Men's Bowling Club (**ANNEXURE 1**) for a refund of \$616.00 that has been paid for development application fees associated with the construction of a new awning at the club.

The club is a space for all people to enjoy and is used by the whole community.

The Henty Men's Bowling Club is a key aspect of the Henty community. It provides a place of gathering, community events and it is run not for profit. The club built the shade shelter to protect people from the weather when playing bowls. The development was designed for all people to enjoy and it has achieved that.

BUDGET IMPLICATION

\$616.00 in forgone revenue.

CONCLUSION

Typically it has been a practice of Council to refund or not charge not for profit groups for costs to assess development applications and applications for construction certificates

RECOMMENDATION

Council agree to refund \$616.00 in development application fees paid for construction of a new awning, as the Henty Men's Bowling Club is a not for profit community organization

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4. OVER EXPENDITURE SWIMMING POOL MAINTENANCE BUDGET

Report by Director Environment and Planning - Colin Kane

REASON FOR REPORT

At the conclusion of the 2017/2018 swimming pool season the budget allocated for swimming pool expenses is over spent by \$59,076. This report will provide Council with an insight as to how that over expenditure has occurred.

REFERENCE TO DELIVERY PLAN ACTION

Not Applicable.

DISCUSSION

As mentioned, at the conclusion of the 2017/2018 swimming pool season the budget allocated for swimming pool expenses is over spent by \$59,076. A number of reasons has contributed to this over expenditure which will be discussed below.

None of Council's swimming pool complexes were under lease by a management contractor for the 2017/2018 swimming pool season and this fact significantly contributed to the over expenditure. In lieu of management contractors, considerable use of day labour was needed at the beginning and throughout the season to undertake functions that in previous years the management contractors had performed. At the start of 2017/2018 Council needed to employ additional day labour as key staff, who previously worked to prepare the pools, had just returned to work after recuperating from injuries and were both unable to adequately perform the required tasks.

The completion of the new swimming pools at Henty and Holbrook also contributed to the over expenditure. Whilst the cost of building the facilities was allocated to capital expenditure, there were considerable once off expenditure that could not be capitalised and examples of this type of expenditure is listed below:

- The expenses associated with opening the pools which included grounds preparation, catering and equipment hire.
- Purchase of expensive equipment such as wheelchairs that are used to take disabled persons into the pool via the access ramps, lap timing clocks and similar items.

BUDGET IMPLICATIONS

An over expenditure of the allocated budget by \$59,076.

CONCLUSION

The over expenditure of the allocated budget by \$59,076 has been caused by unforeseeable circumstances and been exacerbated by the need to commission two (2) new swimming pool facilities at Henty and Holbrook. For the 2018/2019 swimming pool season Council staff will closely monitor expenditure to prevent over expenditure for the season.

RECOMMENDATION

That the contents of this report be received and noted.

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5. 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

This report will recommend that Council resolve to advertise a request for tenders (RFT) to manage and supervise via leasehold Council's five (5) swimming pool complexes for the next three years with a one (1) year option.

REFERENCE TO DELIVERY PLAN

Strategy 5.11: To maintain and improve our sports and recreation facilities.

DISCUSSION

It is advised that none of Council's swimming pool complexes are under lease for the upcoming swimming pool season and it is proposed to advertise through an open tendering process a request for tender for a contract or to manage and supervise via leasehold all of the complexes for the next three years with a one year option.

Council advertised the five pools for the 2017/2018 season but failed to attract a suitable lessee. Council had no alternative but to manage the five pools in house with day labour. This method of management places considerable pressure on Council resources, and increases the overall maintenance requirements that Council would normally perform.

Contracting out the management and supervision of the swimming pool complexes permits better utilisation of Council staff and encourages the lessee to have a more dedicated and results driven attitude to increase patronage by enhancing user experiences.

Although contract management and supervision of Council's swimming pool complexes is the preferred outcome, it is advised that Council retains the ability to operate the swimming pool complexes with day labour should a suitable lessee be unable to be found.

BUDGET IMPLICATION

Costs associated with leasing the swimming pool complexes will need to align with the recurrent budget in the 2018/2019 management plan.

CONCLUSION

An open tender process will provide Council with the ability to engage a qualified and experienced contractor for the management and supervision of the swimming pool complexes.

RECOMMENDATION

That Council resolve to approve an open tendering process for the management and supervision of all five Council swimming pool complexes.

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6. RESTRICTIVE COVENANT PREVENTING THE DEVELOPMENT OF A DUAL OCCUPANCY - LOT 5 DP1164647 62 RANGE VIEW DRIVE JINDERA

Report prepared by Director Environment and Planning – Colin Kane

REASON FOR REPORT

Council has received a request from L Birnie asking Council to set aside the provisions of a restrictive covenant which prevent the siting of a secondhand clad framed unit to be used as a dual occupancy at Lot 5 DP1164647 62 Range View Drive Jindera.

REFERENCE TO DELIVERY PLAN ACTION

Nil.

DISCUSSION

It is advised that Council has received a written request from L Birnie (**ANNEXURE 2**) which asks Council to consider setting aside or not enforcing a restrictive covenant that would prevent the siting of a secondhand clad framed unit to be used as a dual occupancy at Lot 5 DP1164647 62 Range View Drive Jindera.

The restrictive covenant exists on this property because Council was the developer of the land. It is typical for restrictive covenants to be placed on titles by developers. They serve the purpose of protecting the investment made by the developer by preventing the value of the land being diminished as a result of a purchaser of land constructing unsuitable development or using the land in an unsatisfactory manner. For purchasers, covenants provide a degree of assurance that the value of their property will not decline, due to unsuitable development or undesirable land use.

Typically with the passage of time and the sale of the development the relevance of covenants declines. It is very common for development that would breach a covenant to occur and a private developer choosing to take no action for the breach of covenant.

It is a common expectation from a purchaser of land where Council was the developer to expect Council to behave in a manner akin to a private developer and take action for a breach of covenant. This is an unrealistic expectation where the development has been in existence for many years. In this case, the Range View Drive development was finalised in 2011 and has been fully sold and nearly all lots have been developed for housing with associated infrastructure.

In the case of the request from L Birnie the siting of the unit for use as a dual occupancy will require development consent and plans of the proposal will be sent to neighbouring property owners to ascertain whether they object to the proposal. It is possible that no objections to the proposal will be received because photographs of the unit reveal that it is not unrepresentable, and it is to be sited behind a shed that is set back a considerable distance from the roadway.

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RESTRICTIVE COVENANT PREVENTING THE DEVELOPMENT OF A DUAL
OCCUPANCY - LOT 5 DP1164647 62 RANGE VIEW DRIVE JINDERA [CONT'D]

Clause 1.9A of the Greater Hume Local Environment Plan 2012 deals with Suspension of covenants, agreements and instruments and states:

- 1) For the purpose of enabling development on land in any zone to be carried out in accordance with this Plan or with a consent granted under the Act, any agreement, covenant or other similar instrument that restricts the carrying out of that development does not apply to the extent necessary to serve that purpose.
- (2) This clause does not apply:
 - (a) to a covenant imposed by the Council or that the Council requires to be imposed, or
 - (b) to any prescribed instrument within the meaning of section 183A of the [Crown Lands Act 1989](#), or
 - (c) to any conservation agreement within the meaning of the [National Parks and Wildlife Act 1974](#), or
 - (d) to any Trust agreement within the meaning of the [Nature Conservation Trust Act 2001](#), or
 - (e) to any property vegetation plan within the meaning of the [Native Vegetation Act 2003](#), or
 - (f) to any biobanking agreement within the meaning of Part 7A of the [Threatened Species Conservation Act 1995](#), or
 - (g) to any planning agreement within the meaning of Division 6 of Part 4 of the Act.
- (3) This clause does not affect the rights or interests of any public authority under any registered instrument.
- (4) Under section 28 of the Act, the Governor, before the making of this clause, approved of subclauses (1)–(3).

It is the author's understanding that where a development application for a proposal which breaches a covenant has been advertised and subsequently approved by Council, that action in the courts to enforce a covenant has generally then been unsuccessful. The covenants mentioned in Clause 1.9A2(a) relates to impositions made to enforce planning matters rather than the covenant affecting L Birnie's property. That covenant in question is listed below:

*No garage or other outbuilding may be erected on the lot:
Which is not constructed entirely of new materials or which has been wholly or substantially assembled off the lot whether as a previous occupied building or otherwise.*

BUDGET IMPLICATION

Nil.

CONCLUSION

It is considered that sufficient time has passed that Council could consider on a case by case basis not taking action to enforce restrictive covenants on titles of properties located in Range View Drive Jindera. In the case of L Birnie, an application for the proposed unit will be advertised to neighbours and should Council not receive an objection then there is no reason why the restrictive covenant needs to be enforced.

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RESTRICTIVE COVENANT PREVENTING THE DEVELOPMENT OF A DUAL
OCCUPANCY - LOT 5 DP1164647 62 RANGE VIEW DRIVE JINDERA [CONT'D]

RECOMMENDATION

That Council receive no objections to the neighbour notification of the proposed secondhand unit to be sited at Lot 5 DP1164647 62 Range View Drive Jindera, then Council resolve to take no action to enforce the following restrictive covenant:

*No garage or other outbuilding may be erected on the lot:
Which is not constructed entirely of new materials or which has been wholly or substantially assembled off the lot whether as a previous occupied building or otherwise.*

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GOVERNANCE

1. GREATER HUME COUNCIL NEW WEBSITE

Report prepared by Executive Assistant – Governance, Tourism and Promotions Officer – Kerrie Wise

REASON FOR REPORT

To seek Council's consent to approve the Software as a Service Agreement between SeamlessCMS Pty Ltd (OpenCities) and Greater Hume Council for the provision of the Greater Hume Council website and its affiliated websites.

REFERENCE TO DELIVERY PLAN ACTION

Strategy 1.2.1.1 Develop a new Greater Hume Council website including a dedicated HaveYour Say portal which is compliant with accessibility standards.

