



Greater
Hume
Council

To: «Name»

Ordinary Meeting of Greater Hume Council

Wednesday, 15 July 2020

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

Due to COVID-19 restrictions regarding gatherings and the need to comply with social distancing measures, all Council meetings will be held at Holbrook Library Complex until further notice.

Also due to COVID-19 restrictions, and until further notice, residents will not be able to attend the Public Forum in person. However, should residents have an issue they wish to bring before Council, they can provide a written statement which will be distributed to councillors, and read out prior to the commencement of the meeting. Any written statement should be provided to Council by 5pm on the day preceding the meeting.

Residents will not be able to attend meetings in person. Council live streams meetings so that the public may view the proceedings of the meeting in real time or later. View the recording of the meeting at <https://bit.ly/35uKFxX>

STEVEN PINNUCK
GENERAL MANAGER

ORDER OF BUSINESS TO BE CONSIDERED
REFER OVERLEAF

Ordinary Meeting of Greater Hume Council

Wednesday, 15 July 2020

In accordance with Council's Code of Meeting Practice, this Council Meeting is being recorded and will be placed on Council's webpage for public information.

All present today are reminded that by speaking you are agreeing to your view and comments being recorded and published. You are also reminded that, if or when speaking, you are to be respectful to others and use appropriate language.

Greater Hume Council accepts no liability for any defamatory or offensive remarks or gestures during this Council Meeting.

BUSINESS:

1. OPENING THE MEETING

2. PRAYER

3. ACKNOWLEDGEMENT OF COUNTRY

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

4. APOLOGIES AND APPLICATIONS FOR A LEAVE OF ABSENCE BY COUNCILLORS

5. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

- Minutes of the Ordinary Meeting of Council – 17 June May 2020

6. ACTION REPORT FROM THE MINUTES

7. DISCLOSURES OF INTERESTS

8. MAYORAL MINUTE

9. NOTICES OF MOTIONS

10. REPORTS FROM OFFICERS

PART A For Determination

- Environment and Planning
- Governance
- Corporate and Community Services
- Engineering
- Item to be referred to Closed Council

PART B To Be Received and Noted

- Governance
- Engineering

PART C Items For Information

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

11. MATTERS OF URGENCY

12. COMMITTEE OF THE WHOLE - CONFIDENTIAL CLOSED COUNCIL REPORT

13. CONCLUSION OF THE MEETING

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TO BE HELD AT
COMMUNITY MEETING ROOM, LIBRARY COMPLEX, LIBRARY LANE, HOLBROOK
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MAYORAL MINUTE

1. RESIGNATION OF COUNCILLOR DENISE KNIGHT

Correspondence has been received from Cr Knight advising of her resignation from Council effective from Thursday 20 August 2020.

Cr Knight and her husband Peter will be relocating to Victoria and originally the timing would have aligned with the September 2020 local government elections. However the deferral of the elections until Saturday, 4 September 2021 has necessitated Cr Knight resigning from Council.

Cr Knight has had a distinguished local government career spanning 33 years on the former Hume and Greater Hume Councils; the highlights which are listed below:

Hume Shire Council

- Elected to Council in 1987 servicing until the formation of Greater Hume Shire Council on 26 May 2004
- Served as Mayor from 1998 to 2004 and Deputy Mayor from 1996 to 1997
- During the period of administration along with the Mayors of the former Culcairn and Holbrook Shire participated in the Community Consultative Committee

Greater Hume Shire Council

- Elected to Council at inaugural election in March 2005 and re-elected in 2008, 2012 and 2016 and has continued to serve until her recent resignation
- Served as Mayor from 2006 to 2012 and Deputy Mayor 2005 to 2006

Local Government NSW

- Board Member 2013 - 2017
- Delegate to NSW Rural Fire Service Liaison Committees – 2015 - 2017
- Delegate from Local Government NSW to Fluoridation of NSW Waters Ministerial Advisory Committee

Community Service

- Cr Knight has also made an outstanding contribution to community organisations through membership of the following Council Committees and community organisations.
- Director – Murray Arts
- Director ATEL – Apprenticeship Trainees Employment Limited.
- Chairman – Jindera UPA Gardens Hostel – Family and Friends
- Chairman – Jindera and District Multi- Purpose Stadium Fundraising Committee
- Chairman – St. John’s Lutheran Primary School Board
- Member - Albury-Hume Local Emergency Management Committee
- Member- Albury-Hume Bushfire Risk Management Committee
- Chairman – Albury-Wodonga Domestic Violence Committee
- Member of Jindera Rural Fire Service

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RESIGNATION OF COUNCILLOR DENISE KNIGHT [CONT'D]

Cr Knight is most likely best known for spearheading the successful 'Hands of Hume' campaign in the early 2000's that resulted in a significant area of the former Hume Shire being included in the proclamation of the Greater Hume Shire Council.

Cr Knight also can be extraordinarily proud of her achievements in her professional life providing housing support for some of the most vulnerable in our community. These clients had challenging histories and no long term accommodation options often due to their circumstances and history.

Despite backgrounds of domestic and family violence, abuse, mental health, incarceration, rough sleeping, eviction, these clients were heard, respected and empowered by Denise who worked to change lives through openness and honesty with no false expectations.

Cr Knight was highly regarded by her colleagues, support agencies and the many clients with whom she empowered to build new lives with respect, strength and dignity. She earned enormous respect from those who referred clients to her (Police, Departments of Corrections, Mental Health, Homeless agencies, Education) and the landlords and agents that housed these complex clients recognised that they would be well supported in achieving a successful tenancy.

Cr Knight enabled many great results with homeless clients now living independently, responsibly and safely.

Cr Knight will be a huge loss to Council and the community however her resignation is accepted with sincere regret. On behalf of Council I wish Cr Knight and her husband Peter every success and happiness as they enter an exciting phase in their life together.

Cr Knight's achievements with Council will be celebrated with a function at Orange Grove Gardens on Friday, 17 July.

RECOMMENDATION

That sincere appreciation and gratitude be extended to Cr Denise Knight for 33 years outstanding service to the Council and the communities of Greater Hume.

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OFFICERS' REPORTS – PART A - FOR DETERMINATION

ENVIRONMENT AND PLANNING

1. ADOPTION DRAFT GREATER HUME COUNCIL MOBILE FOOD VENDING IN PUBLIC PLACES POLICY

Report by Director Environment and Planning – Colin Kane

REASON FOR REPORT

At Council's Ordinary Meeting held on 20 May 2020, Council received a report which advised of the preparation of the Draft Greater Hume Council Mobile Food Vending in Public Places Policy (the Policy). In response to that report, Council resolved to exhibit the document for 28 days and receive submission for 42 days. This report will advise of the submissions that were received in response to the exhibition.

REFERENCE TO DELIVERY PLAN

Nil.

DISCUSSION

As mentioned, at Council's Ordinary Meeting on 20 May 2020 Council received a report which introduced the Draft Greater Hume Council Mobile Food Vending in Public Places Policy (the Policy). The Policy (**ANNEXURE 1**) has been developed after considering similar policies from other Councils and the Office of Local Government Street Vending Policies. The Policy has the intent of seeing mobile food vending activities supplementing the service provided by local fixed businesses.

The exhibition of the Policy has been undertaken in accordance with amendments to Clause 77 of the Local Government (General Regulation) 2005. The exhibition involved notification of the exhibition of the Policy being undertaken on Council's website and the author and General Manager contacting parties that raised concerns about the mobile food vending to advise them of the existence of the Policy for comment.

A number of submissions via Council's website have been received and the contents of these submissions are provided in the following table:

Basis of submission	Comment
I believe the reference to RMS should be updated to Transport for NSW.	Noted.
My question is do food vans that set up on private land have to follow the same rules that are in the proposed Policy?	A response was sent. The rules are completely different and either covered by State Environmental Planning Policy (Exempt and Complying Development) Code or a development consent.
I think this is a great idea, because not only do they service the local people, they also bring people into the shire to spend money with other businesses, and isn't it about supporting local people and businesses.	It is possible that the presence of mobile food vending could bring about additional patronage from people other than locals.

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ADOPTION DRAFT GREATER HUME COUNCIL MOBILE FOOD VENDING IN PUBLIC PLACES POLICY [CONT'D]

Basis of submission	Comment
As a small business owner in Walla I know the struggles of operating a business. Walla already has a coffee shop and a hotel that are supplying food and coffee to the community and in these very trying time with the restrictions put on us all by COVID-19 I feel by allowing a food van or any other mobile business that would affect existing businesses would be devastating for this small town and could see some shops closing. Save our businesses and small towns.	The intention of the Policy is to see mobile food vending supplementing the offering of existing businesses and so the Policy has restrictions on the length of time that mobile food vending can be conducted and on the distance that mobile food vending must be undertaken from existing businesses.

As mentioned in the previous report to Council, Clause 3.2.1(d) of the Policy indicates that “*All approvals will be issued with an end date of the 30 June each year to enable an annual review and re-issue of approvals.*” The time period of the approval in clause 3.2.1 provides the opportunity for Council to trial the implementation of mobile food vending. The trial would effectively run from July 2020 to May 2021 wherein Council would receive a report on mobile food vending and then determine whether it will issue approvals from June 2021.

