



Greater  
Hume  
Council

To: «Name»

**Ordinary Meeting of Greater Hume Council**

Wednesday, 21 March 2018

NOTICE is hereby given that an Ordinary Meeting of the Greater Hume Council will be held at the Bungowannah Hall, 168 Chambers Rd, Bungownnah commencing at 6.00pm.

Please note that Mark Francis, Chief Executive Officer, Murray Regional Tourism, will attend and make a presentation during the meeting.

STEVEN PINNUCK  
**GENERAL MANAGER**

ORDER OF BUSINESS TO BE CONSIDERED  
REFER OVERLEAF

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

Wednesday, 21 March 2018

### **BUSINESS TO BE CONSIDERED**

**1. PRAYER**

**2. ACKNOWLEDGEMENT OF COUNTRY**

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

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

**4. APOLOGIES**

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

- Minutes of the Ordinary Meeting of Council – 21 February 2018

**6. ACTION REPORT FROM THE MINUTES**

**7. REPORTS FROM OFFICERS**

**PART A For Determination**

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

**PART B For Information**

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

**PART C For Information**

**8. MATTERS OF URGENCY**

**9. CONFIDENTIAL – CLOSED COUNCIL REPORTS**

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

### **GOVERNANCE**

#### **1. PRESENTATION TO COUNCIL – MURRAY REGIONAL TOURISM BOARD**

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

#### **REASON FOR REPORT**

To advise that Murray Regional Tourism Board will be making a presentation to Council on the activities over the past 12 months and future projects.

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

Action 3.3.2.1 Continue our relationships with DNSW, DRM, MRT Tourism Vic.

#### **DISCUSSION**

A request has been received from Mark Francis, Chief Executive Officer, Murray Regional Tourism Board to make a short presentation to Council at the March meeting. The presentation will provide information on the role, the outcomes achieved through the collaborative partnership with the 13 local government partners in the Murray region and the new Murray Region Destination Management Plan.

**ANNEXURE 1** provides the Murray Regional Tourism Strategic Plan 2015-2020 which provides an overview of who MRT are, the structure of the organisation, why it was established and exists today, key outcomes to be achieved and the 2017-2020 Partner Council MOU agreement which sets out the conditions of the formal agreement between MRT and Council.

#### **BUDGET IMPLICATIONS**

The presentation is being made to secure Council's commitment to membership in the 2018 – 2019 financial year and beyond.

#### **CONCLUSION**

It is important that the Chief Executive Officer is provided with the opportunity to advise Council of the activities of Murray Regional Tourism.

#### **RECOMMENDATION**

That standing orders be suspended to allow a presentation by Mark Francis, Chief Executive Officer, Murray Regional Tourism Board.

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## **ENVIRONMENT AND PLANNING**

### **1. CULCAIRN WASTE FACILITY - PURCHASE OF USED TANA COMPACTOR**

**Report prepared by Manager Waste & Facilities – Andrew Shaw**

#### **REASON FOR REPORT**

This report is to inform Council of the opportunity to purchase a used TANA GX320 compactor for the Culcairn Landfill. This will enable the current CAT waste compactor at Culcairn to be utilised at the Holbrook Landfill. This report will contend that in accordance with Section 55(3)(i) of the Local Government Act 1993 that the intending purchase of used specialised equipment is an extenuating circumstance where Council should resolve to dispense with the need for tendering.

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

Nil.

#### **DISCUSSION**

Due to the recent Department of Works Holbrook Asbestos Removal Project approximately 17 houses have been disposed of at the Holbrook waste facility. Council expects to generate considerable income for waste disposal fees from the project. The expectation from the Department of Works and the EPA is that Council will utilise some of these funds for new plant purchases and environmental improvements across the shire's waste facilities.

This report is recommending the purchase of a used TANA Landfill compactor from GCM Enviro Sydney for use at the Culcairn Waste Management Centre. This will enable the current CAT compactor purchased in 2013 to be taken to the Holbrook Landfill. The Holbrook Landfill currently does not have a waste compactor and following the shift better waste compaction, space maximisation and therefore a prolonged life of the Holbrook site will be achieved.

Procuring used machinery is more complex than procuring new machinery because machinery which meets Council's requirements is not always available at decision time and there are difficulties in obtaining separate tenders for comparison. The tenders may be for different types and makes of machines in varying condition and age. Further, the condition of used machinery needs to be determined by qualified mechanics and there is considerable expense involved in sending or paying mechanics to undertake this function and prepare a report.

A recent inspection of the proposed TANA compactor by a Greater Hume Council mechanic has found the machine to be in very good condition with 8000 working hours. TANA compactors are purpose built for landfills and spare parts are readily available.

In 2013 a tender process failed to provide a suitable compactor for the Culcairn Landfill and Council agreed to proceed with direct negotiations with landfill machinery equipment suppliers.

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**CULCAIRN WASTE FACILITY - PURCHASE OF USED TANA COMPACTOR [CONT'D]**

It is advised that at that time (2013) for the abovementioned reasons a tender was not prepared for the purchase of the used garbage compactor. It is argued that such a decision is defensible under the provision of Section (55)(3)(i) of the Local Government Act 1993 which states:

*This section (Tendering) does not apply to the following contracts:*

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

Subject to Council approval, an offer of \$185,000 ex GST has been made to GCM Enviro Pty Ltd for the purchase of the TANA compactor. A decision needs to be made in order to secure the machine.

**BUDGET IMPLICATION**

The total delivered cost of the used compactor is \$185,000:00 excluding GST. Council would fund the machine from revenue generated from landfill income, primarily the acceptance of loose fill asbestos waste.

**CONCLUSION**

Council has a unique opportunity to upgrade landfill plant and equipment and improve site facilities from income generated from the recent Holbrook Asbestos Removal Project. The TANA compactor is in good condition and fit for purpose. Purchasing this machine will then enable the CAT compactor to be taken to Holbrook landfill to increase compaction of waste and prolong the life of that facility.

It has been demonstrated the circumstance is consistent with the provision of Section 55(3)(i) of the Local Government Act 1993 and Council is not required to enter into a tendering process.

**RECOMMENDATION**

That:

1. in accordance with Section 55(3)(i) of the Local Government Act 1993, the purchase of specialised used waste compaction is considered to be an extenuating circumstance wherein Council resolves not to enter into a tendering process.
2. Council resolve to purchase from GCM Enviro Sydney a TANA waste compactor for the Culcairn waste facility for a delivered purchase price of \$185,000.00 (GST exclusive).

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## **GOVERNANCE**

### **1. STRONGER COUNTRY COMMUNITIES FUND - ROUND 1**

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

#### **REASON FOR REPORT**

To advise Councillors that the four projects nominated under the Stronger Country Communities Fund (SCCF) – Round 1 have been approved.

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

- Strategy Engage the community to develop Recreation Plans describing accessible and age friendly public facilities in our spaces and places – parks, playgrounds and reserves, public toilets, sporting fields, swimming pools, public halls
- Action 4.1.2.2 Implement the upgrade and replacement program in accordance with budget allocations

#### **DISCUSSION**

Councillors will recall that a report on the priority projects for the SCCF was presented to the September 2017 Council meeting. At that meeting the following was resolved:

*That Council submit the following projects for consideration under the Stronger Country Communities Fund:*

1. *Skate Park at Culcairn*
2. *Skate Park at Jindera*
3. *Walla Walla Children's Services and*
4. *Upgrade Stairs and Viewing Platform at Morgan's Lookout.*

Following the approval of the grants totalling \$798,000 the nominated projects will be funded is outlined in Table 1.

**Table 1**

<b>Project</b>	<b>SCCF approved funding \$</b>	<b>Australian Government Funding \$</b>	<b>Section 94A \$</b>	<b>Loan \$</b>	<b>Total \$</b>
Skate Park – Culcairn	179,439		20,561		200,000
Skate Park – Jindera	179,438		20,562		200,000
Walla Walla Early Childhood Hub	252,225	277,000		250,000	779,225
Upgrade stairs and viewing platform at Morgan's Lookout	186,898				186,898

The manner in which the projects will be progressed is detailed below.



