



# Greater Hume Council

To: «Name»

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

Wednesday, 19 August 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, 19 August 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 – 15 July 2020

**6. ACTION REPORT FROM THE MINUTES**

**7. DISCLOSURES OF INTERESTS**

**8. MAYORAL MINUTE(S)**

**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

**PART D Items for Information**

**11. MATTERS OF URGENCY**

**12. COMMITTEE OF THE WHOLE - CONFIDENTIAL CLOSED COUNCIL REPORT**

**13. CONCLUSION OF THE MEETING**

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**ORDINARY MEETING OF GREATER HUME COUNCIL  
TO BE HELD AT  
COMMUNITY MEETING ROOM, LIBRARY COMPLEX, LIBRARY LANE, HOLBROOK  
ON WEDNESDAY, 19 AUGUST 2020**

## **MAYORAL MINUTE**

1. **GENERAL MANAGER – ANNUAL PERFORMANCE REVIEW AND GENERAL MANAGER’S CONTRACT OF EMPLOYMENT**

Please refer to ITEMS TO BE REFERRED TO CLOSED COUNCIL – GENERAL MANAGER – ANNUAL PERFORMANCE REVIEW AND GENERAL MANAGER’S CONTRACT OF EMPLOYMENT Item 4 in this agenda paper.

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

### **ENVIRONMENT AND PLANNING**

1. **DEVELOPMENT APPLICATION 10.2020.100.1 – CHANGE OF USE – FREIGHT TRANSPORT FACILITY – TIME LIMITED 18 MONTHS LOT 1 DP1067432 13 BOND STREET HOLBROOK**

**Report prepared by Director Environment and Planning – Colin Kane**

#### **INTRODUCTION**

Council is in receipt of a development application for a time limited - freight transport facility ("the activity") at Lot 1 DP1067432 13 Bond Street Holbrook ("the subject land"). The applicant is Malec Holdings and the owner of the subject land is Perich Property Holdings Pty Ltd.

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

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

Outcome 3.2      Our towns and villages are revitalised.

#### **DISCUSSION**

##### **DESCRIPTION OF PROPOSAL**

Malec Holdings are a logistic and export company which have been working with Forestry Commission NSW and Hume Forests to enable the organisations to salvage as much of the burnt plantation timber as possible. In conjunction with FCNSW and Hume Forests in house harvest operations, Malec is currently employing an additional 30 harvesting contractors and 60 haulage contractors to assist in the salvage operation.

Malec's export program will be able to continue consuming the burnt logs for up to 18 months. There are 12 full time employees at the Holbrook site and 30 harvest contractors and 100 haulage contractors. In excess of 430 people are employed to operate Malec's salvage program.

The Holbrook site is used as the delivery destination for the burnt radiata pine logs. At this site the logs are unloaded off the plantation trucks, stored and then reloaded on to Highway trucks to send to Melbourne. The operation hours are requested to be from 4am to 2am Monday to Friday and 6am to 4pm Saturday and Sunday. It is anticipated that the majority of the traffic is from 7am to 8pm daily with 100 trucks a day operating from the site.

##### **CONSULTATION & REFERRAL PROCESS**

On 2 July 2020 the application was notified by Council to nearby owners (50 parties) of either industrial or residential land, 4 submissions were received but 2 were from the same person. Consideration of the submissions is undertaken later in the report.

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HOLBROOK [CONT'D]

To comply with the requirements of Clause 104 of the State Environmental Planning Policy (Infrastructure) the application was referred to Transport for NSW. A response to that referral has been received granting conditional concurrence under Section 138 of the Roads Act.

Internal referrals were made to Council's Engineering Department and their requirements pertaining to site access and use of local roads have been included within the proposed conditions of consent.

### **ASSESSMENT**

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

#### **The provisions of any current or draft environmental planning instrument, development control plan, or matters prescribed by the regulations**

##### ***State Environmental Planning Policies***

The proposal is defined as a **freight transport facility** by the Greater Hume Local Environment Plan 2012.

**A freight transport facility** means a facility used principally for the bulk handling of goods for transport by road, rail, air or sea, including any facility for the loading and unloading of vehicles, aircraft, vessels or containers used to transport those goods and for the parking, holding servicing or repair of those vehicles, aircraft or vessels or for the engines or carriages involved.

A review of the Environmental Planning and Assessment Regulation 2000 reveals that the activity is not designated development. In addition, the activity is not a scheduled activity as defined by the Protection of the Environment Operations Act 1997 and consequently it is not integrated development.

##### **State Environmental Planning Policy (Infrastructure)**

As mentioned, Council referred the application for Transport NSW concurrence as freight transport facilities are considered to be a traffic generating activity under Schedule 3 of *State Environmental Planning Policy (Infrastructure)*.