BUDGET IMPLICATIONS

Council will receive income from issuing approvals under Section 68 Part F(7) of the Act.

CONCLUSION

This report has provided the responses to the exhibition of the Policy. It is considered that the Policy could be implemented by Council for the trial period that is mentioned above and then a further report on mobile food vending provided to Council. The future report would provide recommendations for maintaining, modifying or revoking the Policy.

RECOMMENDATION

Council resolves to:

1. in accordance with section 161(b) of the Local Government Act 1993 adopt the Greater Hume Council Mobile Food Vending in Public Places Policy on a trial period until May 2021.
2. advise those interested in providing mobile food vending in public places within Greater Hume Council of both the adoption of the Policy and the need to comply with the Policy.
3. at the conclusion of the trial Council receive a report on the effectiveness of the Greater Hume Council Mobile Food Vending in Public Places Policy and decide whether to maintain, modify or revoke the Greater Hume Council Mobile Food Vending in Public Places Policy.

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GOVERNANCE

2. RESIGNATION OF CR KNIGHT – CONSIDERATION OF DISPENSING WITH THE BY-ELECTION

Report prepared by General Manager – Steven Pinnuck

REASON FOR REPORT

For Councillors to consider requesting the Minister for Local Government to dispense with the by-election created by the resignation of Cr Knight under section 294 (1) of the Local Government Act, 1993.

REFERENCE TO DELIVERY PLAN ACTIONS

Nil

DISCUSSION

As advised in the Mayoral Minute Cr Knight has tendered her resignation with Council to take effect from Thursday 20 August 2020.

Council has the capacity section 294 (1 & 2) to seek Ministerial approval to dispense with the by- election until the next local government elections to be held on Saturday, 4 September 2021.

294 - Dispensing with by-elections

(1) This section applies if a casual vacancy occurs in the office of a councillor, including a mayor elected by the electors of an area, within 18 months before the date specified for the next ordinary election of the councillors for the area.

(2) If such a casual vacancy occurs in the office of a councillor (but not the office of a mayor elected by the electors), the Minister may, on the application of the council—

(a) order that the vacancy not be filled, or

(b) order the holding on a stated day of a by-election to fill the vacancy and revoke any earlier order made under paragraph (a).

(3) If such a casual vacancy occurs in the office of a mayor elected by the electors, the casual vacancy is to be filled by the Governor appointing to the vacant office a councillor nominated by the council.

(4) If the council does not nominate a councillor for the purposes of subsection (3), the Governor may appoint one of the councillors to the vacant office.

The previous by-election created by the resignation of Cr Stewart had a cost to Council of \$35,964. In addition potentially there will savings in Councillor fees, travelling etc. estimated at \$17,000 for the 13 month period

In the circumstances it is considered appropriate to seek Ministerial approval under section 294 (1) to dispense with the by-election until the next local government elections to be held on 4 September 2021.

BUDGET IMPLICATIONS

Dispensing with the by-election will result in a avoiding election costs estimated at \$40,000. In addition, it will potentially result in savings of \$17,000 in Councillor fees, travelling etc. for the 13 month period.

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RESIGNATION OF CR KNIGHT – CONSIDERATION OF DISPENSING WITH THE BY-ELECTION [CONT'D]

CONCLUSION

As advised in the Mayoral Minute, Cr Knight has tendered her resignation with Council to take effect from Thursday 20 August 2020.

Council has the capacity under section 294 (1 & 2) to seek Ministerial approval to dispense with the by-election until the next local government elections to be held on Saturday, 4 September 2021.

The previous by-election created by the resignation of Cr Stewart had a cost to Council of \$35,964. In addition there will savings in Councillor fees, travelling etc. estimated at \$17,000 for the 13 month period.

In the circumstances it is considered appropriate to seek Ministerial approval under section 294 (1) to dispense with the by election until the next local government elections to be held on 4 September 2021.

RECOMMENDATION

That Council seek Ministerial approval to dispense with the by-election created by the resignation of Cr Knight until the next local government elections to be held on 4 September 2021.

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2. LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM

Report prepared by Steven Pinnuck

REASON FOR THE REPORT

For Councillors to determine preferred projects under the Australian Government's Local Roads and Community Infrastructure Program.

REFERENCE TO DELIVERY PLAN ACTIONS

Objective: Our development and maintenance is sustainable, environmentally responsible, accessible and enjoyed by our community
Outcome 4.1: Infrastructure and facilities meet the needs of our communities

DISCUSSION

As Councillors would be aware recently the Australian Government has announced the \$500M Local Road and Community Infrastructure Program as a Covid-19 Stimulus measure. A copy of the Guidelines is included as **ANNEXURE 2**.

A broad range of projects can be considered subject to the following:

- Projects involve the construction, maintenance and/or improvements to council owned assets (including natural assets) that are generally accessible to the public.
- Projects that delivery benefits to the community, such as improved accessibility, visual amenity and safety benefits.
- Projects are additional to their pre-COVID-19 works programs for 2020-2021. If a project is brought forward from a future work program it will be eligible for funding.

It is a non-competitive funding program with allocations to local government based on the existing Roads to Recovery formula (road length and population) with the amount for Greater Hume Council being \$1,294,190.

Councillors participated in a workshop on Wednesday 3 June where a number of projects were considered.

The projects outlined in the Table below were identified at the workshop for further consideration by Council at the July meeting.

Projects	Locality	Est. cost
Funding available		\$ 1,294,190.00
Hot mix paths and concrete foot paving at Village Green	Jindera	\$ 80,000.00
Morgans Lookout Toilets	Walla Walla	\$ 137,195.00
Changing Places Facility at Ten Mile Creek Gardens	Holbrook	\$ 250,000.00
Walbundrie Comfort Stop	Walbundrie	\$ 150,000.00
Sam McPaul Memorial	Jingellic/Talmalmo	\$ 125,000.00
Walla Walla Skate Park	Walla Walla	\$ 150,000.00
Jingellic Road (part of from top of Gap to Coppabella Road)		\$ 401,995.00
Total		\$ 1,294,190.00

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LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM [CONT'D]

Projects must be physically completed by 30 June 2021.

BUDGET IMPLICATIONS

It is anticipated that the projects will be budget neutral to Council.

CONCLUSION

The Australian Government has announced the \$500M Local Road and Community Infrastructure Program as COVID-19 Stimulus measure.

It is a non-competitive funding program with allocations to local government based on the existing Roads to Recovery formula (road length and population) with the amount for Greater Hume Council being \$1,294,190.

Councillors participated in a workshop on Wednesday 3 June where a number of projects were considered.

RECOMMENDATION

That approval be sought from the Department of Infrastructure, Transport, Regional Development and Communications for the following projects under the Local Road and Community Infrastructure Program:

Projects	Locality	Est. cost
Funding available		\$ 1,294,190.00
Hot mix paths and concrete foot paving at Village Green	Jindera	\$ 80,000.00
Morgans Lookout Toilets	Walla Walla	\$ 137,195.00
Changing Places Facility at Ten Mile Creek Gardens	Holbrook	\$ 250,000.00
Walbundrie Comfort Stop	Walbundrie	\$ 150,000.00
Sam McPaul Memorial	Jingellic/Talmalmo	\$ 125,000.00
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Total		\$ 1,294,190.00

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CORPORATE AND COMMUNITY SERVICES

1. COUNCIL MEETING VENUE AND TECHNOLOGY REQUIREMENTS

Report Prepared by Director Corporate & Community Services – David Smith

REASON FOR REPORT

To recommend that all future Council Meetings (other than March and November meetings) be held at the Holbrook Library Complex Meeting Room.

REFERENCE TO DELIVERY PLAN ACTION

Objective: We lead a vibrant, connected and inclusive community

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

DISCUSSION

As Councillors would be aware, the technical requirements of conducting Council Meetings are becoming increasingly complex.

The requirement to live stream meetings means that a reliable system has to be in place so as to ensure that the audio and video quality of the feed is up to a suitable standard. At present, Council is attempting to achieve the desired outcome by utilising a hybrid mix of fixed and portable audio visual equipment. Unfortunately the current system has proven to be unreliable and has, at times, left Council looking unprepared and unprofessional.

In order to resolve the current problems, it is recommended that a fit for purpose audio-visual system be installed at the Holbrook Meeting Room that would enable Council to undertake a range of communication techniques such as live streaming, Zoom meetings and other electronic communication. It is suggested that the necessary components for this system could include:

- Independent high-speed NBN connection dedicated solely to interactive audio visual communications
- Fixed camera arrangement for Zoom and live streaming (existing equipment could be used)
- High quality audio / microphone system that produces a reliable audio stream
- Fixed Hearing Loop technology
- User-friendly hardware and software that is properly licenced and fit for purpose

The primary hindrance to achieving the above outcomes is the current practice of rotating Council Meetings between Culcairn and Holbrook. As such, it is recommended that Council make a definitive decision to hold all future meetings in Holbrook (other than the March and November meetings) and that appropriate audio visual technology be installed at the Holbrook Meeting Room. Where meetings are held at other locations, i.e. in either March or November, it is proposed that live streaming not be conducted and that the recording of such meetings be limited to an audio recording which will be uploaded to Council's website the following day.