DISCUSSION

Council at the 21 March 2019 meeting resolved:

4934 RESOLVED [Osborne/Schilg]

- 1. That Greater Hume Council accepts the proposal from OpenCities to develop and implement a new Council website.*
- 2. The cost of the project is \$84,000 for the first three years, payable up front which will be funded from unrestricted cash held.*
- 3. At the expiration of the three years, Greater Hume Council will move to an annual subscription based payment.*

Following consultation with Matthew Rodgers, Kell Moore Lawyers, Martin Townsend, Jardine Lloyd Thompson Pty Ltd and Alex Gelbak, SeamlessCMS Pty Ltd (OpenCities) the **ENCLOSED SEPARATELY** Software as a Service Agreement is now finalised for authorisation by Council and for the Mayor and General Manager to sign under the Common Seal of Council.

BUDGET IMPLICATION

Nil.

CONCLUSION

It is the recommendation that the Mayor and General Manager be authorised to sign the SeamlessCMS Pty Ltd (OpenCities) Software as a Service Agreement under the Common Seal of Council.

RECOMMENDATION

That the Mayor and General Manager be authorised to sign the SeamlessCMS Pty Ltd (OpenCities) Software as a Service Agreement under the Common Seal of Council.

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2. ROBERT AND JODY MARTIN – REQUEST FOR A REFUND OF RATES AND INTEREST ON A PROPERTY ACQUIRED UNDER ADVERSE POSSESSION

Report prepared by General Manager – Steven Pinnuck

REASON FOR THE REPORT

For Council to consider a request from Robert and Jody Martin for a refund and waiving of rates and interest charges on an allotment of land initially proposed to be sold at a Sale of Land for Unpaid Rates on 3 June 2016.

REFERENCE TO DELIVERY PLAN ACTIONS

Nil

DISCUSSION

A report seeking to recover outstanding rates, charges and interest from 26 properties through a Sale of Land for Unpaid Rates was submitted to the November 2015 Council meeting.

A number of the small parcels of land had not been rated for many years until a review of land titles by the Office of the Valuer General in 2008. Following this review Council was provided with a valuation for these parcels of land. Once a valuation on a parcel land has been provided to Council by the Valuer General, Council is obligated under the Local Government Act to issue a Rates Notice on the last known owner.

Broadly these small allotments were created via a number of means (e.g. Road realignments, acquisition of closed roads etc.) and in a number of cases have not been transferred as part of a subsequent property sale to a new owner. This results in the Certificate of Title of a small parcel of land that potentially forms part of a much larger holding be held in the old owner's name, in some instances for many decades, as is the case with the allotment acquired under adverse possession by Robert and Jody Martin.

In this instance the property was held in the name of Alexander James Gordon Ross despite the remainder of a large holding being held in several different ownerships and by Robert and Jody Martin since February 2000.

Unfortunately, despite a property owner believing a parcel of land proposed to be sold for unpaid rates forms part of a larger holding, if the Certificate of Title is not in their name and the rates, charges and interest are outstanding for more than five (5) years Council has little option but to offer it for sale for unpaid rates.

In these circumstances there are only two options available to property owners:

1. Purchase the allotment at public auction or
2. seek to acquire it through adverse possession.

Option 2 – seek to acquire through adverse position; is a complex legal process but if successful, it removes the uncertainty of the auction process. Option 2 was the course chosen by Mr and Mrs Martin and following discussions with Council staff the Lots 13 DP 103041 and Lot 15 DP 261930 where withdrawn from sale at April 2016 meeting of Council.

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ROBERT AND JODY MARTIN – REQUEST FOR A REFUND OF RATES AND INTEREST ON A PROPERTY ACQUIRED UNDER ADVERSE POSSESSION [CONT'D]

Below is an extract from the Council report to the April 2016 meeting:

Hume Highway, Holbrook – Lot 13 DP 103041 and Lot 15 DP 261930 - Council has received payment of all the outstanding rates and charges on this property by the adjoining owner. The adjoining owner is in the process of transferring the property through adverse possession. Council therefore requests that this property be withdrawn from auction.

Mr & Mrs Martin were able to conclude the process in April 2018 with Certificates of Title issued in the name of Martin Rural Investments Pty Ltd on 17 April 2018.

Mr and Mrs Martin have forwarded correspondence to Council advising that the cost to acquire the Lots via adverse position was \$8,429.06 as well as Council rates and interest of \$3,129.10. Mr and Mrs Martin are seeking council to refund and waive the rates and interest charges and have requested the properties be amalgamated for rating purposes. In relation to the latter issue, guidance has been provided to Mr and Mrs Martin. A copy of the correspondence received from Mr and Mrs Martin is attached as **ANNEXURE 3**.

In relation to the possible refund and waiving of rates and interest charges the following Table identifies the rates/interest Mr and Mrs Martin have paid – **Column 1** compared with the rates payable if the entire holding was rated as one parcel – **Column 3** (assuming the valuation increased by the same amount as the valuation of Lots 13 DP 103041 and Lot 15 DP 261930 being \$5000.00).

Rates Year		Total Rates (1)	Base Rates (2)	Ad Valorem Rates (3)
2017-2018	Rates	\$ 444.91	\$ 404.50	\$ 40.41
2016-2017	Rates	\$ 401.67	\$ 365.00	\$ 36.67
2015-2016	Rates	\$ 361.59	\$ 328.50	\$ 33.09
2014-2015	Rates	\$ 325.91	\$ 295.88	\$ 30.03
2013-2014	Rates	\$ 318.58	\$ 289.23	\$ 29.35
2012-2013	Rates	\$ 309.97	\$ 279.72	\$ 30.25
2011-2012	Rates	\$ 299.19	\$ 270.00	\$ 29.19
2010-2011	Rates	\$ 184.51	\$ 165.00	\$ 19.51
2009-2010	Rates	\$ 179.26	\$ 160.00	\$ 19.26
	Supp Levy	\$ 174.71	\$ 155.00	\$ 19.71
	Interest	\$ 584.93		
		\$3,585.23	\$2,712.83	\$ 287.47
	Less Payments	-\$3,129.90		
	Balance	\$ 455.33		

Currently Mr & Mrs Martin have paid \$3,129.90 for rates and interest charges from the 2009/2010 rating year until the 2016/2017 rating year. Since that time a further \$444.91 has been raised in rates and \$10.42 in interest charges.

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ROBERT AND JODY MARTIN – REQUEST FOR A REFUND OF RATES AND INTEREST ON A PROPERTY ACQUIRED UNDER ADVERSE POSSESSION [CONT'D]

With regard to the request from Mr & Mrs Martin Council has three possible options:

Option 1 – Council resolve not to refund/waive the rates and interest charges.

Option 2 – Council resolve to refund interest charges of \$584.93 only.

Option 3 – Council resolve to refund rates and charges of paid of \$3,129.90 and waive rates and interest charges of \$455.33 less \$287.47. The amount of \$287.47 is the estimated additional rates payable if Lots 13 DP 103041 and Lot 15 DP 261930 were included with the valuation of the larger holding.

Given the circumstances it would not be unreasonable for Council to adopt Option 3 and refund and waive rates and interest charges accrued since 2008.

BUDGET IMPLICATIONS

If Council supports the refunding and waiving of rates and interest charges as outlined in Option 3 it would give a negative impact on Council's revenue of \$3,297.76 (\$3,585.23-287.47).

CONCLUSION

Robert and Jody Martin have requested that Council consider refunding and waiving rates and interest paid on an allotment of land initially proposed to be sold at a Sale of Land for Unpaid Rates on 3 June 2016 that they subsequently acquired through adverse possession.

In considering this matter Council has three (3) options, being:

Option 1 – Council resolve not to refund/waive the rates and interest charges.

Option 2 – Council resolve to refund interest charges of \$584.93 only.

Option 3 – Council resolve to refund rates and charges of paid of \$3,129.90 and waive rates and interest charges of \$455.33 less \$287.47. The amount of \$287.47 is the estimated additional rates payable if Lots 13 DP 103041 and Lot 15 DP 261930 were included with the valuation of the larger holding.

Given the circumstances it would not be unreasonable for Council to adopt Option 3 and refund and waive rates and interest charges accrued since 2008.

RECOMMENDATION

That Council accede to the request of Robert and Jody Martin to waive rates and interest charges on Lot 13 DP 103041 and Lot 15 DP 261930 to a value of \$3,297.76.

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3. WORK HEALTH SAFETY POLICIES REVIEW

Report prepared by Risk & WHS Coordinator – Di Snow

REASON FOR THE REPORT

For Council to consider recent WHS and related policy reviews with the recommendation for updating two existing policies and to rescind one existing policy and replace with a more appropriate procedure.

REFERENCE TO DELIVERY PLAN ACTIONS

Delivery Program and Operational Plan, Leadership & Communication, 1.1.1.1

DISCUSSION

As part of the structured policy review process, three WHS-related policies have been revised to better reflect recent legislative change and integrate better with our Risk & WHS Management System.

It is recommended that two policies, as follows, be updated:

- WHS Policy (update)
- Workplace Health & Injury Management Policy (update)

Copies of the revised policies are attached as **ANNEXURE 4**.

It is recommended that one policy, as follows, be rescinded and the more appropriate Risk & WHS Procedure - **ANNEXURE 4** be implemented in its place:

- WHS Consultation Policy (rescind and replace with procedure)

BUDGET IMPLICATIONS

Unchanged.

CONCLUSION

As part of the policy review process, three WHS-related policies have been reviewed and recommended for change to better reflect current legislative compliance and more contemporary structure under the Risk & WHS Management System.

RECOMMENDATION

That Council:

1. adopt the two updated policies: WHS Policy and Workplace Health & Injury Management Policy, and
2. rescind the existing WHS Consultation Policy and replace with Risk & WHS Consultation Procedure.

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CORPORATE AND COMMUNITY SERVICES

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

Report prepared by David Smith – Director Corporate & Community Services

REASON FOR REPORT

To present the Draft Delivery Program 2017 / 2021, Draft Operational Plan 2018 / 2019 including estimates of income and expenditure 2018 / 2022 and Revenue Policy 2018 / 2019 for formal adoption by Council.