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STRONGER COUNTRY COMMUNITIES FUND - ROUND 1 [CONT'D]

**Skate Parks at Culcairn and Jindera**

Undertake community engagement to ensure the most appropriate locations are determined prior to the submission of development applications. It is expected that community engagement will be undertaken during April/May with development approval obtained early in the new financial year to enable the project tendering to commence shortly thereafter.

**Walla Walla Early Childhood Hub**

Planning has commenced for the proposed new site. Council will need to seek a variation to the grant provided by the Australian Government under the Building Better Regions Fund. It is anticipated that the building should be completed in the first half of 2019.

**Upgrade stairs and viewing platform at Morgan's Lookout**

Finalise brief and call tenders with the view of commencing construction works early in the 2018/2019 financial year.

Council received formal notification of the approval of the funding on 8 March and the Statement of Acceptance of the Funding was required to be returned on the 9 March 2018, which has been completed.

**BUDGET IMPLICATIONS**

It is anticipated that all projects can be completed within previously approved funding parameters.

**CONCLUSION**

The projects outlined in this report have previously been approved by Council and measures will be put in place to ensure the projects are completed in a timely manner and within budgetary parameters.

**RECOMMENDATION**

That the signing of the Statement of Acceptance of Funding for the Stronger Country Communities Fund – Round 1 by the General Manager be endorsed.

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**2. STONGER COUNTRY COMMUNITIES FUND – ROUND 2**

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

**REASON FOR REPORT**

To advise Councillors that correspondence has been received from the Deputy Premier and Minister for Regional NSW, John Barilaro MP announcing funding of \$1,598,000 under Round 2 of the Stronger Country Communities Fund (SCCF) .

**REFERENCE TO DELIVERY PLAN ACTIONS**

Strategy	Engage the community to develop Recreation Plans describing accessible and age friendly public facilities in our spaces and places – parks, playgrounds and reserves, public toilets, sporting fields, swimming pools, public halls
Action 4.1.2.2	Implement the upgrade and replacement program in accordance with budget allocations

**DISCUSSION**

Correspondence has been received from the Deputy Premier and Minister for Regional NSW, John Barilaro MP announcing funding of \$1,598,000 under Round 2 of the Stronger Country Communities Fund (SCCF).

Round 2 is similar to Round 1 but a number of changes have been made as detailed below:

1. The minimum grant amount has been lowered from \$100,000 to \$50,000.
2. Councils are required to submit sport-related projects that total at least 50 per cent of their total Round Two allocation. This reflects the additional \$100 million for local sporting infrastructure. For Greater Hume Council this will amount to \$799,000.
3. For any sports projects requiring over \$1 million in SCCF funding, councils need to provide a letter of support from the relevant NSW state sporting organisation.
4. Councils can choose to provide either one quote (from a tradesperson or qualified contractor) or one estimate from a quantity surveyor or suitably qualified person for each key project activity. A detailed budget will still be required.
5. The scope of eligible projects has been expanded to include street beautification and place making. Projects such as town signage, murals and statues are now eligible.
6. Infrastructure related to community service delivery can be submitted where:
  - a. council is willing to submit the application; and
  - b. the project is shown to be a priority for the community.
7. If a project is brought forward to a council by a community group but council don't agree to submit it, an independent review process can be requested by the community group to ensure councils have given the project appropriate consideration.

All applications must lodged by Greater Hume Council by 5pm on Friday, 4 May 2018.

To meet the above timeframe, the timeline in Table 1 has been developed.

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STONGER COUNTRY COMMUNITIES – ROUND 2 [CONT'D]

**Table 1**

<b>Activity</b>	<b>Date for completion</b>
Expressions of Interest information forwarded to sporting/community groups	Wednesday 14 March
Expressions of Interest from Sporting/Community Groups close	5pm, Wednesday 4 April
Expressions of Interest assessed and shortlisted by Council	Wednesday 11 April
Shortlisted organisations will be contacted by Council to finalise applications for funding	Monday 16 April
Unsuccessful applicants advised by Council	Monday, 16 April
Council to submit individual applications	5pm, Friday 4 May

In November last year Council wrote to over 70 community organisations seeking basic information on potential projects. Those organisations that responded will be directly forwarded an Expression of Interest Pack. This will enable organisations to provide Council with sufficient information for their project to be assessed and if selected as a priority project enable Council to complete the grant application for each individual project.

The availability of funding will also be advised to sporting and community groups through newspaper advertisements, Facebook and the Website.

In some instances Council staff may facilitate a project over multiple locations to meet the minimum project cost requirement of \$50,000. For example it is envisaged that a Public Halls Upgrade project could be developed as a result of information provided to Council in November/December 2017.

Another Council initiated opportunity could entail the installation of solar panels on a number of sportsgrounds across the shire to reduce ongoing operational costs. This was raised in consultations during the development of the Economic Development and Social Plan.

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

**BUDGET IMPLICATIONS**

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

**CONCLUSION**

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

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STRONGER COUNTRY COMMUNITIES – ROUND 2 [CONT'D]

**RECOMMENDATION**

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

<b>Activity</b>	<b>Date for completion</b>
Expressions of Interest information forwarded to sporting/community groups	Wednesday 14 March
Expressions of Interest from Sporting/Community Groups close	5pm, Wednesday 4 April
Expressions of Interest assessed and shortlisted by Council	Wednesday 11 April
Shortlisted organisations will be contacted by Council to finalise applications for funding	Monday 16 April
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**3. PROPOSED SECONDARY REFUGEE RESETTLEMENT PROGRAM IN WALLA WALLA**

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

**REASON FOR REPORT**

For Council to consider providing 'in principal' support to the Walla Walla community's endeavours to establish Walla Walla as a secondary refugee resettlement area.

**REFERENCE TO DELIVERY PLAN ACTIONS**

**Strategy** Develop a new resident attraction strategy for the shire and expand new residential estates

**Action 3.2.2.2** Attract new residents to the shire

**DISCUSSION**

For the past six months or so a number of key members of the Walla Walla community have been investigating the suitability of Walla Walla as a secondary refugee resettlement area. Initially several community members met with Multicultural Victoria who were then referred to Multicultural NSW.

Secondary refugees have already been resettled in Australia for several years and are now looking for further opportunities outside Sydney.

Following some initial discussions the Walla Walla community hosted representatives of Multicultural NSW and the NSW Department of Premier and Cabinet in November 2017. The visit by Multicultural NSW and the NSW Department of Premier and Cabinet enabled the community to make a formal presentation followed by a tour of the township. The tour included visits to the Walla Walla Public School, St Paul's College and recreational and sporting facilities.

As a result of the visit to Walla Walla correspondence was received by Andrew Kotzur (on behalf of the Walla Walla community) from Professor Peter Shergold AC, NSW Coordinator General for Refugee resettlement encouraging and pledging support for the Walla Walla community to pursue the initiative. A copy of the correspondence from Professor Shergold is attached as **ANNEXURE 2**.

The Walla Walla community believe the initiative can be a win-win with the Walla Walla community offering:

- Access to education
  - ✓ Public and Private primary and secondary schools
  - ✓ TAFE
  - ✓ 2 Universities
- Accommodation
- Employment
- Caring community
- Rural lifestyle for rural people
- Services of a large regional area close by

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

The Walla Walla community can benefit by:

- Potential to increase numbers in schools in Walla Walla (and surrounding towns)
- Support for existing services; credit union, retail, medical.
- Increased potential for future service growth; e.g. supermarket
- Providing a pool of employment for existing vacant positions
- Cultural diversification
- Volunteering opportunities
- Growth of the community and beyond.

On Wednesday, 14 February 2018 members of the Walla Walla community led by Andrew Kotzur and Daniel Nadebaum, Talia Stump, Multicultural NSW and Trudi McDonald and Kim Stone, Department of Premier and Cabinet briefed Council on the initiative and sought 'in principal' approval to proceed.

The Walla Walla community have also requested that Council consider the establishment of a community based committee to drive the initiative. The establishment of a committee under Council's banner will provide a legal status for the project.

To this point the project has been promoted by a group of community minded individuals who are of the belief that a more formalised structure needs to be put in place to take the project forward.

A Committee of this nature could be established as an Advisory/Reference Committee similar to Council's Town Development Committees.