The decision to hold all Council Meetings in Holbrook will eliminate the requirement to duplicate the proposed technology upgrades across both Holbrook and Culcairn as well as enabling the Holbrook Library Complex Meeting Room to be marketed as a modern technology hub for use by the community and local organisations.

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COUNCIL MEETING VENUE AND TECHNOLOGY REQUIREMENTS [CONT'D]

It is Management's view that the technology improvements will enhance the community's access to Council by establishing a more reliable electronic communication platform. Further, the Holbrook Meeting Room is a larger physical space which will enable social distancing measures to be maintained into the future thereby allowing more members of the public attend Council Meetings in person than would be the case at the Culcairn Chambers.

BUDGETARY IMPLICATION

It is anticipated that the total cost of the required technology would be in the vicinity of \$35,000. It is proposed to fund this from existing budget allocations as follows:

- \$15,000 from an unspent budget of \$60,000 allocated for external support when conducting service reviews (all services reviews completed to date have been managed in-house and have not required external support)
- \$20,000 allocated for off-site records storage & disposal (including \$10,000 unspent and carried forward from 2019/2020)

CONCLUSION

It is recommended that a fit for purpose audio-visual system be installed at the Holbrook Meeting Room and that Council make a definitive decision to hold all future meetings in Holbrook (other than the March and November meetings)

RECOMMENDATION

That:

1. all future Council meetings be held at the Holbrook Library Complex meeting room (other than the March and November meetings)
2. a fit for purpose audio visual system be installed to facilitate effective electronic communications
3. \$15,000 be allocated from an unspent budget for external assistance for service reviews and
4. \$20,000 be reallocated from offsite records storage and disposal.

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2. SIGNING OF CONTRACT FOR LICENCE TO OCCUPY – UNIT 8 KALA COURT

Report prepared by Director Corporate & Community Services – David Smith

REASON FOR REPORT

To seek Council approval to sign contracts for the Licence to Occupy, Unit 8 Kala Court under the Common Seal of Council.

REFERENCE TO DELIVERY PLAN ACTION

Nil.

DISCUSSION

Council has reached agreement with Mr Peter Straw and Mrs Yvonne Straw to occupy Unit 8, Kala Court Holbrook under Council's standard Licence to Occupy contract.

Accordingly, approval is hereby sought for the Mayor and General Manager to execute the required contracts under the Common Seal of Council.

BUDGET IMPLICATION

Nil

CONCLUSION

Approval is sought to execute contract documentation under the Common Seal of Council.

RECOMMENDATION

That the Mayor and General Manager be authorised to sign the Licence to Occupy Agreement for Unit 8 Kala Court under the Common Seal of Council.

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3. SALE OF LAND FOR UNPAID RATES UNDER SECTION 713 OF THE LOCAL GOVERNMENT ACT 1993.

Report Prepared by Accounting Officer – Camilla Webb

REASON FOR REPORT

To report to Council the outcomes in relation to the sale of land to recover unpaid rates via private treaty in accordance with Section 716(2) of the Local Government Act, 1993.

REFERENCE TO DELIVERY PLAN ACTION

Nil.

DISCUSSION

Section 716(2) of the Local Government Act 1993, states that land that fails to sell at public auction may be sold by private treaty.

The property was passed in at auction for \$100.00.

As reported to the February 2020 Council Meeting, 11 Wattle Street, Culcairn failed to sell at the public auction held on 15 November 2019 and negotiations commenced with a potential purchaser to purchase the property via private treaty.

The sale process has completed and the property was settled on Friday 5 June 2020. Following settlement the balance of outstanding rates and charges have been written off.

BUDGETARY IMPLICATION

Partial write off of rates and charges due to the sale price not covering the total amount of charges outstanding.

Sale Price	\$20,000
Outgoings	
Rates	\$17,738.49
Water	\$2,402.36
Debtor	\$1,166.00
Selling Costs	\$4,381.74
Total	\$25,688.59
Total Write-off	\$5,688.59

CONCLUSION

Section 716(2) of the Local Government Act 1993 states that Council may sell land via private treaty when land fails to sell at public auction. The sale process for 11 Wattle Street, Culcairn is completed and the property was settled on the Friday 5 June 2020 with the balance of outstanding rates and charges written off.

RECOMMENDATION

That Council endorse the write off of \$5,688.59 in outstanding rates, charges and fees following the sale of 11 Wattle Street Culcairn.

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4. DETERMINATIONS OF LOCAL GOVERNMENT REMUNERATION TRIBUNAL - MAYOR AND COUNCILLOR 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 Office of Local Government Circular has determined that Greater Hume Shire Council is included in the Category 'Rural'. The Local Government Remuneration Tribunal has handed down its 2020 Annual Report and Determination on the fees payable to Councillors and Mayors, confirming a zero increase in the minimum and maximum amounts payable in 2020/2021.

That being the case, the fees payable to the Mayor, Deputy Mayor and Councillors in 2020/2021 will remain unchanged from the 2019/2020 fees.

BUDGET IMPLICATIONS

The Tribunal decision will result in a minor budget saving to Council of \$3,535 as the budgets for Mayor and Councillors' fees were indexed by 2.6% for the 2020/2021 year.

CONCLUSION

The Local Government Remuneration Tribunal has handed down its 2020 Annual Report and Determination on the fees payable to Councillors and Mayors, confirming a zero increase in the minimum and maximum amounts payable in 2020/2021.

RECOMMENDATION

That:

1. The fee payable to Councillors be set at \$12,160 per annum effective 1 July 2020
2. In addition to the adopted Councillor fee above, the fee payable to the Mayor be set at \$26,530 per annum effective 1 July 2020 of which \$4,236 be paid to the Deputy Mayor (balance payable to the Mayor \$22,294).
3. An allowance of \$4,236 be paid to the Deputy Mayor from the 2020/2021 Mayoral Allowance.

**ORDINARY MEETING OF GREATER HUME COUNCIL
TO BE HELD AT
COMMUNITY MEETING ROOM, LIBRARY COMPLEX, LIBRARY LANE, HOLBROOK
ON WEDNESDAY, 15 JULY 2020**

5. NATIVE TITLE MANAGERS ADVICE – PRIMITIVE CAMPING GROUND – WALBUNDRIE RECREATION RESERVE

Report prepared by Manager Corporate Services/Native Title Manager – Suzanne Klemke

REASON FOR REPORT

For Council to consider the advice of the Native Title Manager for the development of a Primitive Camping Ground located on Crown Land, Walbundrie Recreation Reserve.

REFERENCE TO DELIVERY PLAN ACTION

Nil.

DISCUSSION

Proposed Act or dealing	Develop Primitive Camping Ground
Land	Lot 25 DP 753763, Lot 7004 DP 1023952 & Lot 7304 DP 1142156
Reserve Number	620079 Public Recreation and Show Ground

The proposed act will affect native title, however, it complies with the applicable provisions of the Native Title Act 1993 (NT Act). The act is a valid future act under Subdivision J of the NT Act and all notification and procedural requirements have been satisfied.

Notification to NTSCorp Limited and Albury & District Local Aboriginal Land Council was undertaken on 12 May 2020 with no objections being received.

Should native title be determined to exist, at some future date, Council may be liable for compensation under the provisions of Division 5 of the Native Title Act 1993 and the Section 8.4 of the Crown Land Management Act 2016 (CLM), for the effect on native title rights and interests by the proposed act.

This advice is only in relation to the Native Title Act 1993 and does not consider whether Council complies with the Aboriginal Land Rights Act 1983, the Council's management obligations under the Crown Land Management Act 2016, the Local Government Act 1993 or any planning or other approvals that may be required in order to carry out the relevant act or activity.

Basis of Advice

1. Status of the Land

Evidence of “relevant land”	Reserved 620079 for Public Recreation and Show Grounds, Gazette 9 November 1934. The land is reserved land for which Council is Crown Land Manager under the CLM Act.
Evidence of Council as “Crown Land Manager”	Culcairn Shire Council Reserve Trust as per Gazette dated 11 November 1994 pursuant to section 95 of the Crown Lands Act 1989.

**ORDINARY MEETING OF GREATER HUME COUNCIL
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NATIVE TITLE MANAGERS ADVICE – PRIMITIVE CAMPING GROUND – WALBUNDRIE RECREATION RESERVE [CONT'D]

Evidence of land not being “excluded land”	Search of Native Title Register undertaken 11 May 2020	<ul style="list-style-type: none"> • No Determinations of Native Title • No Indigenous Land Use Agreement (ILUA) • No Native Title Determination Applications
	No future act protection determination	
	No Section 24FA protection	
	No compulsory acquisition of Native Title	
	No Native Title Certificates	

2. Applicable subdivision of the future act regime

Subdivision J Applies	Satisfied?	Details
Valid Act ✓	Yes	There is an earlier act – Reserve gazette on or before 23 December 1996
	Yes	The earlier act was valid – A dedication in accordance with the visions of section 13, Closer Settlement (Amendment) Act, 1914 by the Minister for Lands notified in the Gazette dated 9 November 1934.
	Yes	The earlier act was done by the Crown
	Yes	Reserve for a particular purpose being Public Recreation and Show Ground.
	Yes	Development consistent with the Reserve Purpose.