REFERENCE TO DELIVERY PLAN ACTION

Not applicable – legislative requirement

DISCUSSION

Council's Draft Delivery Program 2017 / 2021, Draft Operational Plan 2018 / 2019 including estimates of income and expenditure 2018 / 2022 and Revenue Policy 2018 / 2019 have been on display for public comment with a number of submissions received.

The following table summarises the revised budget position for 2018 / 2019.

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

At the time of preparing this report, four submissions have been received being from Margie Wehner on behalf of the Jindera 150th Committee, David & Toni Costello, Matthew Clancy and Glen & Rachael Hemsley. Copies of each submission are included as **ANNEXURE 5**.

The following table summarises the major items raised in each submission together with a brief response to the issues raised.

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

Submission	Response
<p>Jindera 150th Committee</p> <p>Request for funding from Council totalling \$1,650 (exc. GST) to install signage associated with the establishment of a Heritage Walk around Jindera as part of the 150th celebrations</p>	<p>The amount of funding requested is minor and could be included in Council's 2018/2019 budget without significant negative impact.</p> <p>Presented for consideration by Council.</p>
<p>David & Toni Costello</p> <p>Seeking information regarding planned reconstruction and sealing of the remaining 6km section of Coach Road.</p>	<p>Management have responded directly with Mr & Mrs Costello and provided the information requested. A response has been received thanking Council for replying and for Council's ongoing efforts in improving Coach Road.</p> <p>No further action required.</p>
<p>Matthew Clancy</p> <p>Seeking information regarding proposed turning lanes at the intersection of Olympic Highway and Odewahns Road.</p>	<p>Management have responded directly with Mr Clancy and provided the information requested. A response has been received thanking Council for replying.</p> <p>No further action required.</p>
<p>Glen & Rachael Hemsley</p> <p>Seeking Council assistance to resolve dust problems at West, Ivy and Rose Streets, Gerogery.</p>	<p>Council's Director Engineering has responded to Mr & Mrs Hemsley (refer attached correspondence dated 19 September 2017 and 28 May 2018).</p> <p>Presented for consideration by Council</p>

Councillors are also advised that management have continued to review the Draft Operational Plan during the public exhibition period and a number of minor amendments / inclusions have been made to improve the functionality, accuracy and readability of the document.

Resourcing Strategy

Council's Long Term Financial Plan has also been reviewed and updated to compliment the 2017/2021 Delivery Program and associated 2018/2019 Operational Plan.

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

CONCLUSION

The draft budget as presented provides for a small surplus in the 2018/2019 year. Council's 2017/2021 Delivery Program and Associated 2018/2019 Operational Plan have been developed to include specific actions associated with the strategies and outcomes detailed in Council's Community Strategic Plan. The 2017/2021 Delivery Program and Associated 2018/2019 Operational Plan also contains the key actions and strategies detailed in a number of key planning documents being the Community Health & Wellbeing Plan, Economic Development & Social Plan and the Disability Inclusion Action Plan.

RECOMMENDATION

That:

1. Council note and consider the public submissions made in respect to the 2017 / 2021 Delivery Program and 2018/2019 Draft Operational Plan.
2. The 2017 / 2021 Delivery Program and Resourcing Strategy incorporating the revised 2018 / 2019 - 2027/2028 Long Term Financial Plan be adopted
3. The 2018 / 2019 Draft Operational Plan incorporating estimates of income and expenditure 2018 / 2022 for Council's General, Sewerage and Water Supply Funds and the Draft Revenue Policy be adopted.
4. Fees and Charges as advertised in the Draft Revenue Policy be implemented from 1 July 2018
5. In accordance with Section 535 of the Local Government Act 1993 Council **make** the following Rates and Charges for the period 1 July 2018 to 30 June 2019

ORDINARY RATES

Council **makes** the following rates for the rating year 1 July 2018 to 30 June 2019, comprising a base rate under Section 499 and an ad valorem amount under Section 498 of the Local Government Act 1993.

- a. **Residential** – An ordinary rate of zero point eight one four two two eight (0.814228) cents in the dollar on the land value in addition to a base amount of three hundred and seventy nine dollars and fifty cents (\$379.50) per assessment being forty nine point seven percent (49.7%) of the total amount payable on all rateable land in the Greater Hume Shire categorised as "Residential" in accordance with Section 516 of the Local Government Act 1993 be now made for the period 1 July 2018 to 30 June 2019 and in accordance with Section 543(1) of the Local Government Act 1993 this rate be named "Residential".

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DELIVERY PROGRAM 2017 / 2021 AND OPERATIONAL PLAN 2018 / 2019 INCLUDING
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- b. **Residential – Villages** – An ordinary rate of zero point five four nine six four six (0.549646) cents in the dollar on the land value in addition to a base amount of two hundred and eighty two dollars (\$282.00) per assessment being thirty nine point eight percent (39.8%) of the total amount payable on all rateable land in the Greater Hume Shire categorised as “Residential” sub-category “Villages” in accordance with Section 516 and Section 529 (1) of the Local Government Act 1993 be now made for the period 1 July 2018 to 30 June 2019 and in accordance with Section 543(1) of the Local Government Act 1993 this rate be named “Residential – Villages”.
- c. **Residential – Rural** – An ordinary rate of zero point four eight seven five five four (0.487554) cents in the dollar on the land value in addition to a base amount of three hundred and twenty eight dollars (\$328.00) per assessment being thirty point one percent (30.1%) of the total amount payable on all rateable land in the Greater Hume Shire categorised as “Residential” sub-category “Rural” in accordance with Section 516 and Section 529(1) of the Local Government Act 1993 be now made for the period 1 July 2018 to 30 June 2019 and in accordance with Section 543(1) of the Local Government Act 1993 this rate be named “Residential – Rural”.
- d. **Business** – An ordinary rate of zero point eight three nine six nine five (0.839695) cents in the dollar on the land value in addition to a base amount of four hundred and five dollars (\$405.00) per assessment being forty nine percent (49.0%) of the total amount payable on all rateable land in the Greater Hume Shire categorised as “Business” in accordance with Section 518 of the Local Government Act 1993 be now made for the period 1 July 2018 to 30 June 2019 and in accordance with Section 543(1) of the Local Government Act 1993 this rate be named “Business”.
- e. **Farmland – Ordinary** – An ordinary rate of zero point two eight four zero seven three (0.284073) cents in the dollar on the land value in addition to a base amount of three hundred and twenty eight dollars (\$328.00) per assessment being fourteen point four percent (14.4%) of the total amount payable on all rateable land in the Greater Hume Shire categorised as “Farmland” in accordance with Section 515 of the Local Government Act 1993 be now made for the period 1 July 2018 to 30 June 2019 and in accordance with Section 543(1) of the Local Government Act 1993 this rate be named “Farmland – Ordinary”.

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

- f. **Farmland – High Intensity Forestry** – An ordinary rate of one point one zero six three seven four (1.106374) cents in the dollar on the land value in addition to a base amount of two hundred and six dollars (\$206.00) per assessment being fifteen point six percent (15.6%) of the total amount payable on all rateable land in the Greater Hume Shire categorised as “Farmland” sub-category “High Intensity Forestry” in accordance with Section 515 and Section 529(1) of the Local Government Act 1993 be now made for the period 1 July 2018 to 30 June 2019 and in accordance with Section 543(1) of the Local Government Act 1993 this rate be named “Farmland – High Intensity Forestry”.

WATER SUPPLY CHARGES

Council makes the water supply charges for the period 1 July 2018 to 30 June 2019 as follows.

- a. An annual water availability charge of three hundred and fourteen dollars (\$314.00) per assessment be charged on all strata, single residential and unmetered rateable land categorised Residential, Residential-Villages or Residential - Rural in accordance with Section 501 and Section 552 of the Local Government Act 1993 be now made for the period 1 July 2018 to 30 June 2019 and in accordance with Section 543(3) of the Local Government Act 1993 this charge be named “Water Access Charge”.
- b. An annual water availability charge based on water meter size for non-rateable and multi residential properties as follows:

PRICING STRUCTURE – GREATER HUME WATER SCHEME	
Component	2018/2019 Charges
Water Meter Size	
20mm	\$314.00
25mm	\$413.00
32mm	\$468.00
40mm	\$542.00
50mm	\$631.00
80mm	\$871.00

be charged per meter on all multi residential rateable land categorised as Residential, Residential-Villages or Residential - Rural in accordance with Section 501 and Section 552 of the Local Government Act 1993 and non-rateable land in accordance with Section 503 of the Local Government Act 1993 be now made for the period 1 July 2018 to 30 June 2019 and in accordance with Section 543(3) of the Local Government Act 1993 this charge be named “Water Access Charge”.

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

- c. An annual water availability charge of three hundred and fourteen dollars (\$314.00) be charged on all unmetered rateable land categorised as Business or Farmland in accordance with Section 501 and Section 552 of the Local Government Act 1993 be now made for the period 1 July 2018 to 30 June 2019 and in accordance with Section 543(3) of the Local Government Act 1993 this charge be named "Water Access Charge".
- d. An annual water availability charge based on water meter size as follows:

PRICING STRUCTURE – GREATER HUME WATER SCHEME	
Component	2018/2019 Charges
Water Meter Size	
20mm	\$314.00
25mm	\$413.00
32mm	\$468.00
40mm	\$542.00
50mm	\$631.00
80mm	\$871.00

be charged per meter on all rateable land categorised as Business or Farmland in accordance with Section 501 and Section 552 of the Local Government Act 1993 be now made for the period 1 July 2018 to 30 June 2019 and in accordance with Section 543(3) of the Local Government Act 1993 this charge be named "Water Access Charge".

- e. A water consumption charge per kilolitre as follows:

PRICING STRUCTURE – GREATER HUME WATER SCHEME	
Component	2018/2019 Charges
Usage Charge per KL \$	
< 200kl per kl	\$1.70
>200kl per kl	\$2.60

be charged on all metered assessments in accordance with Section 502 of the Local Government Act 1993 be now made for the period 1 July 2018 to 30 June 2019 and in accordance with Section 543(3) of the Local Government Act 1993 this charge be named "Water Consumption".

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

SEWERAGE RATES

Council makes the sewerage charges for the period 1 July 2018 to 30 June 2019 as follows.