One of the outcomes from the briefing to Council was a commitment to hold a public meeting in Walla Walla to gauge the level of community support. The community meeting was held in Walla Walla on Tuesday 6 March with approximately 80 people in attendance. Those present provided overwhelming support to continue to progress the initiative.

Representatives of the Albury Wodonga Volunteer Resource Bureau Inc. and the Red Cross were in attendance at the meeting held on 6 March and are able to provide support and advice for communities undertaking refugee resettlement.

If an Advisory/Reference Committee is established it would need to be supported by a Terms of Reference and be primarily driven by members of the Walla Walla community. It is not expected that Council would be making a financial contribution to the project but provide in kind support through lobbying activities and perhaps the facilitation of support services that would be required.

Other support could be provided by Council through the use of Council facilities or other existing Council programs and projects that may be complimentary to the refugee resettlement program (e.g. residential estate development).

There is no doubt that if the initiative is pursued there will be a demand on Council's staffing resources to provide assistance and support over an extended period of time.

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

Case studies in rural towns such as Nhill, Victoria and Mingoola, NSW highlight that refugee resettlement programs can provide win-win opportunities for rural communities and therefore should be supported at this point to enable a full evaluation of the benefits to the shire and the Walla Walla community in particular.

**BUDGET IMPLICATIONS**

It is not expected that Council would be making a financial contribution to the refugee resettlement initiative, however Council is likely to be called upon to provide in kind support for lobby and advocacy activities, facilitation and assisting to identify and capitalise on grant opportunities.

**CONCLUSION**

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

**RECOMMENDATION**

That:

1. Council provide 'in principle' support for further investigations into the implementation of a secondary refugee resettlement program at Walla Walla
2. Council establish an Advisory Committee/Reference Committee to provide legal status for the proponents of the initiative.
3. the General Manager develop a Terms of Reference for the Advisory/ Reference Committee that clearly articulates the roles of Greater Hume Council and the Walla Walla community.

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**4. JOINT ORGANISATION UPDATE**

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

**REASON FOR REPORT**

To provide Council with an update on Joint Organisation nominations from REROC member councils.

**REFERENCE TO DELIVERY PLAN ACTIONS**

Strategy                      Strong relationships and effective partnerships  
Action 1.1.4.2              Cooperatively work with surrounding councils to identify where resources and costs can be shared

**DISCUSSION**

As Councillors will be aware at the February meeting the following was resolved:

*In accordance with Part 7 of Chapter 12 of the Local Government Act 1993 (Act), the Greater Hume Shire Council resolves:*

1. *That the Council inform the Minister for Local Government (Minister) of the Council's endorsement of the Minister recommending to the Governor the establishment of a Joint Organisation (Joint Organisation) in accordance with this resolution.*
2. *To approve the inclusion of the Council's area in the Joint Organisation's area.*
3. *That the Joint Organisation be established to cover the Council's area and any one or more of the following council areas:*
  - *Bland Shire Council*
  - *Coolamon Shire Council*
  - *Cootamundra Gundagai Regional Council*
  - *Greater Hume Shire Council*
  - *Junee Shire Council*
  - *Lockhart Shire Council*
  - *Snowy Valleys Council*
  - *Temora Shire Council*
  - *Wagga Wagga City Council.*
4. *That, on the expiry of a period of 28 days from the making of this resolution, the General Manager provide the Minister:*
  - a) *with a copy of this resolution including the date on which Council made this resolution, and*
  - b) *inform the Minister that this resolution has not been rescinded, for the purpose of the Minister issuing a certificate under section 400P of the Act.*

To date Coolamon, Cootamundra-Gundagai, Junee, Lockhart, Temora and Greater Hume Councils have resolved to form a JO based on the existing REROC region. In addition it is likely that Bland Shire Council will resolve similarly being seven of the nine existing REROC Councils.

Wagga Wagga has resolved to form a JO with Narrandera, Leeton and Snowy Valleys Councils and any other council area where the council also seeks to be a part of a **standalone** organisation with Wagga Wagga, Narrandera, Leeton and Snowy Valleys Councils. Interestingly media reports indicate that Snowy Valleys Council's preferred option is to be a part of the Canberra Region Joint Organisation which includes the Councils of Eurobodalla, Hilltops, Goulburn-Mulwaree, Queanbeyan-Palerang, Snowy Monaro, Upper Lachlan and Yass Valley.



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JOINT ORGANISATION UPDATE [CONT'D]

In the report to the February Council meeting it was noted that the preferred position of Wagga Wagga was to establish a JO as an independent organisation to REROC.

The large majority of councils have taken the approach to establishing the JO as outlined in the February report as an interim measure with the view that at some point in the near future it will be one organisation that will be undertaking the core JO functions and the resource sharing activities that has served REROC so well for over two decades.

If two JO's are ultimately formed in the region the State Government has confirmed that both would be eligible for start-up funding. Both Wagga Wagga and Snowy Valleys Councils have indicated a willingness to remain members of REROC.

**BUDGET IMPLICATIONS**

The provision of start-up funding for JO's will ensure that there is no cost implications to Council in the short term, however the long term costs of JO's are unknown at this stage.

**CONCLUSION**

Greater Hume Council and other rural councils in particular have been well served by REROC for over two decades and the model adopted by the REROC Board continues to be the most appropriate model in these formative years of Joint Organisations and enable a smooth transition in the future.

**RECOMMENDATION**

That the report be received and noted.

**ORDINARY MEETING OF GREATER HUME COUNCIL  
TO BE HELD AT BUNGOWANNAH HALL, CHAMBERS RD, BUNGOWANNAH  
ON WEDNESDAY, 21 MARCH 2018**

**5. GREATER HUME COUNCIL NEW WEBSITE**

**Report prepared by Executive Assistant – Tourism and Promotions Officer**

**REASON FOR REPORT**

For Council to consider development and implementation of a new Greater Hume Council website.

**REFERENCE TO DELIVERY PLAN ACTIONS**

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

**DISCUSSION**

Council adopted its first Communications Policy in December 2016 and at the June Council meeting adopted the Communications Strategy and Implementation Plan. An extract from the Communications Policy sets the platform for consideration of a new Greater Hume Council website to replace the existing [www.greaterhume.nsw.gov.au](http://www.greaterhume.nsw.gov.au):

***Website***

*Council's new website will be regarded as a corporate publication with high visibility and its image and content must reflect Council's corporate image and strategic objectives. The website will be designed to meet Web Content Accessibility Guidelines 2.0 standards in accordance with the Australian Government Accessibility Policy. The new website will be an effective information source which can be accessed by anyone, anywhere, at a time that is convenient to the user with computer, laptop, tablet and smartphone friendly format. As more people transact with Council online, the more the website becomes the council. Regular communications and marketing initiatives must be maintained by Council to encourage stakeholders to use the website for Council and community information, and provide an effective mechanism for community engagement and feedback. Council's new website design must be consistent with the Greater Hume Council Brand Manual to support Council's corporate image and achieve the key outcomes outlined above.*

Greater Hume Council currently manages the following websites:

- Greater Hume Council – [www.greaterhume.nsw.gov.au](http://www.greaterhume.nsw.gov.au)
- Culcairn – [www.culcairn.nsw.au](http://www.culcairn.nsw.au)
- Henty – [www.henty.nsw.au](http://www.henty.nsw.au)
- Holbrook – [www.holbrook.nsw.au](http://www.holbrook.nsw.au)
- Jindera – [www.jindera.nsw.au](http://www.jindera.nsw.au)
- Walla Walla – [www.wallawalla.nsw.au](http://www.wallawalla.nsw.au)
- Greater Hume Children Services – [www.ghchildren.com.au](http://www.ghchildren.com.au)
- Visit Greater Hume – [www.visitgreaterhume.com.au](http://www.visitgreaterhume.com.au) Council has developed a new digital platform with Murray Regional Tourism (<http://www.visitthemurray.com.au/>) and eight other councils which has been live since November 2016. The integration between the tourism website and Council's new website will mean less duplication between the sites, and to ensure transitions are as seamless as possible.

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GREATER HUME COUNCIL NEW WEBSITE [CONT'D]

The Greater Hume Council Website Project Group developed a Project Scope which was sent to website developers identified following an analysis of other local government websites. The Project Scope was developed from the community consultation responses to the Community Strategic Plan 2017 – 2030 and an internal Greater Hume consultation process with staff and councillors.