3. Consequences of Subdivision J

This subdivision requires notification and an opportunity for comment be given where the future act is a public work – develop Primitive Camping Ground. Completed.
The act extinguishes any native title in relation to the land or waters on which the public work is situated and upon the commencement of works. <i>Note: the extinguishment of Native Title relates solely to the footprint of this act and does not extend to the entirety of the relevant Crown Reserve.</i>
Native Title holders are entitled to compensation for the act in accordance with Division 5.
Council will likely be liable to indemnify the State for the whole of any amount of compensation payable by the State under the CLMA.

BUDGET IMPLICATION

No budget impact.

**ORDINARY MEETING OF GREATER HUME COUNCIL
TO BE HELD AT
COMMUNITY MEETING ROOM, LIBRARY COMPLEX, LIBRARY LANE, HOLBROOK
ON WEDNESDAY, 15 JULY 2020**

NATIVE TITLE MANAGERS ADVICE – PRIMITIVE CAMPING GROUND – WALBUNDRIE
RECREATION RESERVE [CONT'D]

CONCLUSION

The proposed act will affect native title, however, it complies with the applicable provisions of the Native Title Act 1993 (NT Act). The act is a valid future act under Subdivision J of the NT Act and all notification and procedural requirements have been satisfied.

RECOMMENDATION

That Council endorse the report prepared by the Native Title Manager for the development of a Primitive Camping Ground on Crown Reserve 620079, Walbundrie.

**ORDINARY MEETING OF GREATER HUME COUNCIL
TO BE HELD AT
COMMUNITY MEETING ROOM, LIBRARY COMPLEX, LIBRARY LANE, HOLBROOK
ON WEDNESDAY, 15 JULY 2020**

6. CONTRIBUTION TO SOUTHERN SPORTS ACADEMY

Report prepared by Director Corporate & Community Services – David Smith

REASON FOR REPORT

To seek Council approval to make a contribution to the Southern Sports Academy for the 2020/2021 year.

REFERENCE TO DELIVERY PLAN ACTION

Nil.

DISCUSSION

As Councillors would be aware, Council has for many years made an annual contribution to the Southern Sports Academy to assist young athletes who are attending the Academy.

As there were no young people from the Greater Hume LGA attending the academy in 2019/2020, the annual contribution was halted for the year. However, correspondence has now been received confirming that for the 2020/2021 year Greater Hume will be represented by four young people in a range of sports. A copy of the correspondence is included as **ANNEXURE 3**.

In previous years, Council's contribution was based on \$150 per attendee however the Academy are requesting that the contribution be increased to \$200 per attendee. That being the case, it is recommended that Council provide a contribution of \$800 to the Southern Sports Academy for the 2020/2021 year.

BUDGET IMPLICATION

Minor increase of \$800 in Council's expenditure budget.

CONCLUSION

Greater Hume is now represented at the Southern Sports Academy by four young people in a range of sports. That being the case, it is recommended that Council provide a contribution of \$800 to the Southern Sports Academy for the 2020/2021 year.

RECOMMENDATION

That Council provide a contribution of \$800 to the Southern Sports Academy for the 2020/2021 year.

**ORDINARY MEETING OF GREATER HUME COUNCIL
TO BE HELD AT
COMMUNITY MEETING ROOM, LIBRARY COMPLEX, LIBRARY LANE, HOLBROOK
ON WEDNESDAY, 15 JULY 2020**

ENGINEERING

1. TL 12 – 2019/20 DESIGN AND CONSTRUCTION, BACK CREEK BRIDGE AND APPROACHES - COPPABELLA ROAD RECONSTRUCTION STAGE 2, COPPABELLA

Report prepared by Project Manager – David Bye

REASON FOR REPORT

To consider tenders for the construction of a single span bridge over Back Creek on Coppabella Road Coppabella.

REFERENCE TO DELIVERY PLAN ACTION

Objective Our development and maintenance is sustainable, accessible, environmentally responsible and enjoyed by our community.

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

DISCUSSION

The Back Creek Bridge is part of the Coppabella Road reconstruction project and is fully funded under the State Government's Restart NSW Fund.

The works planned for this project include the realignment and reconstruction of Coppabella Road commencing at Short Cut Road, 8.4km south of the Tumbarumba Road and finishing at Maginnity's Gap Road, a distance of 7.7km. The Back Creek Bridge is located approximately 15.4km south of the Tumbarumba Road.

Advertisements were placed in the Border Mail and on Tenderlink.

Tenders closed on Thursday, 25 June 2020. Four contractors submitted prices with two of those submitting an additional price for the use of alternative construction materials.

The submitted prices ranged from \$622,000.00 to \$1,319,768.24. All prices are exclusive of GST.

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

No.	Name	Remarks (excl GST)
1.	Ace Infrastructure Pty Ltd	\$1,319,768.24
2.	Bridge Marine Engineering Pty Ltd (Option 1)	\$1,073,854.00
3.	Bridge Marine Engineering Pty Ltd (Option 2)	\$998,670.00
4.	Kenpass Pty Ltd	\$897,000.00
5.	Nelmac Pty Ltd (Option 1 Steel)	\$622,000.00
6.	Nelmac Pty Ltd (Option 2 Concrete)	\$680,000.00

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

**ORDINARY MEETING OF GREATER HUME COUNCIL
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TL 12 – 2019/20 DESIGN AND CONSTRUCTION, BACK CREEK BRIDGE AND APPROACHES - COPPABELLA ROAD RECONSTRUCTION STAGE 2, COPPABELLA [CONT'D]

The preferred tenderer Nelmac Pty Ltd is based in nearby Yackandandah. They have successfully completed bridge construction for Council in the past, including the Billabong Creek Bridge at Morven and a Crown Road Bridge off the Jingellic Road.

The construction time frame submitted with the Nelmac tender is suited to the delivery program for the project and will coincide with the upcoming road reconstruction that is programmed to commence in early October this year.

It is considered that for long term durability and relatively low maintenance requirements, the complying Option 2 submitted by Nelmac Pty Ltd, for an all concrete bridge structure would best suit Council's long term infrastructure needs.

The non-complying Option 1 tender submitted by Nelmac Pty Ltd proposed to use steel beams instead of concrete beams to support the bridge deck. Unlike concrete, the steel beams require regular maintenance and painting to preserve the lifespan of the bridge. Access can be difficult and costly to do this sort of maintenance when required. Installation of the steel beams would also require on site welding over the watercourse, a process that is not environmentally friendly in an area of endangered species including the Pygmy Perch.

BUDGET IMPLICATION

Under the NSW Restart program, the Coppabella Road Project has been allocated a total budget of \$7,000,000.

The Nelmac Option two tender price of \$680,000.00 (excl. GST) is considered a realistic price by an experienced bridge contractor to complete the works and it compares favourably with the previously estimated cost of \$920,000.00

The remaining funding is required to complete this section of the Coppabella Road reconstruction.

CONCLUSION

Four tenders, (six prices including two options) were received for the construction of the Back Creek Bridge on Coppabella Road. All tenders were considered.

The Option Two tender submitted by Nelmac Pty Ltd has been assessed and there is no technical or practical reason to conclude that Nelmac Pty Ltd is not capable of completing the contract to the required standard and within a reasonable timeframe.

RECOMMENDATION

That:

1. the tender submitted by Nelmac Pty Ltd of \$680,000.00 (excl. GST) be accepted for "The Construction of the Back Creek Bridge and Approaches" on Coppabella Road Coppabella.
2. the three unsuccessful tenderers be notified.
3. the General Manager and the Mayor be authorised to sign the Contract under the Common Seal of Council with Nelmac Pty Ltd

**ORDINARY MEETING OF GREATER HUME COUNCIL
TO BE HELD AT
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ITEM TO BE REFERRED TO CLOSED COUNCIL

1. BUSINESS CASE – PROPOSED RESIDENTIAL SUBDIVISION AT CULCAIRN

Report prepared by General Manager – Steven Pinnuck

REASON FOR REPORT

To provide Councillors with the Business Plan developed for a proposed residential subdivision at Culcairn and to seek authority to submit an application for a subsidised loan borrowing of \$1,500,000.

REFERENCE TO DELIVERY PLAN ACTIONS

Objective We are revitalising our communities, welcoming visitors, growing our economy and promoting the lifestyle, culture and heritage offered in our communities.

Outcome 3.1 We have diverse local businesses and a growing economy.