- a. An annual sewerage availability charge of four hundred and ninety five dollars (\$495.00) per assessment be charged on all strata, single residential and unmetered rateable land categorised Residential or Residential - Villages in accordance with Section 501 and Section 552 of the Local Government Act 1993 be now made for the period 1 July 2018 to 30 June 2019 and in accordance with Section 543(3) of the Local Government Act 1993 this charge be named "Sewer Access Charge".
- b. An annual sewerage availability charge based on water meter size for non-rateable assessments and multi residential properties as follows:

PRICING STRUCTURE – GREATER HUME SEWER SCHEME	
Component	2018/2019 Charges
Water Meter Size	
20mm	\$279.00
25mm	\$317.00
32mm	\$367.00
40mm	\$429.00
50mm	\$512.00
80mm	\$704.00

be charged per meter on all multi residential rateable land categorised as Residential or residential – Villages in accordance with Section 501 and Section 552 of the Local Government Act 1993 and non-rateable land in accordance with Section 503 of the Local Government Act 1993 be now made for the period 1 July 2018 to 30 June 2019 and in accordance with Section 543(3) of the Local Government Act 1993 this charge be named "Sewer Access Charge".

- c. An annual sewerage availability charge of four hundred and ninety five dollars (\$495.00) be charged on all unmetered rateable land categorised as Business in accordance with Section 501 and Section 552 of the Local Government Act 1993 be now made for the period 1 July 2018 to 30 June 2019 and in accordance with Section 543(3) of the Local Government Act 1993 this charge be named "Sewer Access Charge".

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

SEWERAGE RATES (continued)

d. An annual sewerage availability charge based on water meter size as follows:

PRICING STRUCTURE – GREATER HUME SEWER SCHEME	
Component	2018/2019 Charges
Water Meter Size	
20mm	\$279.00
25mm	\$317.00
32mm	\$367.00
40mm	\$429.00
50mm	\$512.00
80mm	\$704.00

be charged per meter on all rateable land categorised as Business in accordance with Section 501 and Section 552 of the Local Government Act 1993 be now made for the period 1 July 2018 to 30 June 2019 and in accordance with Section 543(3) of the Local Government Act 1993 this charge be named “Sewer Access Charge”.

e. A sewerage usage charge per kilolitre will be charged on all non-residential metered assessments with sewerage discharge as follows:

PRICING STRUCTURE – GREATER HUME SEWER SCHEME	
Component	2018/2019 Charges
Usage Charge per KL \$	\$1.50 per kilolitre for all non-residential discharges.

be charged on all metered non-residential assessments with sewerage discharge subject to the aligned discharge factor in accordance with Section 502 of the Local Government Act 1993 be now made for the period 1 July 2018 to 30 June 2019 and in accordance with Section 543(3) of the Local Government Act 1993 this charge be named “Non Residential Sewer Usage Charge”.

f. In accordance with Section 542 of the Local Government Act 1993 the minimum charge (being the combined total of the Sewer Access Charge and the Non Residential Sewer Usage Charge) applicable to non-residential metered assessments will be four hundred and ninety five dollars (\$495.00) for the period 1 July 2018 to 30 June 2019.

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

WASTE MANAGEMENT

Council makes the waste management charges for the period 1 July 2018 to 30 June 2019 as follows.

Residential

- a. A domestic waste management collection charge of two hundred and fifty dollars (\$250.00) per service be charged on all occupied rateable land other than land classified as Business which have a domestic waste management service available in accordance with Section 496 of the Local Government Act 1993 be now made for the period 1 July 2018 to 30 June 2019 and in accordance with Section 543(3) of the Local Government Act 1993 this charge be named "Garbage – Domestic".

Commercial

- a. A commercial waste management collection charge of two hundred and sixty five dollars (\$265.00) per service in respect of each parcel of land to which a non-domestic waste management service (garbage and recycling) is both available and provided under Section 501 of the Local Government Act 1993 be now made for the period 1 July 2018 to 30 June 2019 and in accordance with Section 543(3) of the Local Government Act 1993 this charge be named "Garbage – Commercial".
- b. A commercial waste management collection charge of two hundred and thirty five dollars (\$235.00) per service in respect of each parcel of land to which a non-domestic waste management service (garbage only) is both available and provided under Section 502 of the Local Government Act 1993 be now made for the period 1 July 2018 to 30 June 2019 and in accordance with Section 543(3) of the Local Government Act 1993 this charge be named "Waste – Garbage Only Service".
- c. A commercial waste management collection charge of one hundred and twenty five dollars (\$125.00) per service in respect of each parcel of land to which a non-domestic waste management service (recycling only) is both available and provided under Section 502 of the Local Government Act 1993 be now made for the period 1 July 2018 to 30 June 2019 and in accordance with Section 543(3) of the Local Government Act 1993 this charge be named "Waste – Recycling Only Service".

Vacant Land

- a. A waste management charge of forty dollars (\$40.00) per assessment be charged on all vacant rateable land located within designated domestic waste scavenging areas in accordance with Section 496 of the Local Government Act 1993 be now made for the period 1 July 2018 to 30 June 2019 and in accordance with Section 543(3) of the Local Government Act 1993 this charge be named "Garbage – Domestic Vacant Land".

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ON SITE SEWAGE MANAGEMENT CHARGE

Council makes the on-site sewerage management charge for the period 1 July 2018 to 30 June 2019 as follows.

An on-site sewage management charge of thirty dollars (\$30) per annum in respect of each parcel of land or rateable assessment where a dwelling(s) or other occupied building(s) is/are connected to any form of on-site sewage management system or systems be now made for the period 1 July 2018 to 30 June 2019 and in accordance with Section 543(3) of the Local Government Act 1993 this charge be named "Onsite Sewage Management Chg".

INTEREST ON OVERDUE RATES AND CHARGES

The rate of interest to be charged on overdue rates and charges in accordance with Section 566(3) of the Local Government Act 1993 be set at seven point five (7.50%) per annum on a daily simple interest basis for the period 1 July 2018 to 30 June 2019.

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2. DETERMINATIONS OF LOCAL GOVERNMENT REMUNERATION TRIBUNAL - MAYOR'S AND COUNCILLORS' FEES

Report prepared by Director Corporate & Community Services – David Smith

REASON FOR REPORT

To present the latest report from the Local Government Remuneration Tribunal in respect of Councillor and Mayoral fees.

REFERENCE TO DELIVERY PLAN ACTION

Not applicable – legislative requirement

DISCUSSION

The Local Government Remuneration Tribunal is constituted under the Local Government Act and makes determinations on an annual basis regarding the fees payable to mayors and councillors. The Tribunal groups like councils and determines a minimum and a maximum fee payable for each category of council. Individual councils may then determine the fees payable to the mayor and councillors within the minimum and maximum amounts determined by the Tribunal.

The Division of Local Government Circular has determined that Greater Hume Shire Council is included in the Category 'Rural'. The minimum and maximum amounts currently payable to the Mayor and Councillors of councils under the 'Rural' category is set out below, effective 1 July 2018.

Category 'Rural' Councils

ANNUAL FEE PAID TO COUNCILLORS		ADDITIONAL FEE PAID TO MAYOR *	
<u>Minimum</u>	<u>Maximum</u>	<u>Minimum</u>	<u>Maximum</u>
\$8,970	\$11,860	\$9,540	\$25,880

** This fee must be paid in addition to the fee paid to the Mayor as a Councillor.*

It has been past practice for Council to make an allocation to the Deputy Mayor from the Mayoral Fee as required under section 249(5) of the Local Government Act, 1993.

BUDGET IMPLICATIONS

Councillors' fees were included at \$11,836 per annum and the Mayoral Allowance (exclusive of Deputy Mayoral Allowance) was set as \$21,698 per annum in the 2018/2019 budget estimates. A Deputy Mayoral fee of \$4,133 per annum has also been included in budget estimates.

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DETERMINATIONS OF LOCAL GOVERNMENT REMUNERATION TRIBUNAL - MAYOR'S
AND COUNCILLORS' FEES

CONCLUSION

Individual councils may determine the fees payable to the Mayor and Councillors within the minimum and maximum amounts as specified above.

RECOMMENDATION

That:

1. The fee payable to Councillors be set at \$11,860 per annum effective 1 July 2018
2. In addition to the adopted Councillor fee above, the fee payable to the Mayor be set at \$21,747 per annum effective 1 July 2018.
3. An allowance of \$4,133 be paid to the Deputy Mayor from the 2018/2019 Mayoral Allowance.

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3. CLASSIFICATION OF LAND

Report prepared by Director Corporate & Community Services – David Smith

REASON FOR REPORT

To recommend that a parcel of land recently purchased by Council being Lot 1 DP 503816 48 Wilson Street Holbrook be classified as Operational Land in accordance with Section 31 (2) of the Local Government Act 1993.

REFERENCE TO DELIVERY PLAN ACTION

Not applicable – legislative requirement

DISCUSSION

Council has recently purchased Lot 1 DP 503816 48 Wilson Street Holbrook with settlement taking place 27 April 2018.

Section 31 (2) of the Local Government Act 1993 states that:

“Before a council acquires land, or within 3 months after it acquires land, a council may resolve (in accordance with this Part) that the land be classified as community land or operational land.

Given that the land purchased by Council is likely to be used for a commercial purpose it is recommended that Council formally resolve to classify the land as Operational Land in accordance with Section 31 (2) of the Local Government Act 1993.

BUDGET IMPLICATIONS

This matter has no budget implications

CONCLUSION

It is recommended that Lot 1 DP 503816 48 Wilson Street Holbrook be classified as Operational Land in accordance with Section 31 (2) of the Local Government Act 1993.

RECOMMENDATION

That Lot 1 DP 503816 48 Wilson Street Holbrook be classified as Operational Land in accordance with Section 31 (2) of the Local Government Act 1993.

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4. POLICY DEVELOPMENTS

Report prepared by Manager Corporate Services – Suzanne Klemke

REASON FOR REPORT

To present new and revised policies for consideration.