The Project Scope included the design and implementation of a new Council website that:

- Portrays Greater Hume Council as a place to live a greater life.
- Identifies Greater Hume Council's social, community and business features.
- Allows Greater Hume Council to expand its e-business focus and fully utilise the website.
- With features such as:
  - Best practice responsive design – desktop, tablet and mobile devices.
  - Accessible and user friendly to users with outdated or incompatible browsers (to a point).
  - Fully expanded navigation menu.
  - Predictable search functionality and inbuilt search logic across the entire website with categorised results to assist users who know exactly what they are looking for.
  - Compliance with Web Content Accessibility Guidelines (WCAG) 2.0.
  - Functionality to provide the ability to add/delete pages to the website, such as Chat/HaveYourSay and contact us capabilities, create customised forms with logic, Business and Community Directory, interactive mapping, Development Application lodging and tracking, "Smart Forms" for standard certificates, complaint forms, secure e payment facility.
  - Develop sub-websites for Greater Hume towns and Greater Hume Children Services.
  - Website management - hosting, licence, service level agreement, maintenance and support, warranty inclusions/exclusions, daily content backup, ongoing maintenance support services.

Proposals were received from three website developers. Contact was made to other councils who were clients of the developers to obtain comments on satisfaction, development, background and support. The key points of consideration were functionality, cost, two way user friendly, opportunity to engage with the community in a seamless manner, design and layout.

Following an analysis of the three proposals the Greater Hume Council Website Project Group considered OpenCities should provide a presentation to Greater Hume Council at a workshop held on Wednesday 7 March. Councillors were shown how a new OpenCities website would meet the digital requirements as outlined in the Project Scope of a progressive rural Council and our communities. An overview of the OpenCities platform is attached as **ANNEXURE 3**.

**BUDGET IMPLICATIONS**

The quotation proposal from OpenCities requires an upfront payment of \$84,000 for a three year period, after which time Council will move to an annual subscription.

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GREATER HUME COUNCIL NEW WEBSITE [CONT'D]

An amount of \$17,500 was included in the 2017/2018 budget as an indicative annual subscription of which \$15,000 remains. Greater Hume Children Services will also be making a contribution of \$20,000 towards the development of the new website platform.

As it is proposed that the website will 'live' by 30 June 2018 the cost of development of the new website on the OpenCities digital platform will need to be funded from existing cash reserves. This will potentially increase the projected deficit in the 2017/2018 financial year by \$50,000.

**CONCLUSION**

It is considered by the Greater Hume Council Website Project Group that the OpenCities proposal provides creative and modern functionality and design and the subscription model allows for the continuous upgrading/building to ensure that Greater Hume Council is able to improve and develop a two way customer service digital platform.

**RECOMMENDATION**

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, Council Hume Council will move to an annual subscription based payment.

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**6. ANZAC DAY CEREMONIES IN GREATER HUME COUNCIL AREA – WEDNESDAY, 25 APRIL 2018**

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

**REASON FOR REPORT**

To report on Anzac Day services across the shire and to determine Council's representation at each ceremony.

**REFERENCE TO DELIVERY PLAN ACTION**

Nil.

**DISCUSSION**

Anzac Day goes beyond the anniversary of the landing on Gallipoli in 1915. It is the day on which we remember Australians who served and died in all wars, conflicts, and peacekeeping operations. The spirit of Anzac, with its human qualities of courage, mateship, and sacrifice, continues to have meaning and relevance for our sense of national identity.

Set out below is a summary of 2018 Anzac Day ceremonies to be held in Greater Hume area.

<p><b>Culcairn</b> <u>Wednesday, 25 April</u> 10.15 - 10.30am March from Railway Parade Bus terminal park 10.45am Service at Balfour st Memorial 11.00am Laying of Wreaths 11.30am Post March service/function at Culcairn Memorial Hall <b>Contact:</b> John McLean, T: 02 6029 7816</p>	<p><b>Henty</b> <u>Wednesday, 25 April</u> 9.00am Service/Wreath Laying at Pleasant Hills Hall 10.30am Gather at Henty Community Centre 10.45am Anzac Day march to Henty Memorial Park 11.00am Wreath laying at the Cenotaph 11.30am Service at Henty Community Club <b>Contact:</b> Ian Dunn T: 02 6929 3258</p>
<p><b>Brocklesby</b> <u>Wednesday, 25 April</u> 9:30am Conducted at the Brocklesby War Memorial Refreshments in the Hall following the service <b>Contact:</b> Alan Panther T: (02) 6026 5781 E: <a href="mailto:apanther@bigpond.com">apanther@bigpond.com</a></p>	<p><b>Holbrook</b> <u>Wednesday, 25 April</u> 5.45am Dawn Service, Cenotaph Ten Mile Creek Gardens 10.15-10.30am Gather on corner Hume/Albury Streets 10.45am March through Albury Street 11am Ceremony at Cenotaph Ten Mile Creek Gardens <b>Contact:</b> Kim Turner Secretary, Holbrook RSL SubBranch M: 0419 953 563</p>

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ANZAC DAY CEREMONIES IN GREATER HUME COUNCIL AREA – WEDNESDAY, 25 APRIL 2018 [CONT'D]

<p><b>Burrumbuttock</b>  <u>Wednesday, 25 April</u>          12pm Service at Memorial Hall  <b>Contact:</b>          Janice Beesley, T: 02 6029 3341</p>	<p><b>Jindera</b>  <u>Wednesday, 25 April</u>          6.00am Dawn service at Memorial Park, Jindera Fire Brigade providing breakfast for a gold coin donation          10.30am Service at the Memorial Park Cnr Dight and Urana Streets. Followed by morning tea, at School of Arts. Please bring a plate  <b>Contact:</b>          Greg Finster, M: 0417 412 639</p>
<p><b>Walla Walla</b>  <u>Wednesday, 25 April</u>          5.45am Dawn Service at Bicentennial Park;          10.30am Assemble at Walla Walla Hair &amp; Beauty          10.45am March commences          11.00am Service and wreath laying in Bicentennial Park          Following the service there will be sausage sizzle  <b>Contact:</b>          Karen Wenke, T: 02 6029 2316</p>	

Greater Hume Council has traditionally been represented at each of the respective Anzac Day ceremonies held on 25 April by a councillor who has laid a wreath on behalf of the Council.

**BUDGET IMPLICATION**

Nil.

**CONCLUSION**

Anzac Day is the day we remember all Australians who served and died in all wars, conflicts, and peacekeeping operations. Ceremonies are held in seven towns/villages in the shire to acknowledge the service of our veterans.

Council encourages all residents to not miss the opportunity to attend an Anzac Day ceremony in the shire.

**RECOMMENDATION**

That Council determine its representatives to attend the Anzac Day 2018 ceremonies to be held in Greater Hume Council area.

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## **CORPORATE AND COMMUNITY SERVICES**

### **1. 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 included as **ANNEXURE 4** are now presented for consideration by Council:

##### **1. Records Management Policy (Reviewed policy)**

This policy was further reviewed as a result of the Internal Audit Review undertaken for Records Management and recommended actions.

Council's Record Management Policy has been modified to ensure that it reflects the responsibilities of Council, Management and staff in accordance with the State Records Act 1998.

##### **2. Education Assistance Policy (Reviewed policy)**

This policy was reviewed in accordance with Council's Document Control Policy and guidelines.

Minor amendments only to reflect legislative changes.

##### **3. Recognition of Long Service Policy (Reviewed policy)**

This policy was reviewed in accordance with Council's Document Control Policy and guidelines.

Minor amendments only to improve the overall wording of the policy.

#### **BUDGET IMPLICATIONS**

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

#### **CONCLUSION**

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

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POLICY DEVELOPMENTS [CONT'D]

**RECOMMENDATION**

That the following policies be adopted:

1. The Greater Hume Council Records Management Policy
2. The Greater Hume Education Assistance Policy
3. The Greater Hume Council Recognition of Long Service Policy.



**ORDINARY MEETING OF GREATER HUME COUNCIL  
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**2. PROGRESS ON THE DISABILITY INCLUSION ACTION PLAN**

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

**REASON FOR REPORT**

To provide Councillors with an update on the progress made on the Greater Hume Council 2017-2021 Disability Inclusion Action Plan (DIAP).