DISCUSSION

As Councillors are aware the construction of a residential subdivision at Culcairn is under consideration with a Deed of Call Option for land recently signed by the Mayor and General Manager. At the June meeting Council resolved to submit a planning proposal for changes to the zoning and minimum lot size of a number of allotments in the vicinity of Culcairn, including the land of which is subject to the Deed of Call option.

Currently there is no vacant residential land listed for sale in Culcairn which is a significant inhibitor to growth for the township.

The Business Plan explores three options being:

1. Do nothing
2. 12 Lot Subdivision, and
3. 24 Lot Subdivision

The Business Plan will also be predicated on Council being successful in its application to the NSW Department of Planning, Industry and Environment's Low Cost Loan Initiative where the NSW Government will refund 50% of the Council's interest repayments on loans for eligible infrastructure.

The Business Plan will recommend that Option 3 – 24 Lot Subdivision be the preferred option.

BUDGET IMPLICATIONS

The concept cost for the subdivision is \$2,104,880 with costs of \$462,000 carried forward to future stages (share of land and sewer pumping stations costs) for a net cost of Stage 1 of \$1,642,000.

This would be funded by a loan borrowing of \$1,500,000 with the balance of \$604,880 being transferred from the Land Development Reserve.

The 24 lots are estimated to realise \$2,100,000.

**ORDINARY MEETING OF GREATER HUME COUNCIL
TO BE HELD AT
COMMUNITY MEETING ROOM, LIBRARY COMPLEX, LIBRARY LANE, HOLBROOK
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BUSINESS CASE – PROPOSED RESIDENTIAL SUBDIVISION AT CULCAIRN [CONT'D]

CONCLUSION

The development of the Business Plan for the construction of a 24 Lot Subdivision at Culcairn is confidential in nature as it would disclose the likely pricing structure to persons which Council may negotiate in the future. As the matter is of a confidential nature, it is recommended that the matter be referred to Closed Council in accordance with section 10 A (2) (c) information that would, if disclosed, confer an advantage on a person whom Council is conducting (or proposes to conduct) business.

RECOMMENDATION

That the development of the Business Plan for the construction of a 24 Lot subdivision at Culcairn is confidential in nature as it would disclose the likely pricing structure to persons which Council may negotiate in the future. As the matter is of a confidential nature, it is recommended that the matter be referred to Closed Council in accordance with section 10 A (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 preserving the confidentiality of the pricing structure of the proposed 24 Lot subdivision at outweighs the public interest in maintaining openness and transparency in Council decision making because the disclosure of this information could compromise the commercial position of Council in any future sales.

**ORDINARY MEETING OF GREATER HUME COUNCIL
TO BE HELD AT
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ON WEDNESDAY, 15 JULY 2020**

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

GOVERNANCE

1. DROUGHT COMMUNITIES PROGRAM (DCP) – UPGRADE OF SPORTSGROUND PLAYING FIELDS

Report prepared by General Manager – Steven Pinnuck

REASON FOR REPORT

To provide Councillors with an update on the progress of the upgrade of sportsground playing surfaces project funded by the Drought Communities Program (DCP).

REFERENCE TO DELIVERY PLAN ACTIONS

Objective: Our development and maintenance is sustainable, environmentally responsible, accessible and enjoyed by our community

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

DISCUSSION

The development of designs for the upgrades of the playing surfaces at the Culcairn, Henty, Holbrook and Jindera Sportsgrounds is continuing and it is anticipated that designs for all four grounds will be well progressed by the end of July.

This will enable tenders to be called and works to be carried out during the 2020 growing season in spring and summer.

At the February meeting the Author advised that it was proposed that the project will be funded in the following manner.

Project costs	
Survey and design	\$60,000
Playing fields upgrades	\$1,540,000
Total	\$1,600,000
Funded by	
Drought Communities Program	\$800,000
Greater Hume Council	\$500,000
NSW Infrastructure Grant (application to be submitted – now notified unsuccessful)	\$300,000
Total	\$1,600,000

At the February meeting the Author also reported it was his intention to apply for a NSW Infrastructure Grant of \$300,000 to ensure sufficient funds were available to complete all four grounds in a timely manner. The NSW Infrastructure Grants opened on 16 March and closed on 6 April 2020. Unfortunately Council has been unsuccessful in this grant funding round however a further round will open on 21 September. It is intended to investigate whether this grant funding round can be incorporated into the project funding mix.

Should additional funding be unable to be secured then Council has a number of options that may be worthy of consideration.

**ORDINARY MEETING OF GREATER HUME COUNCIL
TO BE HELD AT
COMMUNITY MEETING ROOM, LIBRARY COMPLEX, LIBRARY LANE, HOLBROOK
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DROUGHT COMMUNITIES PROGRAM (DCP) – UPGRADE OF SPORTSGROUND
PLAYING FIELDS [CONT'D]

Option 1:

Seek a variation to the (DCP) grant to extend the period of time to complete all four projects from 31 December 2020 to 31 December 2021. It may be unlikely that a variation seeking a significant extension of time would be granted.

Option 2:

Undertake a loan borrowing for \$300,000 repayable over 10 years. At an estimated interest rate of 2.88% the annual repayment of principle and interest would be \$34,634.

Option 3:

Reduce the number of grounds to be upgraded. This would be the most cost effective but most undesirable.

BUDGET IMPLICATIONS

At this point the budget implications if Council is unable to secure the additional funding would be \$34,634 per annum for a period of 10 years. The total interest paid over the 10 year term of the loan would be \$46,342.

CONCLUSION

The development of designs for the upgrades of the playing surfaces at the Culcairn, Henty, Holbrook and Jindera Sportsgrounds is continuing and it is anticipated that designs for all four grounds will be well progressed by the end of July so that work can be undertaken through the growing season.

At the February meeting the Author also reported it was his intention to apply for a NSW Infrastructure Grant of \$300,000 to ensure sufficient funds are available to complete all four grounds in a timely manner. The NSW Infrastructure Grants opened on 16 March and closed on 6 April 2020. Unfortunately Council has been unsuccessful in this grant funding round however a further round opens on 21 September 2020. The Author will consider how an application under this grant round may assist in funding the project.

Should Council be unable to secure additional funding then the options outlined in this report should be given further consideration.

RECOMMENDATION

That the report be received and noted.

**ORDINARY MEETING OF GREATER HUME COUNCIL
TO BE HELD AT
COMMUNITY MEETING ROOM, LIBRARY COMPLEX, LIBRARY LANE, HOLBROOK
ON WEDNESDAY, 15 JULY 2020**

2. CORONAVIRUS (COVID-19) UPDATE – RESUMPTION OF COUNCIL SERVICES

Report prepared by General Manager – Steven Pinnuck

REASON FOR REPORT

To update Councillors on the status of Council services as a result of the COVID-19 pandemic.

REFERENCE TO DELIVERY PLAN ACTIONS

Nil

DISCUSSION

Further to the resumption of services reported to the June meeting of Council, use of public access computers and the mobile library service resumed on Monday 6 July 2020.

Council has initiated a number of actions for the protection of Council staff and members of the public as detailed below:

- Prepared COVID safety plans for selected Council activities (e.g. Depot breakfast meetings)
- Determined and posted at each facility the number of persons allowed in each Community Hall, Sportsground building and Council Office/meeting room.
- Advised the Managers of the Culcairn Caravan Park and Primitive Camping Grounds not to accept bookings from the 10 Melbourne Post Codes in lockdown.
- Encouraged Council staff not to travel to Melbourne unless it is essential
- Maintained cautionary signage at all playgrounds and public toilets reinforcing the need for physical distancing and personal hygiene.
- Has provided information and guidance to community groups in relation to the need for and preparation of COVID Safety Plans.

The Visitor Information Centre at Holbrook remains open at this point in time but remains under review.

Review of Rate Collections outstanding to 30 June 2020

Month	2018/2019 \$	% outstanding	2019/2020 \$	% outstanding
31 May	723,685	6.82%	1,227,404	11.03%
30 June	397,583	3.75%	472,079	4.24%

The rate collections have improved significantly since 31 May which appears due, in part, that Customer Service Centres did not reopen until 25 May. Higher than normal rate payments were made during the month of June which has significantly improved the rate collection percentage.

BUDGET IMPLICATIONS

The implication on current and future budgets is being monitored and will be reported to Council on a quarterly basis as part of the budget review.

CONCLUSION

As the COVID-19 pandemic has unfolded Council continues to review Public Health Orders and make appropriate adjustments to the delivery of Council services.

RECOMMENDATION

That the report be received and noted.

**ORDINARY MEETING OF GREATER HUME COUNCIL
TO BE HELD AT
COMMUNITY MEETING ROOM, LIBRARY COMPLEX, LIBRARY LANE, HOLBROOK
ON WEDNESDAY, 15 JULY 2020**

ENGINEERING

1. APPOINTMENT OF CONSULTANT TO UNDERTAKE DEVELOPMENT OF BUSINESS CASE FOR CULCAIRN WATER SUPPLY TOWER REPLACEMENT

Report prepared by Director Engineering – Greg Blackie

REASON FOR REPORT

To inform Council that GHD Pty Ltd has been appointed as the consultant to undertake the development of a business case for the replacement of the existing Water Supply Tower at Culcairn. They have appointed through Local Government Procurement (LGP).