REFERENCE TO DELIVERY PLAN ACTION

Strategy Plan and lead good governance having a clear framework for strategic planning, policies, procedures and service standards and financial sustainability with effective financial management that is transparent and accountable

Action 1.1.1.1 Establish and implement a structured policy review process including subscription to legislative updates service

DISCUSSION

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

1. Social Media Policy (Reviewed policy)

This policy was reviewed in accordance with the policy review schedule, copy attached in **ANNEXURE 6**.

A number of amendments including the recognition of the opportunity social media provides and its use in engagement with the external stakeholders of Council.

BUDGET IMPLICATIONS

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

CONCLUSION

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

RECOMMENDATION

That the Greater Hume Council Social Media Policy be adopted.

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**5. 2018 GREATER HUME COUNCIL DISABILITY INCLUSION ACTION PLAN
PROGRESS REPORT**

Report prepared by Acting Community Health & Wellbeing Coordinator – Mary Hoodless and Director Corporate & Community Services – David Smith

REASON FOR REPORT

This report provides Council with a formative evaluation of the 2017-2021 Disability Inclusion Action Plan

REFERENCE TO DELIVERY PLAN ACTION

Strategy Council's values and decisions are Inclusive. Access and Inclusion Reference Group established and Community Health & Wellbeing Alliance continues
Action 1.3.1.3 Implement Greater Hume Council Disability Inclusion Action Plan (DIAP)

DISCUSSION

Greater Hume Council (GHC) has engaged key staff, people with disability and their carers and disability services (stakeholders) as a key part of their commitment to implementing the 2017-2021 Disability Inclusion Action Plan (DIAP) as prescribed through the Disability Inclusion Act 2014 (DIAP 2014).

In November 2017, Council staff met and planned the implementation of 2017-2018 DIAP.

Auditing Council's functions, processes and infrastructure is a key component of the DIAP, subsequently reference groups have been established in Jindera, Holbrook, Henty and Culcairn to assist with this action. (A meeting is planned for Walla Walla in early August 2018). Draft Terms of Reference were developed describing their purpose and role in consultation and decision making.

This consultation resulted in a large number of recommendations for improving access and inclusion for people with disability and their carers in Greater Hume. Some of the short term recommendations have been implemented resulting in positive feedback from residents. Other elements of the DIAP have also been progressed or implemented during this time.

This report describes the progress to date.

DEFINITION

Council's 2017-2021 Disability Inclusion Action Plan (DIAP) supports the fundamental right of choice for people with disability to choose how they live their lives, to access opportunities and enjoy the benefits of living and working in Greater Hume Council.

People with disability refers to people who may need support to fully participate in society, whether temporarily or throughout their lives. This may include people with changing abilities due to ageing, people with a temporary illness or injury that affects their ability to participate, children with disability, Aboriginal and Torres Strait Islander people with disability, or people with disability from culturally and linguistic diverse backgrounds

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2018 GREATER HUME COUNCIL DISABILITY INCLUSION ACTION PLAN PROGRESS REPORT [CONT'D]

People with disability can experience exclusion and less access which can result in:

- poor health
- lower levels of education
- training and employment participation
- social exclusion, and
- lack of access to goods and facilities

All people with disability have a legal entitlement and a right to access mainstream opportunities, services, programs, public events and infrastructure.

METHODOLOGY

The DIAP was approved by Council in June 2017 for implementation commencing 1 July 2017. A range of methods were used in the first year of implementation. These include:

- Establishing a senior management team to oversee the implementation of the DIAP
- Establishing reference groups comprising people with disability, carers and service providers in Jindera, Henty, Holbrook and Culcairn
- Accessing and distributing Universal Design, Continuous Pathway Travel, Dementia Friendly Communities Toolkit for Council services, programs and projects.
- Consultation with access and inclusion specialists eg Advocacy services, Occupational Therapists, Neuro Mobility Specialists
- Advocacy for improved Community Transport services
- Responding to resident enquiries and referrals to specialist services
- Specialist guest speakers and update on the implementation to the DIAP to the Community Health and Wellbeing Alliance
- Customer service staff training
- Presentation to the all staff training day

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2018 GREATER HUME COUNCIL DISABILITY INCLUSION ACTION PLAN PROGRESS REPORT [CONT'D]

Disability in Greater Hume

Almost one in 5 Australians live with a disability (18.3%). A further 22.1% have a long term health condition which may impact on their ability¹.

It is recognised that disability is under recognised due to the Census reporting only profound or severe disability. This population is defined as people who need assistance in their day to day lives with any or all of the following core activities - self-care, mobility or communication because of a disability, long-term health condition (lasting six months or more) or old age.

In the 2016 census, 5.5% of the Greater Hume population reported needing assistance with three core activities of daily living, a rise of from 4.2% in 2006. This compares with 5% for all NSW.

Carers

Similarly, caring is under reported in the Census as many people who provide formal/informal care do not identify as carers. The Census question asks about care or assistance provided to another person to assist with daily activities because of disability, long term illness or problems related to old age in the two weeks prior to the Census.

In 2016, people caring for someone with a disability accounted for 14% of the Greater Hume population compared with 12% for NSW (ABS 2016).

Ageing

Rates of disability in Australia are increasing, due in large part to the ageing population, and survival into old age is now a reality for many people who have a lifelong disability. Like many rural communities, Greater Hume has an ageing population, people over 65 years account for 20% of the population compared to 16% for NSW (ABS 2016). However, the distribution of older people varies across Council (refer to Table 1).

Table 1 Aged population in Greater Hume

Location	% >65yrs
Holbrook	27.7%
Henty	26.4%
Culcairn	21.8%
Walla Walla	20%
Jindera	12.9%

Source: ABS Level: SSC - State Suburbs are an approximation of the officially recognised boundaries of suburbs (town).

¹ ABS: Disability, Ageing and Carers, Australia: Summary of Findings, 2015

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2018 GREATER HUME COUNCIL DISABILITY INCLUSION ACTION PLAN PROGRESS REPORT [CONT'D]

PROGRESS OF GHC DIAP

Focus areas

The DIAP has four key areas of focus:

1. **Developing positive community attitudes and behaviours**
2. **Creating liveable communities**
3. **Supporting access to meaningful employment**
4. **Improving access to services through better systems and processes**

The focus areas will provide the framework for this report. The report describes the progress of the DIAP approved by Council and recommendations from the Community Reference Group (CRG) participants.

1. Developing positive community attitudes and behaviours

Strategic Objective: GHC leads a welcoming and inclusive community

Outcome: GHC is diverse, inclusive and sociable and all residents feel a strong sense of belonging and cultural relevance

Actions	Expected outcome	Progress June 2018
Develop partnerships with business, industry & education to raise awareness and improve knowledge and understanding of PwD/Carers	International day of people with a disabilities is celebrated with a focus on education and community awareness.	Planned for Dec 2019
Accredited inclusive customer service training program for GHC staff and local services/business Topics: Advocacy, disability services, customer service,	Annual all abilities customer service training program	Achieved
Engage PwD/Carers in the CSP process and other planning and development processes	PwD/Carers are targeted to participate in the CSP and comment on drafts.	Commenced
Promote NSW Carers Charter and Carers rights to GHC Staff	Circulate Carers Charter to staff Carers identified	2019
Annual all staff function to include accessibility and inclusiveness service provision training	Access and inclusiveness training	Achieved

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Actions	Expected Outcome	Progress June 2018
Take every opportunity to promote inclusion and raise awareness of the needs of PwD	Council participates in national awareness days/programs All Council supported community activities have a disability inclusion and access plan	Events procedure to be updated to include PwD Template developed

Disability discrimination occurs when people with disability are treated less fairly than people without disability.

Summary of improvements recommended by the CRG (Developing positive community attitudes and behaviours)

CRG recommendations included:

- ongoing consultation with PwD and carers in Council planning (Community Strategic Plan) and other processes.
- Customer service staff to introduce themselves and wear highly visible name tags
- Council events must be accessible to people with disability and their carers.

2. Liveable Communities

Strategic Objective: GHC delivers liveable, well-designed and serviced communities that support wellbeing and enhance quality of life.

Outcome: Physical and social connectivity is available to all, designed to be inclusive of people with special needs and people in different stages of life.

Actions	Expected outcome	Progress June 2018
Audit Shire functions, facilities, services and information sources against Access to Premises Standards and other relevant standards for inclusiveness	Audit complete Actions prioritised DIAP updated PwD engaged in the audit	Refer to recommendations from CRG
Engineering and Environment staff are familiar with and apply the principles of Universal Design and Continuous Accessible Path and Travel (CAPT)	Universal Design is adopted as a policy	Universal Design information forwarded to Engineering and Environment Staff
Signage is accessible and inclusive	Audit signage as part of the above process	Refer to recommendations from CRG
Economic Development and Social Plan focuses on access to business	Businesses are supported to be accessible and inclusive	In progress
Advocate for local affordable accessible community transport	PwD/Carers are able to access local & affordable CT	CT Stakeholder Group Established

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2018 GREATER HUME COUNCIL DISABILITY INCLUSION ACTION PLAN PROGRESS REPORT [CONT'D]

Participating in community activities and interacting with other people contribute to a person's sense of wellbeing. They are particularly important for people with disability, especially those who are not employed, as they help build social support networks.

Summary of improvements recommended by the CRG (Liveable communities)

An extensive list of improvements relating to community access. The list has been presented to relevant Council staff for implementation over the next 1-3 years.