**RERERENCE TO DELIVERY PLAN ACTION**

Strategy Council's values, actions and decisions are inclusive. Access and Inclusion Reference Group established and Community Health & Wellbeing Alliance continues.

Action 1.13.1.3 Implement Greater Hume Council Disability Inclusion Action Plan (DIAP)

**DISCUSSION**

**Introduction**

Council is committed to the requirement that disability inclusion action planning is positioned as core business and incorporated into the Integrated Planning and Reporting (IP&R) cycle so that Councillors and council staff at every level consider the inclusion of people with disability throughout all areas of Council. Council has linked and incorporated the DIAP into the 2030 Community Strategic Plan.

Greater Hume Council (GHC) engaged people with disability and their carers, staff and disability services in the development of the 2017-2021 DIAP as a key part of their commitment to Disability Inclusion Action Planning as prescribed through the Disability Inclusion Act 2014 (DIAP Act 2014). Council's 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 the shire.

**Definition**

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

**Policy and Legislative Requirements**

The Disability Services Act (1993) was replaced by the Disability Inclusion Act (2014) and Disability Inclusion Regulation 2014 requiring all councils in NSW to adopt a Disability Inclusion Action Plan (DIAP) by 1 July 2017.

The Disability Inclusion Act 2014 is linked to the national and international policy and legislation improving inclusion for people with a disability.

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PROGRESS ON THE DISABILITY INCLUSION ACTION PLAN [CONT'D]

**Our Community**

Table 1 outlines the population change within the Greater Hume Council area highlighting the increased number of people >65yrs and requiring support with at least three core activities.

The ageing population results in an increase in the absolute number of people with disability, simply because there are more people in the older age groups and disability becomes more common with age.

In 2016, people caring for someone with a disability accounted for 14% of the population compared with 12% for NSW (ABS 2016). However, it is recognised that disability is under reported/recorded and it is estimated that over one in 5 Australians have a disability (ABS 2016).

**Table 1**

	2011	2016		GHC	NSW
<b>Total Population</b>	<b>9815</b>	<b>10509</b>	<b>↑0.66%</b>		
Medial Age	43	44	↑1 yr		
Families	2650	2723	↑73		
0-24 yrs	3150	3312	↑162		
25-64 yrs	4855	4977	↑122		
>65 yrs	1713	2063	<b>↑350</b>	20%	16%
Indigenous	201	236	↑35	3.3%	2.9%
English only spoken at home	9495	9495	=	92%	73%
Country of birth Australia	8918	8,540	↓378	83%	52%
Core activity need for assistance	513	589	<b>↑76</b>		
Provide unpaid care to a person with a disability	971	1,108	<b>↑137</b>	14%	11%
Volunteer	2533	2716	↑183	33%	18%
Unemployed	6%	4.6%	↓1.4%		6.3%

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PROGRESS ON THE DISABILITY INCLUSION ACTION PLAN [CONT'D]

**DIAP - Progress to date**

The DIAP has a focus on four key areas:

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 following information describes the progress listed against the Strategies and Actions in the 2017/2018 Delivery Plan.

**Disability Inclusion and Access Reference Groups**

Between January and March 2018, locality based Disability Inclusion and Access Reference Groups were established in Jindera, Holbrook, Culcairn and Henty to ensure Greater Hume Council (GHC) is aware of the issues which affect people with disabilities and their carers living in the Shire.

The Reference Groups will also provide advice on ways in which Greater Hume can be a more inclusive community for people with disabilities. Members of the Reference Groups will continue to draw on their own experience and their broader engagement with people with disability, as well as their carers and service providers, to provide that advice to Council.

Participants were invited to comment on the draft Terms of Reference, included as **ANNEXURE 5**, and then workshop issues affecting access and inclusion to council facilities and services in the local area.

The information has been collated with some issues addressed and others listed for future works/funding. A summary table is included as **ANNEXURE 5**.

**Compliant Website (WCAG2 Standards)**

As Councillors would be aware, Council is in the process of designing and implementing a new website compliant with Web Content Accessibility Guidelines 2.0 (WCAG 2.0). WCAG 2.0 is an international technical standard to make web content more accessible to people with disabilities. It relates to the information in a web page or application including:

- Natural information such as text, images and sounds
- Code or mark-up that defines structure and presentation.

There are three levels of conformance from Level 'A' (lowest) to Level AAA (highest) based on meeting the principles of web accessibility. Federal and NSW Government agencies are required to be compliant with WCAG 2.0 AA by 2014. There is a strong mandate on Local Government to work towards achieving compliance with **WCAG 2.0 AA**.

**Customer Service Staff Skills and Staff Training Day**

Customer Service Staff have been introduced to the DIAP with a presentation at a recent meeting in Culcairn. A new online learning course has been developed by Local Government NSW which makes the case for inclusive tourism and customer service. Management have committed to ensuring that Greater Hume Council customer service staff participate in the training package once it is launched by LGNSW.

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PROGRESS ON THE DISABILITY INCLUSION ACTION PLAN [CONT'D]

Participants in the Reference Groups requested Customer Service Staff to introduce themselves by name and to know about the disability resources such as disabled toilets in the local community.

Progress on the DIAP including the recommendations from the Reference Groups will be presented at the All Staff training day to be held in May 2018.

**Policy Compliance**

A new field, the Disability Act (2014), has been added to the Policy template. It requires authors to check that the policy is compliant with the Act.

**Include Access and Inclusion in Council Grants and other funding applications**

Criteria for future grants (where relevant) will include compliance with the DIA (2014) reminding applicants to consider access and inclusion as part of their application.

Council is able to apply for Lift and Change facilities under the Community Building Partnership Program.

**Economic Development**

The Reference Groups have raised issues around accessing local private business. For example in Culcairn, very few local businesses can be accessed by people with disability. A special edition of the Business Newsletter will be focused on "Missed Business" suggesting the inaccessible businesses are losing up to 20% as a result of poor access.

**Employment, Council Committees**

Corporate Services are reviewing how EEO principles are applied to each of the recruitment processes. Staff are also reviewing relevant guidelines and manuals such as those used for the Section 355 Management Committees.

**Community Health and Wellbeing Alliance**

Invitations to attend meetings of the Community Health & Wellbeing Alliance have been extended to DIA Reference Groups and disability service providers.

**Council Events, Tourism**

A template has been provided for undertaking an accessibility audit prior to Council events. Improvements recommended include, improved access and location of disability toilets and car parking. LG NSW is about to launch an online course to improve access to tourist attractions and tourist information

**Planning, Environmental and Engineering Services**

Staff have been provided with resources and links to recommended sites to assist with compliance with the DIA (2014). LGNSW continues to focus on complying with the principles of Universal Design as the key criteria for planning and design.

**BUDGET IMPLICATION**

Projects and activities undertaken as part of the DIAP will be funded from existing budget allocations.

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PROGRESS ON THE DISABILITY INCLUSION ACTION PLAN [CONT'D]

**CONCLUSION**

Council is committed to the requirement that disability inclusion action planning is positioned as core business and incorporated into the Integrated Planning and Reporting (IP&R) cycle so that Councillors and council staff at every level consider the inclusion of people with disability throughout all areas of Council. Disability Inclusion and Access Reference Groups have been established in Jindera, Holbrook, Henty and Culcairn which is a key objective of the DIAP.

**RECOMMENDATION**

That:

1. The draft Disability Inclusion and Access Reference Groups Terms of Reference be adopted
2. Council note the progress made to date in the implementation of the Disability Inclusion Access Plan and thank those members of the community who have participated in the Reference Groups and other engagement activities.

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## **ENGINEERING**

### **1. POLICY DEVELOPMENTS**

**Report prepared by Director Engineering – Greg Blackie**

#### **REASON FOR REPORT**

To present revised policies for consideration.

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

Not applicable.

#### **DISCUSSION**

Development and enhancement of Council's Policy Register is continuing. Changes to the Safe Driving Policy include the adding of mobile phone use/regulations and the reformatting to Council's branding template. This policy is included in **ANNEXURE 6** and is now presented for consideration by 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 revised Road Safety Policy be adopted.