REFERENCE TO DELIVERY PLAN ACTION

Objective Our development and maintenance is sustainable, environmentally responsible, accessible and enjoyed by our community

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

DISCUSSION

As Council would be aware funding for the business case was applied for early last year as part of the NSW Safe and Secure Water Program. Subsequently Council was advised that the funding bid had been approved to employ a consultant to undertake the development of a business case for the replacement of the Culcairn Water Supply Tower in Black St.

Due the specialized nature of the work in developing a business case for the replacement of water infrastructure, a multi-disciplinary consultancy is required so all aspects of the work can be undertaken largely by the organisation without the need to sub contract components to other organisations.

Request for submissions for the development of the business case of the project were sought through Local Government Procurement (LGP).

As detailed in the Procurement Assessment Report **ENCLOSED SEPARATELY**, the selected consultant for the development of the business case is GHD Pty Ltd.

BUDGET IMPLICATION

The total value of the project was estimated at \$182,000 including a \$42,000 Provisional Sum. Under the Safe and Secure Program Council is required to fund 25% of the cost with the NSW Government contributing the remaining 75%. Council's contribution of \$45,500 was allocated in the 2020/2021 Budget (Water Fund) that was recently approved. The price submitted by GHD of \$145,273.00 (Ex GST) is within the grant funding parameters for the project.

CONCLUSION

As detailed in the Procurement Assessment Report, GHD is a large multidisciplinary company with the resources to provide the business case development for the Culcairn Water Tower Replacement Project. Whilst they are an international consultancy they have a local presence with an office located in Wodonga.

**ORDINARY MEETING OF GREATER HUME COUNCIL
TO BE HELD AT
COMMUNITY MEETING ROOM, LIBRARY COMPLEX, LIBRARY LANE, HOLBROOK
ON WEDNESDAY, 15 JULY 2020**

APPOINTMENT OF CONSULTANT TO UNDERTAKE DEVELOPMENT OF BUSINESS
CASE FOR CULCAIRN WATER SUPPLY TOWER REPLACEMENT [CONT'D]

It is to be noted that GHD has previously supported Council in the detailed design and management of contractors in the successful completion of the Yarara Gap – Jingellic Road reconstruction project, and are currently undertaking the Project Management of the Henty Rail Crossing Project on behalf of Council.

The submission by GHD Pty Ltd was assessed as being the most appropriate to undertake the required work.

RECOMMENDATION

That the report be received and noted

**ORDINARY MEETING OF GREATER HUME COUNCIL
TO BE HELD AT
COMMUNITY MEETING ROOM, LIBRARY COMPLEX, LIBRARY LANE, HOLBROOK
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2. APPOINTMENT OF CONSULTANT TO UNDERTAKE DEVELOPMENT OF BUSINESS CASE FOR REPLACEMENT OF THE JINDERA WASTEWATER TREATMENT FACILITY

Report prepared by Director Engineering – Greg Blackie

REASON FOR REPORT

To inform Council that Cardno Pty Ltd has been appointed as the consultant to undertake the development of a business case for the replacement of the existing Wastewater Treatment Facility at Jindera. They have appointed through Local Government Procurement (LGP). As the procurement is greater than \$250,000, Council is being informed as required under Council's Procurement Policy.

REFERENCE TO DELIVERY PLAN ACTION

Objective Our development and maintenance is sustainable, environmentally responsible, accessible and enjoyed by our community

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

DISCUSSION

As Council would be aware funding for the business case was applied for early last year as part of the NSW Safe and Secure Water Program. Subsequently Council was advised that the funding bid had been approved to employ a consultant to undertake the development of the business case for the replacement of the Jindera Wastewater Treatment Facility.

Due the specialized nature of the work in developing a business case for wastewater treatment facilities, a multi-disciplinary consultancy is required so all aspects of the work can be largely undertaken by the organisation without the need to sub contract components to other organisations.

Request for submissions for the development of the business case of the project were sought through Local Government Procurement (LGP).

As detailed in the Procurement Assessment Report **ENCLOSED SEPARATELY**, the selected consultant for the development of the business case is Cardno Pty Ltd.

BUDGET IMPLICATION

The total value of the project was estimated at \$480,000 including an \$80,000 Provisional Sum. Under the Safe and Secure Program Council is required to fund 25% of the cost with the NSW Government contributing the remaining 75%. Council's contribution of \$120,000 was allocated in the 2020/2021 Budget (Sewerage Fund) that was recently approved. The price submitted by Cardno Pty Ltd of \$255,132.00 (Ex GST) is within the grant funding parameters for the project.

CONCLUSION

As detailed in the Procurement Assessment Report, Cardno Pty Ltd is a large multidisciplinary company with the resources to develop the business case for the replacement of the Jindera Wastewater Treatment Facility.

**ORDINARY MEETING OF GREATER HUME COUNCIL
TO BE HELD AT
COMMUNITY MEETING ROOM, LIBRARY COMPLEX, LIBRARY LANE, HOLBROOK
ON WEDNESDAY, 15 JULY 2020**

APPOINTMENT OF CONSULTANT TO UNDERTAKE DEVELOPMENT OF BUSINESS
CASE FOR REPLACEMENT OF THE JINDERA WASTEWATER TREATMENT FACILITY
[CONT'D]

It is to be noted that Cardno Pty Ltd is currently undertaking work for Council on the investigation and design of flood mitigation works in Holbrook, Henty and Culcairn, and their work has been found to be quite satisfactory.

The submission by Cardno Pty Ltd has been assessed as being the most appropriate to undertake the required work.

RECOMMENDATION

That the report be received and noted.

**ORDINARY MEETING OF GREATER HUME COUNCIL
TO BE HELD AT
COMMUNITY MEETING ROOM, LIBRARY COMPLEX, LIBRARY LANE, HOLBROOK
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PART C - ITEMS FOR INFORMATION

GOVERNANCE

1. WORKSHOP/BRIEFING SESSION SCHEDULE 2020/2021

REASON FOR REPORT

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

DISCUSSION

The current session dates are outlined in the table below.

Workshop/Briefing Session date	Topic
24 February 2020 (MONDAY)	Preliminary Roads Workshop
7 March 2020 (SATURDAY)	Shire Works and Roads Tour
11 March 2020	Preliminary Budget Workshop and consideration of Bush Fire Community Resilience & Economic Recovery Fund projects
1 April 2020	Final Roads Workshop
22 April 2020	Final Budget Workshop
6 May 2020	Extraordinary Council Meeting
13 May 2020	NSW Bushfire Inquiry
3 June 2020	Local Roads and Community Infrastructure Program
1 July 2020	Presentation by Trina Solar
29 July 2020 (2.00pm – 3.30pm)	Update from Inland Rail
5 August 2020	
2 September 2020	
7 October 2020	
4 November 2020	

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

Meeting locations and dates are available on the website or by contacting any Council office.

BUDGET IMPLICATIONS

Nil.

CONCLUSION For Councillors' information.

**ORDINARY MEETING OF GREATER HUME COUNCIL
TO BE HELD AT
COMMUNITY MEETING ROOM, LIBRARY COMPLEX, LIBRARY LANE, HOLBROOK
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2. OFFICE OF LOCAL GOVERNMENT CIRCULARS

REASON FOR REPORT

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

DISCUSSION

Recent circulars issued are listed below. Circulars can be downloaded at <https://www.olg.nsw.gov.au/councils/essential-information-and-publications/circulars-for-council>

- 20-20 Clarification For Issuing and Collecting 2020-21 Single and First Quarter Rates Instalments
- 20-21 Further Relaxation Of Restrictions On Attendance At Council And Committee Meetings During The Covid-19 Pandemic
- 20-22 – Supporting Local Businesses To Comply With Covid-19 Restrictions
- 20-23 2020/21 Determination Of The Local Government Remuneration Tribunal
- 20-24 Extension Of Increased Tendering Exemption Threshold For Contracts For Bushfire Response And Recovery To 31 December 2020
- 20-25 The Date Of The Next Ordinary Local Government Elections Is 4 September 2021
- 20-26 New Guidelines For Registration Agents
- 20-27 Amendments To The Companion Animals Regulation 2018
- 20-28 Rules On Attendance At Council And Committee Meetings During The Covid-19 Pandemic As Of 1 July 2020

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

REASON FOR REPORT

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

DISCUSSION

A listing of topics of interest from recent circulars issued during June is provided on the LGNSW website. Distribution of the LGNSW newsletters has now moved to an electronic format.

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

BUDGET IMPLICATIONS Nil.

CONCLUSION

For Councillors' information.

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4. TOURISM AND PROMOTIONS OFFICER'S REPORT

Report by Tourism and Promotions Officer – Kerrie Wise

REASON FOR REPORT

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

DISCUSSION

The report on projects being undertaken by the Tourism and Promotions Officer is attached at **ANNEXURE 4**.