Council Offices

- Low counters in Holbrook and Henty Council Offices
- Improved disability parking (three new parks have been installed to date)
- Installing right and left hand disability toilets in public parks Henty, Holbrook and Culcairn
- Review availability of disability Car Parks and access to Council Offices
- Install hearing loops

Public Spaces

- Parks: review footpath access and access between resources eg Playground and footpaths
- Lift Change facility for Holbrook
- Install liberty Swings
- Progress to upgrade/install all accessible playgrounds
- Audit disabled toilets with a view to upgrading over time
- Pools: maintain equipment eg lift in Culcairn
- Walkway to Holbrook CTC to be upgraded

Council Events

- Undertake an accessible audit prior to all events
- Improve access and location of disability car parks

Footpaths/Crossings/Signage

- Address recommendations in the various locations
- Improve surfaces, dimensions and crossings to reduce risks and trauma for PwD²
- Install digital signage in CBD/tourist precincts
- Review signage in Holbrook – CTC

Parking

- Audit Disability Car Parking across the Shire
- Engage PwD/Carers in decisions regarding location and dimensions
- Include various options (for side and rear access vehicles)

² PwD refers to people with disability and their carers

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2018 GREATER HUME COUNCIL DISABILITY INCLUSION ACTION PLAN PROGRESS REPORT [CONT'D]

Transport

- Continue to lobby and advocate for improved Community Transport
- Seek options for regular community bus to – Albury - Jindera

3. Employment

Strategic Objective: GHSC workforce is diverse

Outcome: Employment diversity enables people to live and work in the same community, while also attracting a diversity of workers into the Shire.

Actions	Expected outcome	Progress June 2018
Review GHC employment HR policy and processes for inclusiveness	P & P reviewed, HR staff trained and PwD are appointed Workplaces are adapted to be accessible & inclusive	2018/2019
Employ and maintain a diverse workforce by making diversity and inclusion key to workforce planning	GHC Workforce is diverse	For review
Advocate and encourage local business and industry to be accessible and establish a diverse workforce	Residents are able to realise their potential, work productively and make a contribution to their community	Economic Development Officer planning a newsletter encouraging inclusion and access (No access =20-25% lost business)
Include inclusiveness in the Workplace Inspirations Day	Children with a disability are invited to actively participate in the WID	Planned for late 2018

Participating in the workforce is important for social inclusion and economic independence. Having a disability can impact on a person's ability and opportunities to participate in paid work. Disability can affect a person's capacity to participate in the labour force and their ability to earn income

Summary of improvements recommended by the CRG

Employment was not specifically discussed however participants supported Council's initiative to review recruitment processes to ensure PwD have opportunities to apply and participate in the paid workforce.

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4. Systems and processes

Strategic Objective: GHC systems, processes and functions are inclusive of all people enabling everyone to access resources" rights" goods and services.

Outcome: GHC is inclusive and promotes equality and values diversity.

Strategy	Expected outcome	Progress June 2018
Accessible website with a clearing house of resources and services (business, health, advocacy) for PwD/Carers. Compliant with WCAG 2.0 AA	Accessible website with a tab of content for PwD/Carers.	Due in July 2018
Use multiple accessible and inclusive communication strategies	Media & communication staff are trained to use multiple inclusive language and mediums	In progress
Staff are aware of the resources needed to respond to PwD/Carers	Staff access resources	In progress
GHC Policies and procedures reflect the needs of PwD/Carers	Policies and procedures review includes diversity	Planned for 2018/2019
Criteria for Council Community grants includes diversity, accessibility and inclusiveness	Grant criteria is reviewed by DIAS	For review
Review volunteer policies and processes to include PwD	PwD and Carers are participating in volunteering activities	For review
Train council staff on inclusive community engagement	Community engagement activities are accessible and inclusive	Some training undertaken
GHC Community Engagement Strategy is inclusive of PwD	Engagement strategy includes PWD/Carers	For review

A shift to provide more information through digital media has helped significantly to provide accessible communication and engagement for people with disability including those with visual, auditory, physical, speech, cognitive and neurological disabilities.

Summary of improvements recommended by the CRG (Systems and processes)

Customer Service

- Have knowledge of disability services and accessible resources e.g. toilets, etc.

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2018 GREATER HUME COUNCIL DISABILITY INCLUSION ACTION PLAN PROGRESS
REPORT [CONT'D]

Council Information

- Produce in non PDF format –not able to be used by some voice over technologies
- Use Face Book where possible
- Website needs to comply with web accessibility standards
- Use accessibility guidelines for the Newsletter
- All photos to have a descriptor
- Dedicated space for inclusion and access information and resources
- All Council information to be provided in multiple formats
- Review Style Guide and update to comply with disability standards
- Install hearing loops and have them available for Council meetings

Feedback

Since implementing the DIAP, Council has received positive feedback from PwD, their carers and service providers as follows:

- A mother was very pleased to advise her son was able to get transport to TAFE as a result of the meeting at Culcairn,
- Two people have reported satisfaction with the new disability car park at Jindera and also the improved rear access to the Hub.
- A disability service provider has commended Greater Hume for their work
- A local person with vision impairment and her husband are very happy with the improvement in how Council information has been distributed. She is also actively providing feedback to Kerry Wise about the various sources.

BUDGET IMPLICATIONS

An annual allocation for community development projects, including projects specific to the DIAP, is included in Council's 2018 / 2019 and future budgets.

CONCLUSION

Greater Hume Council has made good progress on the implementation of the DIAP. Engaging people with disability and their carers has given Council better information and greater understanding about what it is like to live with a disability in GHC. It is recognised that there is still much work to be done.

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2018 GREATER HUME COUNCIL DISABILITY INCLUSION ACTION PLAN PROGRESS
REPORT [CONT'D]

RECOMMENDATION

That Council:

1. Engage people with disability and carers in prioritising recommendations for improvement and continue to allocate an annual budget for the implementation.
2. Engage people with disability and carers in the planning phase and prior to construction/installation of Council projects (public places, Council Offices and relevant community projects)
3. Continually review improving access and inclusion to Council events
4. Actively seek feedback regarding accessibility of the new website and other Council information resources.

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ENGINEERING

1. GROWING LOCAL ECONOMIES FUND – STAGE 2 HENTY RAIL CROSSING RELOCATION PROJECT APPLICATION.

Report prepared by Director Engineering – Greg Blackie

REASON FOR REPORT

The purpose of this report is to:

1. Seek endorsement from Council of the appointment of Consultants Morrison Low to prepare a business case for the Henty Rail Crossing Relocation Project as required for Stage 2 of the growing Local Economies Funding Application.
2. Allocate \$15,000 from the Council Works Warranty Fund towards the preparation of the business case as required as part of Stage 2 application.

REFERENCE TO DELIVERY PLAN ACTION

Strategy	Infrastructure and facilities meet the needs of our communities.
Action 4.1.1.1	Identify opportunities for external grant funding.
Action 4.1.1.2	Ensure investment in the upgrade of roads infrastructure is targeted and prioritised

DISCUSSION

As Councillors are aware Council has been successful with the Henty Rail Crossing Relocation Project under the Growing Local Economies Fund application to proceed to Stage 2.

Stage 2 is the lodgement of a full business case including:

- *Provide significantly more detail regarding the project, including information on Councils ability to carry out the project in the appropriate time frame and the competitiveness of the proposal against factors such as value for money, sustainability and the level of contingency/risk.*
- *Demonstrate that the project will improve economic growth and productivity in the State, which is a purpose under the Restart NSW Act 2011*
- *Demonstrate that the project has a Cost Benefit Ratio above 1.0*
- *Provide further rationale for the injuries avoided as a result of the project.*
- *Provide information on any other benefits such as avoided travel time, noise reduction etc.*

The timeframe for submissions to be lodged is the 6 July 2018 which requires significant work to be done in a short timeframe

Due to the size and complexity of the project Council has already sought help in the preparation of submissions for a number of funding programs for this project from consultants Morrison Low.

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GROWING LOCAL ECONOMIES FUND – STAGE 2 HENTY RAIL CROSSING
RELOCATION PROJECT APPLICATION [CONT'D]

It was considered appropriate by the writer that Morrison Low be promptly engaged to prepare the required business case to ensure the application has the best opportunity to obtain funding towards the project. A copy of the proposal received from Morrison Low is attached in **ANNEXURE 7**.

As detailed in a previous report to Council Morrison Low are highly regarded consultants with extensive experience in local government, especially in the undertaking of grant submissions.

In acknowledging the required work and timeframes involved, the State Government also advised it will contribute funding towards the appointment of consultants for the preparation of business cases.

Advice from Morrison Low indicated the cost for the preparation of the business case is in the range of \$23 - \$30K.

Upon receipt of this advice Council applied for funding of which the NSW Government committed \$15K towards the appointment of consultants.

It is proposed that Council fund the remainder of the costs for the development of the business case from the Works Warranty Reserve.

BUDGET IMPLICATION

The estimated cost to produce the required business case is \$23-30K

Council has received funding of \$15K, with the remainder of costs to be funded from the Works Warranty Reserve.

CONCLUSION

The Henty Rail Crossing Relocation Project is an important project to Council and due to the timeframes involved and complexity to prepare the required business case, requires the support of consultants to complete this task.

RECOMMENDATION

That:

1. Council endorse the decision to engage Morrison Low to prepare a business case for the Henty Rail Crossing Relocation Project as required for Stage 2 of the growing Local Economies Funding Application.
2. An amount of \$15,000 is transferred from the Council Works Warranty Fund to assist in the preparation of the business case as required as part of Stage 2 application.

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2. ENDORSEMENT OF THE LOCAL GOVERNMENT ROAD SAFETY ACTION PLAN 2018 - 2021

Report prepared by Road Safety Officer – Kim Schultz

REASON FOR REPORT

To endorse Council's 3 year Local Government Road Safety Action Plan 2018-2021 aimed at reducing road trauma within the Greater Hume LGA.

REFERENCE TO DELIVERY PLAN ACTION

Theme 2.4	Residents feel safe Implement Council's Road Safety Strategy
Action 2.4.2.1	Work with RMS, Lockhart Shire and the community to implement Road Safety Strategy Ongoing reduction in road fatalities and injuries in Greater Hume

DISCUSSION

Council partners in the NSW Government's Local Government Road Safety Program employing a Road Safety Officer to assist in developing, planning and delivering local road safety projects; the program also requires Council to develop a 3 year Road Safety Action Plan detailing preventative road safety projects to deliver throughout the Council area.