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**2. TENDER TL11-2017/2018 - PROVISION OF LINEMARKING SERVICES**

**Report prepared by Works Engineer – Andrew Walls**

**REASON FOR REPORT**

To consider tenders for the provision of linemarking services.

**REFERENCE TO DELIVERY PLAN ACTION**

5.2.5.1 Develop an annual capital works program.

**DISCUSSION**

The statutory and discretionary linemarking within the Council area has a finite life and in order to ensure that the road markings remain visible and effective it is necessary to apply additional coats of paint to these markings. The provision of linemarking services is intended to refresh and renew existing road markings.

Council at the Ordinary December 2017 meeting approved a budget of \$197,500.00 for linemarking.

Advertisements were placed in the Sydney Morning Herald, Border Mail and on Tenderlink. Tenders closed on 14 February 2018. Four tenders were received via the Tenderlink portal.

Submitted prices ranged from \$145,959.00 to \$525,507.00. All prices are exclusive of GST.

The following tenders were received and are listed in alphabetical order.

<b>No.</b>	<b>Name</b>	<b>Tendered Price (excl GST)</b>
1.	Complete Linemarking Services	\$512,664.60
2.	J M Linemarking	\$525,507.00
3.	Moane Fitzgerald	\$213,867.30
4.	North Eastern Roadmarkers	\$145,959.00

The tender submitted by North Eastern Roadmarkers was checked and is mathematically correct. North Eastern Roadmarkers has previously performed work for Greater Hume Council and has provided a most satisfactory service with a high degree of quality.

Staff from North Eastern Roadmarkers attended a post-tender telephone interview where they confirmed that they were satisfied with the price as submitted and that they have the personnel and equipment to complete the project to the required standard in a safe and timely manner. The company has the capability to commence work in April 2018.

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TENDER TL11-2017/2018 - PROVISION OF LINEMARKING SERVICES [CONT'D]

A table of the apportionment used to assess the four tenders is **ENCLOSED SEPARATELY** for Councillors' information.

**BUDGET IMPLICATION**

The tendered price on \$145,959.00 (excl. GST) is consistent with the project estimate and within the allowance of \$197,500.00. The tendered price does not include the possibility of provisional items which in any case would be expected to amount to less than 5% of the tender price.

It is proposed that some of the unexpended funding is used to install new centreline marking on the Walla Walla Road.

**CONCLUSION**

Four tenders were received for the provision of linemarking services.

All four tenders were considered.

The tender submitted by North Eastern Roadmarkers has been assessed and there is no technical or practical reason to conclude that North Eastern Roadmarkers is not capable of completing the contract to the required standard and within the a reasonable timeframe.

**RECOMMENDATION**

That:

1. the tender submitted by North Eastern Roadmarkers of \$145,959.00 (excl. GST) be accepted.
2. additional funds are used to install new linemarking on Walla Walla Road.
3. the unsuccessful tenderers be notified.
4. the General Manager and the Mayor be authorised to sign the Contract under the Common Seal of Council.



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**3. TENDER TL10-2017/2018 - CONSTRUCTION OF A SEVEN LOT SUBDIVISION, JACOB WENKE DRIVE, WALLA WALLA**

**Report prepared by Works Engineer – Andrew Walls**

**REASON FOR REPORT**

To consider tenders for the civil construction of a seven lot subdivision at Jacob Wenke Drive, Walla Walla.

**REFERENCE TO DELIVERY PLAN ACTION**

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

**DISCUSSION**

At the December 2017 meeting, Council considered a report regarding the viability of constructing a seven lot subdivision at Jacob Wenke Drive, Walla Walla.

In order to confirm the viability of the project, tenders were called for the civil component of the works.

Advertisements were placed in the Sydney Morning Herald, Border Mail and on Tenderlink. Tenders closed on 14 February 2018. Twelve tenders were received via the Tenderlink portal.

The tender submitted by B.R. Durham and Sons P/L was found to be non-conforming and was not considered. The remaining submitted prices ranged from \$154,204.50 to \$227,712.06. All prices are exclusive of GST.

The following tenders were received and are listed in alphabetical order.

No.	Name	Tendered Price (excl. GST)
1.	Abbott Constructions	\$160,199.25
2.	Alpine Plumbing	\$197,534.50
3.	Bede Hutchinson	\$161,383.00
4.	Blueys Plumbin' and Diggin'	\$184,413.00
5.	BR Durham and Sons	<i>Non conforming tender</i>
6.	Gray Bruni P/L	\$204,512.00
7	Fuge Constructions	\$170,345.00
8.	Hanjib Civil Constructions	\$204,764.00
9.	Hurst Civil	\$154,204.50
10.	Longford Civil	\$173,205.25
11.	Moane-Fitzgerald	\$227,712.06
12.	Sanananda	\$176,046.39

**ORDINARY MEETING OF GREATER HUME COUNCIL  
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TENDER TL10-2017/2018 - CONSTRUCTION OF A SEVEN LOT SUBDIVISION, JACOB WENKE DRIVE, WALLA WALLA [CONT'D]

The tender submitted by Hurst Civil was checked and is mathematically correct. Hurst Civil has previously performed work for Greater Hume Council and has provided a prompt service with a satisfactory degree of quality.

The director of Hurst Civil attended a post-tender interview where he confirmed that he was satisfied with the price as submitted and that the company have the personnel and equipment to complete the project to the required standard in a safe and timely manner.

A table of the apportionment used to assess the eleven tenders that were considered is **ENCLOSED SEPARATELY**.

**BUDGET IMPLICATION**

The tendered price of \$154,204.50 (excl. GST) for the civil component of the works is consistent with the project estimate and is shown as Items 1, 2 and 3 in **ANNEXURE 7**. The tendered price does not include the possibility of provisional items which in any case would be expected to amount to less than 5% of the tender price.

Items 4 to 12 in **ANNEXURE 7** shows tabulated original and revised estimates for additional costs associated with the project. Attention is drawn to Item 6.

Essential Energy have directed that the construction of the proposed seven lot subdivision will require the upgrading of the nearest electrical transformer sub-station. The upgraded transformer should be capable of supplying all 25-30 lots over future stages on the entire parcel of Council land.

Nonetheless the estimated cost of \$120,000 to upgrade the transformer would have to be carried by Council until this cost can be recovered in future stages of the subdivision.

It should be noted that the estimate for the current stage of the subdivision as shown in **ANNEXURE 7** has been calculated using the proportion of the sub-station cost being seven lots out of a future total of 25 lots.

**CONCLUSION**

Twelve tenders were received for the civil component of the construction of a 7-Lot subdivision at Jacob Wenke Drive, Walla Walla.

Eleven tenders were considered.

The tender submitted by Hurst Civil has been assessed and there is no technical or practical reason to conclude that Hurst Civil is not capable of completing the contract to the required standard and within the allotted timeframe.

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TENDER TL10-2017/2018 - CONSTRUCTION OF A SEVEN LOT SUBDIVISION, JACOB WENKE DRIVE, WALLA WALLA [CONT'D]

**RECOMMENDATION**

That:

1. the tender submitted by Hurst Civil of \$154,204.50 (excl. GST) be accepted.
2. the unsuccessful tenderers be notified.
3. the General Manager and the Mayor be authorised to sign the Contract under the Common Seal of Council.

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## **ITEM TO BE REFERRED TO CLOSED COUNCIL**

1. **PROPOSED WALLA WALLA EARLY YEARS CHILDHOOD HUB – ACQUISITION OF LOT 2 DP 1105566, 80 COMMERCIAL STREET WALLA WALLA**

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

### **REASON FOR REPORT**

To provide Councillors with an update on the proposed development of an Early Years Childhood Hub (EYCH) at Walla Walla.

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

**Strategy** Continue to support the enhancement of children’s services across the Shire

**Action 2.2.3.1** Continue to review the adequacy of existing children’s services and identify gaps in the provision of services according to the needs of local families.

### **DISCUSSION**

A comprehensive update report was presented to Council at the February 2018 meeting on the development of an Early Years Childhood Hub (EYCH) at Walla Walla. This report highlighted that it was the desire of the Walla Walla community to locate the EYCH on land adjacent to the Walla Walla Hall. Lot 2 DP 1105566, 80 Commercial Street, Walla Walla is currently owned by Jeff and June Grosse and is operated as a rural merchandise store.