BUDGET IMPLICATIONS

Nil.

CONCLUSION

For Councillors' information.

5. ECONOMIC DEVELOPMENT QUARTERLY PROGRESS REPORT

Report by Executive Assistant Governance and Economic Development - Marg Killalea

REASON FOR REPORT

To update councillors regarding working projects undertaken by the Executive Assistant Governance and Economic Development Officer.

DISCUSSION

The report on projects being undertaken is attached at **ANNEXURE 5**.

BUDGET IMPLICATIONS

Nil.

CONCLUSION

For Councillors' information.

CORPORATE AND COMMUNITY SERVICES

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

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

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2. STATEMENTS OF BANK BALANCES AND INVESTMENTS AS AT 30 JUNE 2020

The statement of bank balance and investment report as at 30 June 2020 is attached at **ANNEXURE 6**.

3. PEOPLE & CULTURE (HR) REPORT FOR JUNE 2020

REASON FOR REPORT

To advise Councillors on Human Resources functions such as the recruitment of new employees, resignations and employee development programmes.

REFERENCE TO DELIVERY PLAN ACTION

Objective We lead a vibrant, connected and inclusive community

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

LEGISLATION / POLICIES / PROCEDURES

- Performance and Misconduct Policy – currently under review, alongside a draft accompanying Performance and Misconduct Procedure

PLANNING

- People & Culture Management System and Plan developed to guide future activities through a process of development, implementation, review and improvement
- Ongoing succession planning - Work Instructions being developed and documented for key activities performed by People & Culture
- REROC Workforce Development meeting - next meeting; 5 August 2020

RECRUITMENT

- Recruitment in progress:
 - Greater Hume Children Services – Early Childhood Educators and Casual Childcare Educators
 - Greater Hume Children Services – Trainee Opportunity – Holbrook
- New employees commencing with Council:
 - Jacklyn Cottrell – Early Childhood Educator – Holbrook
 - Faith Pyers – Before/After School Care Educator – Walla Walla
- Position/role changes with existing Council employees:
 - Alexander Marks – appointed to Road Maintenance Council Contract (RMCC) Coordinator – commences 13 July
- Employees ceasing duties with Council:
 - Rebecca Chapman – Early Childhood Educator – Holbrook
- Positions advertised:
 - (Internal) Plant Operator Roller – Jindera – 0 applications
 - Plant Operator Roller – Jindera

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PEOPLE & CULTURE (HR) REPORT FOR JUNE 2020 [CONT'D]

WORKPLACE RELATIONS

The following meetings were postponed from 11 June to 9 July due to COVID-19 restrictions:

- Participate with Outdoor Staff quarterly meetings – meeting held on 12 March; next Outdoor meeting 9 July 2020
- Coordinate and administer Consultative Committee – meeting held on 12 March; next meeting 9 July 2020
- Participate with Risk WHS Committee – meeting held 12 March; next meeting 9 July 2020

PROFESSIONAL DEVELOPMENT & LEARNING

- Human Resources and Industrial Relations Mentoring
- Certificate IV Personal Injury Management – 2 participants enrolled
- Diploma Early Childhood Education - 2 participants enrolled
- Time2Talk 'Navigating Conversations' Webinar – 9 participants

PERFORMANCE MANAGEMENT

- Council's newly implemented Performance Appraisal System 'Pulse' went live to All Staff on 18 May 2020. The 2019/2020 Appraisal Period will run from 18 May to 30 June 2020 (extended to 14 July), requiring all employees to complete an online Appraisal. Pulse offers a 3 step approach to completing Appraisals, including a reviewee, reviewer and final review phase to capture an in-depth response from employees and supervisors.

HEALTH & WELLBEING

- Coordination of Phase 4 of Council's Early Intervention Health and Wellbeing Program with Align. Program consists of a Physiotherapist and Health and Wellness Consultant. Health and Wellness Consultations currently take place electronically, whilst Physiotherapist sessions are conducted onsite across Council.

REVIEW & CONTINUOUS IMPROVEMENT

- Daily reviews with Director Corporate & Community Services
- Monthly reviews with MANEX
- Networking with LGNSW HR Group & REROC Workforce Development Group

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4. GREATER HUME CHILDREN SERVICES – REPORT FOR JUNE 2020

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

REASON FOR REPORT

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

REFERENCE TO DELIVERY PLAN ACTION

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

Outcome 2.2 We have services to promote and deliver health and wellbeing for all ages

DISCUSSION

Service statistics as of June 2020

Greater Hume Children Services Family Day Care (FDC)	Mon – Fri	
Educators	NSW - 42	Vic - 18
Educators working in the shire	5 (1 on maternity leave)	
New Families in Greater Hume	8	
Families registered	571	
GHS families registered	102	
New families since Jan	90	
Children registered for care	856	

Henty	Mon - Fri 7.30am - 5.30pm	
Staff numbers	2 FT , 1 PT 1 Trainee	
Families registered	21	
GHS families registered	21	
Children registered	25	

Walla Walla	Mon - Fri : 7.30am - 5.30pm	
Staff numbers	1 FT, 3 PT 1 Trainee	
Families registered	26	
GHS families registered	26	
Children registered	37	

Holbrook	Mon – Fri 6.45am - 5.45pm	
Staff numbers	6FT, 2 Trainees	
Families registered	70	
GHS families registered	70	
Children registered	98	

Greater Hume Children Services have retained and are consistent in providing care for essential workers, whilst having to implement extensive hygiene practices and regular changes to state government restrictions.

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GREATER HUME CHILDREN SERVICES – REPORT FOR JUNE 2020 [CONT'D]

Interviews have been taking place to recruit more staff for all our centres and Council has employed a young local person for a traineeship at the Holbrook centre who will start her position at the centre in the coming weeks,

The Australian Government announced they will cease the early childhood and education care relief package for families on 13 July. This means that families will return to paying childcare fees and it could mean changes to each of our early childhood services (centres and family day care).

Although we have only been the approved provider for GHCS Holbrook for a short period of time, we have been given dates for when we are to receive an Assessment and Rating visit, these are from 20 July to 9 October 2020.

ENGINEERING

1. JUNE REPORT OF WORKS

Grants Program

State Roads Maintenance (RMCC):

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

Road construction on the Henty Rail Crossing Project, north of Henty on MR78 has been impacted by weather.

Regional Roads Block Grant:

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

Local Roads

Sealed:

General maintenance on local roads is continuing.

Coach Road Rehabilitation is continuing. Guardrail installation will be conducted in the new financial year, which will complete the Coach Road project.

Unsealed:

Gravel resheeting has been carried out on Taylors Road, this completes all of the additional resheeting program works.

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JUNE REPORT OF WORKS [CONT'D]

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

- Ashcrofts Road
- Back Henty Road
- Benambra Road
- Brooklyn Road
- Calool Lane
- Four Mile Lane
- Kendalls Road
- Kreutzbergers Road
- Ortlipp Road
- Roachdale Road
- Schoff Road
- Walkyrie Road
- Wenkes Road

Urban Streets:

General maintenance of urban streets including mowing is continuing.

General:

General maintenance of public toilets and parks is continuing.

Staff have identified possible locations for the future installation of new upgraded Council signage around towns, villages and shire boundary.

General maintenance and replacement of signs on rural roads and urban streets is continuing.

Monthly Works Maintenance Expenditure:

Local Roads Program	Current Budget	YTD Budget	YTD Expenditure	YTD Variance	Comments
Urban Local Roads Maintenance	\$460,000	\$460,000	\$475,487	-\$15,487	
Rural Roads Sealed	\$760,714	\$760,714	\$681,255	\$59,459	
Rural Roads Unsealed	\$1,204,467	\$1,204,467	\$1,223,939	-\$19,472	
Street Tree Maintenance	\$242,536	\$242,536	\$244,767	-\$2,231	

Regional Roads Program	Current Budget	YTD Budget	YTD Expenditure	YTD Variance	Comments
Regional Roads Maintenance	\$1,072,580	\$1,072,580	\$1,039,747	\$32,833	
Regional Roads Capital	\$1,734,000	\$1,734,000	\$1,484,579	\$249,421	Awaiting invoices for works to be finalised for the 2019/2020 financial year by 9.7.2020

Sportsgrounds, Parks & Public Toilets	Current Budget	YTD Budget	YTD Expenditure	YTD Variance	Comments
Sportsground Maintenance	\$137,957	\$137,957	\$138,946	-\$989	
Parks & Gardens Maintenance	\$324,251	\$324,251	\$327,941	-\$3,690	
Public Toilets Maintenance	\$157,664	\$157,664	\$154,574	\$3,090	

NB : Sportsground Maintenance excludes annual GHC contribution payment

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2. WATER & SEWER REPORT – JUNE 2020

Capital Works Program:

- Holbrook – sewer main relining – WIP
- Henty – sewer main relining – WIP
- Water main upgrade Pioneer Drive - WIP

Operation & Maintenance:

- New water service connection – 11 Klein Crt, Jindera
- New water service connection – 2 Cade Crt, Jindera
- New water service connection – 13 Cade Crt, Jindera

- Water main maintenance – Glenellen Rd, Glenellen & Gerogery area

- Sewer choke – Sweetwater Rd, Henty

- IWCM - WIP

Drinking Water Monitoring Program:

- 8 x Water samples for Microbial Water Analysis submitted in the month of June 2020 for Villages and Culcairn Water Supply have all complied with the Australian Drinking Water Guidelines.