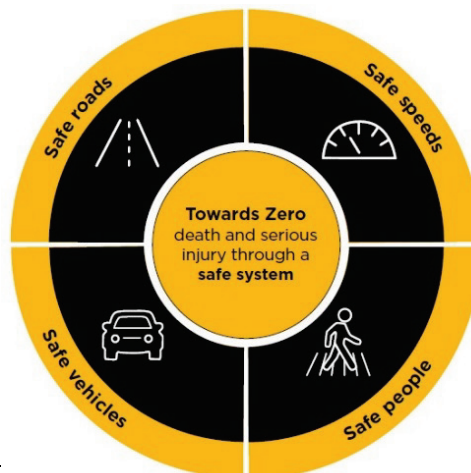
Council's 3 year Local Government Road Safety Action Plan 2018 - 2021 builds on the National Road Safety Strategy 2011- 2021 and the NSW Road Safety Strategy 2012 – 2021.

A copy of the Local Government Road Safety Action Plan 2018 – 2021 is attached as **ANNEXURE 8**.

Key issues within these two strategies aims to:

- Reduce the national annual number of fatalities and serious injuries by at least 30 percent by 2020
- Improve NSW road safety by identifying and upgrading blackspots
- Promote safety features in vehicles
- Enforce speed limits
- Educate and encourage road users to take less risks on NSW roads

Council's three year action plan action plan also includes the internationally recognised Safe System model.



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ENDORSEMENT OF THE LOCAL GOVERNMENT ROAD SAFETY ACTION PLAN 2018 - 2021

And delivers the following safe system projects:

- Federal Blackspot and NSW Active Transport grant funding
- Workshops for 65 Plus and Helping Learner Drivers Become Safer Drivers
- Courtesy breath testing at key local events
- Education campaigns on Fatigue, Drink Drive, Speed and Distraction
- Enforce posted speed limits with the NSW Hwy Police
- Investigate and request RMS Speed Limit Reviews and Route Safety Reviews
- Review and implement Council's safe driving policy
- Community road user awareness initiatives

BUDGET IMPLICATION

Nil.

CONCLUSION

With Greater Hume demonstrating a steady population increase and commitment to ensuring a quality rural road network is provided, the 3 year Road Safety Action Plan provides focus for Council to promote, deliver and implement road safety projects targeted at lowering road trauma throughout the Greater Hume area.

RECOMMENDATION

That Council endorse the Greater Hume Council Local Government Road Safety Action Plan 2018 – 2021.

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3. PURCHASE OF NEW MULTI PURPOSE MAINTENANCE TRUCK

Report prepared by Operations Overseer – Craig Hall

REASON FOR REPORT

To inform councillors that the purchase of a Multi Purpose Maintenance truck has been undertaken through the Local Government Procurement process (LGP). As the purchase is greater than \$150,000, Council is being informed as part of the Procurement Policy

REFERENCE TO DELIVERY PLAN ACTION

Strategy 3.1 Infrastructure and facilities meet the needs of our communities
Action 4.1.1.2 Ensure investment in the upgrade of roads infrastructure is targeted and prioritised.

DISCUSSION

As part of Council's Plant Replacement Program, Council has undertaken the procurement of a new Multi Purpose Maintenance Truck in the Council Plant Fleet. Tenders were sought through Local Government Procurement and this report is presented to ensure compliance with Council's Procurement Procedure.

As shown in the Purchase Assessment Report – Plant **ENCLOSED SEPARATELY** the recommended tender is from Paveline International Pty Ltd for the Isuzu FTR 150-260 Multi Purpose Maintenance Truck.

BUDGET IMPLICATION

Council's budget for the purchase of a Multi Purpose Maintenance Truck (less trade in value) is \$300,000.

The submitted price of \$264,000 is below the budgeted amount therefore will have no adverse effect on Council's budget.

CONCLUSION

As received through Vendor Panel by Paveline International Pty Ltd, the Isuzu FTR 150-260 Multi Purpose Maintenance Truck valued at \$264,500 (excl GST) is considered to be suitable for Council's purposes from the tender received and is within Council's budget.

RECOMMENDATION

That Council receive and note the report outlining the purchase of a new Isuzu FTR 150-260 Multi Purpose Maintenance Truck for a purchase price of \$264,500 (exc GST).

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PART B - ITEMS FOR INFORMATION

GOVERNANCE

1. WORKSHOP/BRIEFING SESSION SCHEDULE 2018

REASON FOR REPORT

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

DISCUSSION

The current session dates are outlined in the table below.

Workshop/Briefing Session date	Topic
31 January 2018	Preliminary Roads Workshop
14 February 2018	Refugee Resettlement Briefing
17 February 2018 (Saturday)	9am to 3pm Visioning Workshop
24 February 2018 (Saturday)	Shire/Roads Tour
28 February 2018	Rating Workshop and Preliminary Budget Workshop
7 March 2018	New Website Briefing Final Roads Workshop
28 March 2018	Water Supply Operations
4 April 2018	Final Budget Workshop
12 April 2018	Stronger Country Communities Round 2
2 May 2018	To be determined (TBD)
6 June 2018	Passenger Vehicles and Utes Service Review
4 July 2018	TBD
1 August 2018	TBD
5 September 2018	TBD
3 October 2018	TBD
7 November 2018	TBD
5 December 2018	TBD

CONCLUSION

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

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

BUDGET IMPLICATIONS

Nil.

CONCLUSION

For Councillors' information.

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2. OFFICE OF LOCAL GOVERNMENT CIRCULARS

REASON FOR REPORT

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

DISCUSSION

Recent circulars issued are listed below (OLG Circulars 10-18/2018). Copies of OLG Circulars are available to view or download from the website www.olg.nsw.gov.au.

- 18-18 2018/19 Determination of the Local Government Remuneration Tribunal
- 18-17 End of Year Financial Reporting 2017-18
- 18-16 Increase to companion animal registration fees in line with CPI
- 18-15 Commencement of the Crown Land Management Act 2016
- 18-14 Auditor General's report to Parliament on the 2016-17 financial audits of NSW Councils
- 18-13 Local Government Skills Strategy
- 18-12 Management of unsolicited proposals received by councils
- 18-11 Companion Animals Regulation 2008 Review
- 18-10 Final Code of Accounting Practice and Financial Reporting

BUDGET IMPLICATIONS

Nil.

CONCLUSION

For Councillors' information.

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

REASON FOR REPORT

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

DISCUSSION

A listing of topics of interest from recent circulars issued during mid May/June is provided below. Distribution of the newsletters has now moved to the Mailchimp platform.

- LGNSW Water Management Conference 2018
- Get Ready for NAIDOC Week
- Excellence in the Environment Awards
- New Infrastructure Australia Report Released
- Calls for Nominations for the Board of the Australian Local Government Association
- Statecover – Call for Nominations for Non-Executive Director Positions
- RH Dougherty Awards
- NSW Local Roads Congress
- Australian Institute of Company Directors Courses
- Nominate Your Council for the AR Bluett Memorial Award
- Mobile Pink Slip Safety Trial

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

- New National B-Double Notice
- Review of Payroll Tax Administration
- Seeking Input on Telecommunication Facilities
- Motor Vehicle Costs
- Public Lighting Code

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

BUDGET IMPLICATIONS

Nil.

CONCLUSION

For Councillors' information.

4. TOURISM AND PROMOTIONS OFFICER'S REPORT

Report by Tourism and Promotions Officer – Kerrie Wise

REASON FOR REPORT

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

DISCUSSION

The report on projects being undertaken by the Tourism and Promotions Officer is attached at **ANNEXURE 9**.

BUDGET IMPLICATIONS

Nil.

CONCLUSION

For Councillors' information.

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5. NRMA OFFLINE AGENCIES – IMMINENT CLOSURE OF FOUR AGENCIES IN GREATER HUME COUNCIL AREA

Report prepared by Executive Assistant – Governance and Economic Development – Marg Killalea

REASON FOR REPORT

To advise Council that correspondence has been forwarded to Chief Executive Officer of Insurance Australia Limited (IAG) to express Council's concern and dissatisfaction regarding the imminent closure of NRMA Offline Agencies operating in the Greater Hume Council area.

REFERENCE TO DELIVERY PLAN ACTION

Theme	Growth and sustainability
Outcome 3.1	We have prosperous and diverse local businesses and a growing economy

DISCUSSION

Council has been recently informed that the four NRMA offline agency sites operating in Greater Hume will close from 1 July 2018. In consultation with those affected businesses, Council has written to the Chief Executive Officer of Insurance Australia Limited (IAG) to express its concern and dissatisfaction with the impending closures.

A copy of the correspondence is attached as **ANNEXURE 10**.

BUDGET IMPLICATION

Not applicable.

CONCLUSION

For Councillors' information.

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6. CROSS-BORDER DEREGULATION ROUNDTABLE

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

REASON FOR REPORT

To advise Council that Cr Meyer OAM and the author of the report attended the Cross-Border Deregulation Roundtable session held at Wodonga on 12 June 2018.

REFERENCE TO DELIVERY PLAN ACTION

Theme	Growth and sustainability
Outcome 3.1	We have prosperous and diverse local businesses and a growing economy

DISCUSSION

Council was invited to participate in the recent Cross-Border Deregulation Roundtable held on 12 June last where high level state and federal politicians as well as Local Government officials gathered to discuss cross-border issues with NSW Government and Victorian Government working to reduce the regulatory burdens in their respective states. The NSW Cross-Border Commissioner attended and spoke to the audience as well as other high level stakeholder representatives.

Industry sectors to be targeted include taxis, pubs and trucking businesses which will involve a memorandum of understanding between NSW and Victoria. The NSW Government is allocating \$20M towards a cross-border infrastructure fund with a focus on outcomes and creating economic and employment opportunities by reducing 'red tape'.

A briefing note was prepared and submitted to the session in relation to cross border issues identified by businesses operating across the Greater Hume Council area. The briefing note highlighted the issues surrounding NSW container deposit scheme, transport haulage registration irregularities, plumbing and gas compliance requirements for the two states, child care subsidy approvals in NSW with different approvals required for Victoria and egg producers required to register with locals councils in Victoria to be able to sell at Victorian markets.

BUDGET IMPLICATION

Not applicable.

CONCLUSION

For Councillors' information.

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CORPORATE AND COMMUNITY SERVICES

1. CUSTOMER REQUEST MODULE – SUMMARY OF MONTHLY REQUESTS

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

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

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

3. HUMAN RESOURCES REPORT FOR MAY 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.

There were no new staff commenced with Council during May 2018.