The acquisition of this property formed part of an application under Round 1 of the Stronger Country Communities Fund and a map providing an indicative layout of the EYCH is attached as **ANNEXURE 8**.

As outlined in a Governance Item 1 in this Agenda, the funding application to acquire the property along with car parking to service both the EYCH and the Walla Walla Hall has now been approved.

Management is of the view that the acquisition of the property is a strategic purchase regardless of the EYCH proposal as part of the land is regularly used to access the existing gravel car park behind the Walla Walla Hall. The acquisition of this land provides the opportunity to establish a significant community hub in Walla Walla.

The General Manager and Mr Grosse had discussion in relation to a potential sale price prior to the submission of the funding application under the Round 1 of the Stronger Country Communities Fund and final approval is now sought to acquire Lot 2 DP 1105566, 80 Commercial Street, Walla Walla

### **BUDGET IMPLICATIONS**

Council has approved grant funding of \$529,225 and has previously approved a loan borrowing of \$250,000 to complete the project.

### **CONCLUSION**

Management is of the view that the acquisition of the property is a strategic purchase regardless of the EYCH proposal as part of the land is regularly used to access the existing gravel car park behind the Walla Walla Hall. The acquisition of this land provides the opportunity to establish a significant community hub in Walla Walla.

**ORDINARY MEETING OF GREATER HUME COUNCIL  
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PROPOSED WALLA WALLA EARLY YEARS CHILDHOOD HUB – ACQUISITION OF LOT 2  
DP 1105566, 80 COMMERCIAL STREET WALLA WALLA [CONT'D]

The purchase of Lot 2 DP 1105566, 80 Commercial Street, Walla Walla is of a confidential nature and therefore it is recommended that the matter be referred to Closed Council in accordance with section 10A(2)(c) 'information that would if disclosed confer an advantage on a person whom Council is conducting (or proposes to conduct) business.

**RECOMMENDATION**

That consideration of the purchase of Lot 2 DP 1105566, 80 Commercial Street, Walla Walla be referred to Closed Council in accordance with section 10A(2)(c) 'information that would if disclosed confer an advantage on a person whom Council is conducting (or proposes to conduct) business'.

**Reason**

On balance the public interest in preserving the confidentiality of Council's final negotiations with the owners of Lot 2 DP 1105566, 80 Commercial Street, Walla Walla outweighs the public interest in maintaining openness and transparency in Council decision making at this time. If Council is successful with the purchase, the purchase price would be disclosed at that time.

**ORDINARY MEETING OF GREATER HUME COUNCIL  
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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.

<b>Workshop/Briefing Session date</b>	<b>Topic</b>
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
11 April 2018	Stronger Country Communities Round 2
2 May 2018	To be determined (TBD)
6 June 2018	TBD
4 July 2018	TBD
1 August 2018	TBD
5 September 2018	TBD
3 October 2018	TBD
7 November 2018	TBD
5 December 2018	TBD

##### **CONCLUSION**

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

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

##### **BUDGET IMPLICATIONS**

Nil.

##### **CONCLUSION**

For councillors' information.

**ORDINARY MEETING OF GREATER HUME COUNCIL  
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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 41-43/2017 and 1/2018). Copies of OLG Circulars are available to view or download from the website [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au).

18-02	Supporting Joint Organisation Success
18-03	Reminder: Invitation for submissions on consultation drafts of Councillor Induction and Professional Development Guidelines / Model Code of Meeting Practice for Local Councils in NSW
18-04	OLG Financial Reporting Roadshows 2018
18-05	Commencement of the biodiversity offset scheme across most of NSW
18-06	Ministers' Awards for Women in Local Government
18-07	Council Crown Land Managers – General Manager and senior staff webinar

**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 February and March is provided below. Distribution of the newsletters has now moved to the Mailchimp platform.

- Draft Regional Pest Animal Management Plans
- StateCover and Local Government Super – Call for nominations for Non-Executive Director Positions
- Local Planning Panels Referral Criteria
- Golf NSW seeking expressions from councils interesting in hosting tournaments
- Small Business Friendly Councils Workshops
- Join LGNSW's Children and Youth Network
- Draft Aboriginal Cultural Heritage Workshops and Webinair
- Devedloping Skills Knowledge and Capabilities of Elected Members
- Event Funding for Rural and Regional NSW
- Small Busines Survey
- Changes to the Planning System
- 2018/19 Floodplain Management Grants
- 2018 Waste Conference
- Strategy for Nature
- Restoration and Rehabilitation Grants

**ORDINARY MEETING OF GREATER HUME COUNCIL  
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LOCAL GOVERNMENT NEW SOUTH WALES (LGNSW) – WEEKLY CIRCULARS  
[CONT'D]

- Organics Market Development Grant
- Aged and Disability Forum
- Cultural Diversity Grants
- Remuneration and Legacy Report
- Community Resilience Innovation Program
- Hosting a Climate Change Workshop

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.



**ORDINARY MEETING OF GREATER HUME COUNCIL  
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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 28 FEBRUARY 2018**

The statements of bank balances and investment report as at 28 February 2018 are attached at **ANNEXURE 10**.

### **3. HUMAN RESOURCES REPORT FOR FEBRUARY 2018**

#### **REASON FOR REPORT**

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

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

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

The following staff commenced duties with Council during the February 2018 period:

- Sandra Aberneithie      Swimming Pool Lifeguard – Casual
- Jena Kent                      Swimming Pool Lifeguard – Casual

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

- Zoe Briese                      Swimming Pool Lifeguard PPT
- Grace Eames                  Swimming Pool Lifeguard – Casual
- William Nauer                Swimming Pool Lifeguard – Casual
- Paige Plunkett                Swimming Pool Lifeguard – Casual

#### **Disability Inclusion Action Plan**

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

<b>Recommended Actions</b>	<b>Outcome</b>
Accredited inclusive customer service training program for GHC staff and local services/business.	Customer Service staff completed National Relay Service online training. National Relay Service information included on Council's website. Presentation to Customer Service team by Mary Hoodless (Karoo Consulting) – "DIAP and what this means for Greater Hume". Awaiting release of "Inclusive Tourism" from LGNSW.

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## **ENGINEERING**

### **1. REPORT OF WORKS - FEBRUARY 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.

Various segments of resealing have been completed on Tumbarumba Rd (MR284) and Olympic Highway (MR78).

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

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

Preparation for reseals on Lookout Rd (MR547) and Jingellic Rd (MR331) has been undertaken.

Heavy patching on Lookout Rd (MR547) is complete.

Shoulder grading on Lockhart Rd (MR 370) has been completed.

##### **Local Roads**

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

Relocation of water main and drainage works is continuing in Pioneer Dr from Urana Rd to Pech Ave, Jindera, with kerb and chanel works to commence in March.

Numerous urban streets and rural roads have undergone resealing in February under Council's Resealing Program.

Upgraded headwalls on Westby Rd has been installed.

Headwall installation for a large culvert on Wymah Rd, has been completed.

Reconstruction and widening of Millswood Rd, Holbrook including sealing has been completed, as part of Hume Highway bypass works agreement.

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

Resheeting has been carried out on Balldale Walbundrie Rd, Cederdale Rd, Cunningham Rd, Ferguson Rd and Nation Rd during February.

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**REPORT OF WORKS [CONT'D]**

The following roads have been resheeted under the natural disaster funding during the month of February.

<ul style="list-style-type: none"> <li>• Back Henty Rd</li> <li>• Bloomfield Rd</li> <li>• Courtney Ln</li> <li>• Diffeys Rd</li> <li>• Gluepot Rd</li> <li>• Hudsons Rd</li> <li>• Kendalls Rd</li> <li>• Kiley Rd</li> </ul>	<ul style="list-style-type: none"> <li>• Mitchells Rd</li> <li>• Reapers Rd</li> <li>• Riders Rd</li> <li>• Sherwyn Rd</li> <li>• Shippards Rd</li> <li>• Stewarts Rd</li> <li>• Stolls Rd</li> <li>• Stony Park Rd</li> </ul>
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Maintenance grading has taken place on the following roads in February.