Water Quality Complaints

Date	Location	Problem	Action Taken
Nil to report			

Water Supply Sourced and Used

1 July 2019 – 31 May 2020	2017/2018	2018/2019	2019/2020
Culcairn Water Supply (ML)	151.4	173.0	164.0
Village Water Supply (ML)	416.04	471.77	480.49
Totals (ML)	567.44	644.77	644.49

Drought Relief Assistance

No new applications received – May 2020

4 keys returned for refund (Drought Relief Assistance Residents) – June 2020.

The drought relief assistance concluded on 30 June 2020 and correspondence is being forwarded to all key holders advising of such.

Filling Stations Transactions

- Filling station sites - 15 transactions during the July 2019 period
- Filling station sites - 39 transactions during the August 2019 period
- Filling station sites -120 transactions during the September 2019 period
- Filling station sites - 299 transactions during the October 2019 period

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WATER & SEWER REPORT – JUNE 2020 [CONT'D]

- Filling station sites - 411 transactions during the November 2019 period
- Filling station sites - 596 transactions during the December 2019 period
- Filling station sites - 496 transactions during the January 2020 period
- Filling station sites - 299 transactions during the February 2020 period
- Filling station sites - 184 transactions during the March 2020 period
- Filling station sites - 107 transactions during the April 2020 period
- Filling station sites - 69 transactions during the May 2020 period
- Filling station sites - 34 transactions during the June 2020 period
- **Yearly Total Transactions - 2669**

Filling Stations Usage

Station	July 2019	Aug 2019	Sept 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	April 2020	May 2020	June 2020
Culcairn	45.8	181.4	81.8	648.5	342.8	703.1	357.7	527.5	367.8	239.3	401.4	259.62
Jindera	37.6	72.9	214.8	1421.2	1471.7	1538.2	1300.4	795.8	551.4	117.2	83.3	10.6
Brocklesby	0.0	14.7	60.7	114.4	180.7	103.6	71.8	45.8	2.4	246.5	10.8	2.8
Burrumbuttock	1.3	0	41	69.4	80.1	328	445.9	28.1	20.8	14.6	2.7	0
Gerogery	0	0	18	1.6	9.4	47	49.3	3.5	0	0	0	0
Totals (KL)	84.7	269.0	416.3	2255.1	2084.7	2719.9	2225.1	1400.7	942.4	617.6	498.2	273.02

Filling Station Customer Usage

Customer	July 2019	Aug 2019	Sept 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	April 2020	May 2020	June 2020
Council – Road Construction, Maintenance & Tree Watering	46.0	185.6	76.7	605.6	245.9	561.3	79.3	281.6	361.2	246.9	392.69	243.95
Contractors – Water Carters, Households & Roadworks	37.4	75.7	249.3	1371.2	1601.0	1474.6	1200.3	767.2	524.9	344.1	90.54	25.67
Residents	1.3	3.6	80.5	269.5	211.5	666.1	914.3	342.3	54.8	13.3	14.97	2.8
Fire Brigade (RFS)	0.0	4.1	9.8	8.8	26.3	17.9	31.2	9.6	1.5	13.3	0	0.6
Totals (KL)	84.7	269.0	416.3	2255.1	2084.7	2719.9	2225.1	1400.7	942.4	617.6	498.2	273.02

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WATER & SEWER REPORT – JUNE 2020 [CONT'D]

Filling Stations Usage

Station	Yearly Total KL
Culcairn	4156.72
Jindera	7615.1
Brocklesby	854.2
Burrumbuttock	1031.9
Gerogery	128.8
Totals (KL)	13786.72

Filling Station Customer Usage

Customer	Yearly Total KL
Council – Road Construction, Maintenance & Tree Watering	3326.74
Contractors – Water Carters, Households & Roadworks	7761.91
Residents	2474.97
Fire Brigade (RFS)	123.1
Totals (KL)	13786.72

Other GHC Overhead Standpipes/Portable Standpipes

Standpipe	Yearly Total KL
Jindera Depot SP	1354
Glenellen SP	12
Gerogery West SP	7
Portable SP – Jindera Water Truck	3590
Portable SP – Jindera Area Maintenance Grading	2208
Portable SP – Fire Fighting Tanker	178
Totals (KL)	7349

All GHC Filling Stations/Overhead Standpipes/Portable Standpipes Usage

Yearly Total Usage (KL)	21135.72
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ENVIRONMENT AND PLANNING

1. DEVELOPMENT APPLICATIONS PROCESSED FOR THE MONTH OF JUNE 2020

The schedule of development applications processed for the month of June 2020 is attached at **ANNEXURE 7**.

2. RANGER'S REPORT – JUNE 2020

COMPANION ANIMALS

No. of Complaints Received 18		Including: 4 barking dog, 12 roaming dogs, dealing with an aggressive dog, 1 nuisance dog, menacing and dangerous dog compliance checks	
No. of dog attacks: 1		Location: Glenellen	2 Dogs killed multiple sheep on different properties. Dogs euthanased. Infringements issued.
Comments:			
		Dogs	Cats
In Council's Facility at Beginning of Month			
Captured & Returned to Owners		3	
Captured & Impounded		5	9
Released from Pound to Owners		3	
Surrendered by Owners		2	
Rehomed			2
Euthanased		4	5
Remaining in Council's Facility at End of Month			2

FERAL CATS

No. of Complaints:	3
No. Feral Cats caught:	2

LIVESTOCK

	Cattle	Sheep	Horse	Goats	Other Alpacas
No. of Reports of Stock on Roads	5	6			
Instances - Returned to owners	5	6			
Impounded					
Vehicle accidents involving stock					

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RANGER'S REPORT [CONT'D]

OTHER LIVESTOCK, WILDLIFE COMPLAINTS

Holbrook – injured kangaroo euthanased.

Lankeys Creek - infringements issued for repeatedly roaming stock.

Gerogery - infringements issued for repeatedly roaming stock.

ABANDONED VEHICLES

Holbrook – impounded.

Woomargama - impounded

POLLUTION AND ENVIRONMENTAL INCIDENTS

Inspection conducted: Overgrown Vegetation Unsafe Land	Inspections being conducted .
Pollution: Noise	Culcairn – barking dogs monitoring. Jindera – barking ongoing monitoring. Henty- barking dog monitoring. Walla Walla – barking dogs monitoring. Jindera – motorbike noise. Owners issued a warning.
Pollution: Waste	Jindera x 3 – no owners found. Council to clean up. Glenellen - no owners found. Council to clean up.

ON-SITE SEWERAGE MANAGEMENT SYSTEMS

Inspection Type	Total	Pass	Fail
OSMS Compliance Inspections	4	3	1
Pre-Purchase Inspections	1		1
OSMS Orders issued	2		
OSMS Orders Compliance Inspections			
Plumbers Site Inspections	4		
OSMS Upgrade Applications Received	3	3	
OSMS Approvals To Do Works Issued	3		
OSMS Approvals To Operate Issued	7		
AWTS Service Contract Renewal Letters			
Local Government Application Approvals			
Local Government Approval Inspections			
Local Government Approval Soil Report Assessments			
OSMS Rate charge enquires			
Septic Enquiry			
Solicitors letter	2		
Vacant Land checks			

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RANGER'S REPORT [CONT'D]

OTHER WORKS CONDUCTED

- RID online (Report Illegal Dumping online) updating with data entry.
- Property inspections unsightly and excessive cars.
- Holbrook, Culcairn and Jindera Landfill site works, landfill water pump and refuelling conducted.
- Landfill cameras checks and relief landfill attendants work at several sites.
- Gun licence update for compliance requirements.
- Assist RSPCA with companion animal and stock welfare issue.
- Prepare court briefs and affidavits.
- Culcairn - truck parking complaints.
- Firewood permit checks.
- Alarm responses for aged units.

3. SENIOR WEEDS OFFICER'S REPORT- JUNE 2020

Spraying around bridges and guardrails on River Road has been completed.

Boom spraying of broadleaf weeds has been completed in some parks and recreation grounds throughout the Council area.

Control and removal of Alligator Weed at Woomargama is ongoing.

Control work of Coolatai Grass has been completed throughout the Council area.

Spraying of suckers is ongoing on Jingellic Road.

Control work of Date Palms and Olives are ongoing in the Moorwatha area.

Spraying of African Boxthorn is ongoing throughout the Council area.

Control work of Green Cestrum is ongoing along the Billabong Creek in the Walbundrie area.

Monitoring of Alligator Weed along Mountain Creek in the Woomargama area.

Controlling and monitoring of rabbit infestations throughout the Council area

General roadside and property inspections have been completed throughout the Council area.