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

- Jeffrey Maloney Patrol Leading Hand

Report prepared by Risk - Work Health & Safety Coordinator – Dianne Snow

All Staff Event – 10 May 2018

- 95 Staff, 2 Councillors and 6 external presenters attended
- Whole-group presentations and small-group, interactive workshops provided
- Topics included:
 - GM's update
 - Long Service Awards
 - Guest Speaker – Neil Smith
 - Creative Libraries – Susan Kane
 - USU Update – Darren Wait
 - DIAP Update – Mary Hoodless
 - Road Safety: Can you Handle the Truth? – Kim Schultz
 - Relax – Align Work Health
 - First Aid (snake bite response) – Thurgoona Training Academy
- Catering for morning tea and lunch provided for a variety of dietary needs.
- Anecdotal feedback received highlighted Neil's and Kim's sessions as the favourites.
- No formal evaluations returned.
- Full costing yet to be finalised.

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ENGINEERING

1. REPORT OF WORKS – MAY 2018

Grants Program

State Roads Maintenance (RMCC):

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

Guardrail replacement on numerous segments along Tumbarumba Rd (MR284) and major culvert repairs are due to commence in June.

Regional Roads Block Grant:

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

The linemarking program has now commenced with Jingellic Rd (MR331) being the first to be completed.

Blackspot Project on Culcairn Holbrook Rd (MR331) between Mitchells Rd and Morven is continuing, with the second stage of 1km almost complete. This includes linemarking and minor drainage works

Road rehabilitation on Kywong Howlong Rd (MR370) has commenced. This project includes full width road rehabilitation, widening and culvert replacement for a 3.3km section from Kenya Rd towards Brocklesby.

Local Roads

Sealed:

Footpath construction on Pioneer Dr, Jindera is due to commence shortly, this will complete the road reconstruction and widening project on Pioneer Drive.

General pavement maintenance on local roads has been carried out.

Unsealed:

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

Benambra Rd Bonnie Springs Rd Coach Rd Dunwandren Ln Elmo Rd Ferndale Rd Fielder Moll Rd Kendalls Rd	Mullers Rd Reapers Rd River Rd Sherwyn Rd Shippards Rd Taylors Rd Wymah Rd
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REPORT OF WORKS [CONT'D]

Urban Streets:

Concrete channel works in Bond St, Holbrook has been completed. Road rehabilitation works including stabilisation and gravel overlay has commenced in conjunction with culvert replacement.

Footpath repairs have been undertaken in Ann Dr, Jindera.

General:

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

Relocation of emulsion tank to the new Holbrook Works Depot was carried out.

Information and directional signage was installed in front of the new Community Hub, Urana St, Jindera.

A fitness pole was installed at the Jindera Village Green.

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	\$416,666.67	\$421,979.01	-\$5,312.34	
Rural Roads Sealed	\$709,890.00	\$591,575.00	\$640,554.08	-\$48,979.08	Rural Sealed - 91% Rural Unsealed - 92% - essential maintenance undertaken
Rural Roads Unsealed	\$1,150,979.00	\$959,149.17	\$1,080,482.47	-\$121,333.30	
Street Tree Maintenance	\$252,000.00	\$210,000.00	\$199,921.79	\$10,078.21	

Regional Roads Program	Original Budget	YTD Budget	YTD Expenditure	YTD Variance	Comments
Regional Roads Maintenance	\$946,698.00	\$788,915.00	\$1,060,171.84	-\$271,256.84	Regional Roads overall are at 82% spent – awaiting final resealing program accounts

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REPORT OF WORKS [CONT'D]

Sportsgrounds, Parks & Public Toilets	Original Budget	YTD Budget	YTD Expenditure	YTD Variance	Comments
Sportsground Maintenance	\$114,802.00	\$95,668.33	\$105,997.75	-\$10,329.42	
Parks & Gardens Maintenance	\$226,129.00	\$188,440.83	\$252,339.98	-\$63,899.15	Overexpenditure to be offset from underexpenditure in Public Toilet and Street Tree Budget
Public Toilets Maintenance	\$159,308.00	\$132,756.67	\$128,571.24	\$4,185.43	

NB : Sportsground Maintenance excludes annual GHC contribution payment

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2. WATER & SEWER REPORT – MAY 2018

Capital Works Program:

- Jindera sewer pump station 5 upgrade – Completed
- Holbrook sewer pump station 4 replace fibreglass chamber – WIP
- Sewer main renewal between Manhole AM2-AM3 Young St, Holbrook
- Sewer relining 85-87 Watson St, Jindera- Completed

Operation & Maintenance:

- Water meter replacements – Jindera area
- Water main repair – 187 Pioneer Drv, Jindera
- Water main repair – Crn Creek & Wood St, Jindera
- Water main repair – King St, Brocklesby
- Water service repair – 115 Jindera St, Jindera
- Water service repair – 13 Ann Drv, Jindera

Quarterly Waste Water Sampling:

- Waste water samples taken for analysis in the month of May 2018 for Sewerage Schemes have all complied with EPA licence requirements.

Drinking Water Monitoring Program:

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

Water Quality Complaints

Date	Location	Problem	Action Taken
8/05/2018	81 Coogera Circuit, Jindera	Taste & feeling unwell	Mains & service flushed. Sample sent to Greater Murray Water Testing Laboratory. Sample result 100% compliant
16/05/2018	4 Ribery Court	Taste & feeling unwell	Mains & service flushed. Sample sent to Greater Murray Water Testing Laboratory. Sample result 100% compliant

Water Supply Sourced and Used

1 July 2017 – 31 May 2018	2015/2016	2016/2017	2017/2018
Culcairn Water Supply (ML)	179.7	152.3	142.0
Village Water Supply (ML)	394.13	345.89	392.11
Totals (ML)	573.83	498.19	534.11

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ENVIRONMENT AND PLANNING

1. DEVELOPMENT APPLICATIONS PROCESSED FOR THE MONTH OF MAY 2018

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

2. RANGER'S REPORT – MAY 2018

COMPANION ANIMALS

No. of Complaints Received 28		Including: 8 barking dogs, 17 roaming dogs, dealing with 3 aggressive dogs, nuisance dogs, menacing and dangerous dog compliance checks.	
No. of dog attacks: 1		Location: Gerogery	2 dogs attacked a goat, injuries needed vet treatment and the 2 dogs were surrendered.
Comments:			
		Dogs	Cats
In Council's Facility at Beginning of Month		1	1
Captured & Returned to Owners		6	2
Captured & Impounded		7	3
Released from Pound to Owners		7	1
Surrendered by Owners		2	
Rehomed			
Euthanased		2	1
Remaining in Council's Facility at End of Month		1	

FERAL CATS

No. of Complaints:	2
No. Feral Cats caught:	18

LIVESTOCK

	Cattle	Sheep	Horse	Rooster	Other
No. of Reports of Stock on Roads	8	11			
Instances - Returned to owners	7	8			
Impounded		2			
Vehicle accidents involving stock		2			

OTHER LIVESTOCK, WILDLIFE COMPLAINTS

- Henty - cow euthanized after falling off a truck.
- Walla – two separate car accidents with sheep.
- Kangaroo - Holbrook and Jindera.

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RANGER'S REPORT [CONT'D]

ABANDONED VEHICLES

- Jindera – car removed by owner.
- Walla Walla – impounded.
- Holbrook - removed by owner.
- 2 cars currently impounded.

POLLUTION AND ENVIRONMENTAL INCIDENTS

Inspection conducted: Overgrown Vegetation Unsafe Land	Inspections being conducted. Order issued. Blocks mown by Council contractor. Notice of Proposed Orders x 2.
Pollution: Noise	Jindera – barking – warning and 14 day notice to register dogs issued. Ongoing monitoring. Jindera – barking – warning issued. Ongoing monitoring. Jindera – barking – warning issued. Ongoing monitoring. Henty – barking – warning issued. Ongoing monitoring. Holbrook – excessive chooks and roosters, owner reduced numbers.
Pollution: Waste	Rand – business dumping waste on private property. Clean-up Notices issued to the business responsible and to the property owners. Clean-up works all completed. Infringements issued to offending party. Holbrook – garden waste. Removed by Council. Holbrook - concrete truck washing out on road side. Company issued warning. Woomargama – household waste. Removed by Council. Henty – tyres. Removed by Council. Alma Park – sheep carcasses. Removed by owner. Warning issued. Jindera – full skip bins on building sites. Company contacted and emptied bins.

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RANGER'S REPORT [CONT'D]

ON-SITE SEWERAGE MANAGEMENT SYSTEMS

Inspection Type	Total	Pass	Fail
OSMS Compliance Inspections	1	1	
Pre-Purchase Inspections	3		3
OSMS Orders issued	2		
OSMS Orders Compliance Inspections	2	2	
Plumbers Site Inspections	6	4	2
OSMS Upgrade Applications Received			
OSMS Approvals To Do Works Issued	2		
OSMS Approvals To Operate Issued			
AWTS Service Contract Renewal Letters			
Local Government Application Approvals			
Local Government Approval Inspections	1	1	
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.
- Landfill cameras check.
- Local Orders Policy updated.
- Surveillance of an illegal quarry and Prevention Notices and Infringements.
- Illegal wood cutting surveillance. Infringements issued.

RECOMMENDATION

That Part B of the Agenda be received and noted.

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PART C – COMMITTEE AND DELEGATE REPORTS

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

- Minutes of the Walla Walla Community Development Committee Meeting held on 29 January 2018
- Minutes of the Walla Walla 150th Anniversary Organising Committee Meetings held on 7 February and 4 April 2018
- Minutes of the Walla Walla Refugee Resettlement Committee Meeting held on 23 May 2018
- Minutes of the Henty Community Development Committee Meeting held 28 May 2018
- Minutes of the Greater Hume Youth Advisory Committee Meeting held on 3 May 2018
- Minutes of the Softwoods Working Group Inc. meetings held on 23 February and 18 May 2018

DELEGATE REPORT

Cr Wilton Delegate Report is attached in **ANNEXURE 13**.

RECOMMENDATION

That Part C of the Agenda be received and noted.