<ul style="list-style-type: none"> <li>• Jobsons Rd</li> </ul>	<ul style="list-style-type: none"> <li>• Stewarts Rd</li> </ul>
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**Urban Streets:**

Drainage works on both sides of Urana Rd Jindera from Dight St to Molkenntin Rd and kerb and chanel on the Western side of Urana Rd has been completed.

Asphalt resurfacing has been carried out on Albury St, Holbrook. Linemarking will be undertaken in March.

Drainage works in Bond St, Holbrook as part of the road upgrade is almost complete. Concrete V drain along with road rehabilitation is to commence shortly.

Works on the asphalt and paving in Sladen St, Henty along with verandah installation as part of the Henty Streetscape Project is now complete.

Kerb and chanel repairs have been carried out in Adams St, Jindera.

**General:**

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

Linemarking and installation of kerb bumps in the carpark at the new Jindera Community Hub has been completed.

Drainage works have been undertaken and roadworks have commenced at the Jindera Recreation Reserve.

The operational staff amenities building has been relocated to the new Holbrook Depot from the temporary depot and refurbishing is currently being undertaken.

General maintenance of public toilets and parks is continuing.

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**REPORT OF WORKS [CONT'D]**

**Monthly Works Maintenance Expenditure:**

Local Roads Program	Original Budget	YTD Budget	YTD Expenditure	YTD Variance	Comments
Urban Local Roads Maintenance	\$500,000.00	\$333,333.33	\$337,815.56	-\$4,482.23	
Rural Roads Sealed	\$659,890.00	\$439,926.67	\$552,724.83	-\$112,798.16	Rural Sealed – 84% Rural Unsealed – 83% Further reviews underway
Rural Roads Unsealed	\$1,100,979.00	\$733,986.00	\$918,321.97	-\$184,335.97	
Street Tree Maintenance	\$252,000.00	\$168,000.00	\$102,010.93	\$65,989.07	

Regional Roads Program	Original Budget	YTD Budget	YTD Expenditure	YTD Variance	Comments
Regional Roads Maintenance	\$946,698.00	\$631,132.00	\$874,582.79	-\$243,450.79	Regional Roads overall are at 56% spent – finalisation of resealing program to be provided

Sportsgrounds, Parks & Public Toilets	Original Budget	YTD Budget	YTD Expenditure	YTD Variance	Comments
Sportsground Maintenance	\$114,802.00	\$76,534.67	\$81,239.92	-\$4,705.25	
Parks & Gardens Maintenance	\$226,129.00	\$150,752.67	\$189,863.08	-\$39,110.41	
Public Toilets Maintenance	\$159,308.00	\$106,205.33	\$91,518.11	\$14,687.22	

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

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**2. WATER & SEWER REPORT – FEBRUARY 2018**

**Capital Works Program:**

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

**Operation & Maintenance:**

- Water meter replacements – Jindera area
- New water connection – lot 14 Melville St, Culcairn
- New water connection – 28 Mulgrave Rd, Jindera
- New water connection – 15 Serina Crt, Jindera
- New water connection – 16 Serina Crt, Jindera
- New water connection – lot 139 Elizabeth St, Gerogery West
- Water main repair – 110 Watson St, Jindera
- Water main repair – Molkentin Rd, Jindera
- Water main repair – Hawthorn Rd, Jindera
- Water service repair – 10 Queen St, Culcairn

**Other:**

- Meter reading completed
- Sewer extension to service 12 & 14 Bruce St Holbrook - Completed

**Drinking Water Monitoring Program:**

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

**Water Quality Complaints**

<b>Date</b>	<b>Location</b>	<b>Problem</b>	<b>Action Taken</b>
24/2/2018	Jindera St	Dirty water	Flush main/hydrant

**Water Supply Sourced and Used**

<b>1 July – 28 February 2018</b>	<b>2015/2016</b>	<b>2016/2017</b>	<b>2017/2018</b>
Culcairn Water Supply (ML)	132.3	117.7	99.2
Village Water Supply (ML)	285.24	247.99	273.82
<b>Totals (ML)</b>	<b>417.54</b>	<b>365.69</b>	<b>373.02</b>

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## **ENVIRONMENT AND PLANNING**

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

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

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

Blackberry spraying of the road reserves along River Road has commenced and will continue for the next month. This is an ongoing exercise which takes place each year as feral animals and birds spread the seed and new plants emerge.

Inspections for Blackberry and Sweet Briar on private property are continuing and several notices sent to the owners requesting control work to take place.

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

The monumental grave sites at the cemeteries have received a spray with a residual chemical to control all grasses prior to the Easter break.

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**3. RANGER'S REPORT – FEBRUARY 2018**

**COMPANION ANIMALS**

<b>No. of Complaints Received</b> 18		<b>Including: 6 barking dogs, 10 roaming dogs, dealing with 1 aggressive dog and 2 nuisance dog orders issued. Menacing and dangerous dog compliance checks.</b>	
<b>No. of dog attacks:</b> 2		<b>Location:</b> Jindera  Wymah	2 dogs attacked a cat on private property. Dogs surrendered and infringements issued. 1 dog sleeping in yard bit a contractor when he entered yard, warning issued to address behavioural issues.
<b>Comments:</b>			
		<b>Dogs</b>	<b>Cats</b>
<b>In Council's Facility at Beginning of Month</b>		3	
<b>Captured &amp; Returned to Owners</b>		3	3
<b>Captured &amp; Impounded</b>		9	8
<b>Released from Pound to Owners</b>		7	
<b>Surrendered by Owners</b>			
<b>Rehomed</b>		2	7
<b>Euthanased</b>		3	1
<b>Remaining in Council's Facility at End of Month</b>			

**FERAL CATS**

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

**LIVESTOCK**

	Cattle	Sheep	Horse	Rooster	Other
<b>No. of Reports of Stock on Roads</b>	2	3			
<b>Instances - Returned to owners</b>	2	3			
<b>Impounded</b>					
<b>Vehicle accidents involving stock</b>					

**OTHER LIVESTOCK, WILDLIFE COMPLAINTS**

1 kangaroo euthanased, hit by vehicle.

**ABANDONED VEHICLES**

1 shipping container removed by owner from the road.  
1 car removed by owner.

**POLLUTION AND ENVIRONMENTAL INCIDENTS**

<b>Inspection conducted:</b> <b>Overgrown Vegetation Unsafe Land</b>	Inspections being conducted. 4 Notice of Proposed Orders issued. 16 Orders issued. 4 Infringements issued.
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<b>Pollution: Noise</b>	<p>Jindera – roosters - owners removed. Jindera – sound meter installed and no barking recorded. Jindera – dogs barking, area door knocked and patrols to confirm –owner stopped problem Culcairn – dogs removed by owner. Culcairn – sound meter installed.</p>
<b>Pollution: Waste</b>	<p>Gerogery West – household waste owner not identified. Council cleaned up.</p> <p>Gerogery West – dead sheep owner not identified. Council cleaned up.</p> <p>Holbrook- Hume Highway household waste. Investigations continuing. Council cleaned up.</p> <p>Culcairn – asbestos owner not identified. Council cleaned up.</p> <p>Little Billabong - investigations continuing. Council cleaned up.</p>

**ON-SITE SEWERAGE MANAGEMENT SYSTEMS**

Inspection Type	Total	Pass	Fail
OSMS Compliance Inspections	2		2
Pre-Purchase Inspections	1		1
OSMS Orders issued	2		
OSMS Orders Compliance Inspections	8	7	1
Plumbers Site Inspections	4		
OSMS Upgrade Applications Received			
OSMS Approvals To Do Works Issued	3		
OSMS Approvals To Operate Issued	1		
AWTS Service Contract Renewal Letters	1		
Local Government Application Approvals			
Local Government Approval Inspections			
Local Government Approval Soil Report Assessments	1		

**OTHER WORKS CONDUCTED**

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



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**RECOMMENDATION**

That Part B of the Agenda be received and noted.

**PART C – COMMITTEE AND DELEGATE REPORTS**

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

- Minutes of the Culcairn Community Development Committee Meeting held 20 February 2018
- Minutes of the Henty Community Development Committee Meeting held 26 February 2018

**DELEGATE REPORTS**

Nil.

**RECOMMENDATION**

That Part C of the Agenda be received and noted.