##### **Local Environmental Plans**

The *Greater Hume Local Environmental Plan 2012* ("the LEP") is the principal environmental planning instrument applicable to the property. The relevant matters of the LEP are addressed as follows.

The land is zoned RU5 Village and a freight transport facility is permissible with consent in this zone.

The objectives of the RU5 Village zone are:

- To provide for a range of land uses, services and facilities that are associated with a rural village.
- To protect the amenity of residents.

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HOLBROOK [CONT'D]

The proposal is consistent with some of the objectives but has the potential to be inconsistent with others:

- It will provide additional services and facilities within the Holbrook township.
- If not properly managed there is the potential for detrimental impacts being experienced at nearby properties which would cause conflict between land uses within the zone.

***Development Control Plans***

The Industrial Development Chapter of the Greater Hume Development Control Plan 2013 (DCP) contains provisions which aim to encourage the best quality industrial development possible within defined industrial precincts.

Many of the provisions within Industrial Development Chapter of the DCP are relevant for new industrial development that is to be provided upon vacant industrial land. In the case of this development application the activity has already commenced within an existing industrial site and the activity is only proposed to occur for 18 months. The following is an assessment of the provision of the DCP that have relevance for the activity.

Required Standard	Comments
<p><b>Parking and Access</b></p> <ul style="list-style-type: none"> <li>• Sufficient on-site parking for employees and visitors.</li> <li>• Safe movement of vehicles and pedestrians within a site.</li> <li>• High standard of construction areas associated with vehicle movement and parking.</li> </ul>	<p>Currently trucks accessing the activity are arriving from Millswood Road, turning on to Bond Street where they queue to access the site. After loading or unloading they leave the site via Millswood Road.</p> <p>All movements are in a forward direction and the access to the site is considered acceptable. The sheer number of movements has damaged Council roadway at the access points and conditions of consent will be needed to address this issue.</p> <p>The volume of material being loaded and unloaded has resulted in raised dust emanating from the site and dirt and debris being trafficked from the site on to nearby roadways. To date these issues have been addressed by the operator paying to utilise Council's street sweeper and a water cart being utilised on the site to suppress dust. These issues will require conditions of consent to be prepared.</p> <p>Away from the site there has been issue with laden trucks using local roads. This issue will need to be addressed through conditions of consent.</p> <p>It is considered acceptable that unladen trucks may be parked in local roads as drivers seek to utilise services that are supplied by the Holbrook township.</p>



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<b>Required Standard</b>	<b>Comments</b>
<p><b>Outdoor Areas</b></p> <ul style="list-style-type: none"> <li>• Enhance the visual amenity of industrial areas.</li> <li>• Screen outdoor storage and work areas as seen from public land and non industrial land uses.</li> </ul>	<p>The activities on the site are visible from both Bond Street and Millswood Road. Given the location of the development in an existing industrial area and the activity is time limited, the appearance of the outdoor area is considered acceptable.</p> <p>The raised dust issue is discussed above.</p>
<p><b>Amenity</b></p> <ul style="list-style-type: none"> <li>• Locating industrial activities in locations that minimise detrimental offsite impacts.</li> <li>• Ensuring new or expanded industrial activities in rural areas respond to the surrounding context.</li> <li>• Minimise amenity impacts on residential and future residential areas.</li> </ul>	<p>For Holbrook the proposal is located in the best possible location to minimise the impacts of the activity upon the amenity of nearby businesses and residences.</p> <p>The main amenity impacts are associated with raised dust and noise.</p> <p>Raised dust affects nearby businesses and has been an issue but due to the intervention of Council this impact has been largely ameliorated.</p> <p>Due to long working hours with the activity currently only shutting down between 2am and 4am and the intensity of the activity, noise associated with the activity is experienced far more widely than raised dust.</p> <p>To gauge the noise effect of the activity on residents, Council has utilised its environmental noise logger to record noise measurements at a number of locations in Holbrook at Spring and Wallace Streets.</p> <p>From 28 July 2020 to 30 July 2020 Council's environmental noise logger was used for approximately 48 hours in Spring Street. The average L90 (noise exceeded for 90% of time) measure was 42.19 dBA which is quite high particularly over the night time period. The average L10 (noise exceeded for 10% of time) was 49.45 dBA which indicates fairly high peaks of noise. The L10 could reflect intermittent high noise activities on the site such as loading trucks. In this case the L10 could also be distorted by truck movements on the Hume Highway.</p> <p>The activity closes between 2am – 4am but the recorded noise levels did not reduce between these times. It is thought that this noise could be the result of trucks movements on the Hume Highway.</p> <p>The recorded noise levels justify the imposition of a condition of consent restricting the hours of operation of the activity.</p>

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

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

ISSUE	ACCEPTABLE	RESPONSE
Context & setting	✓	The site of the activity is located in the industrial area of Holbrook. There are nearby industrial activities being undertaken which include other freight distribution businesses and metal fabrication. The closest dwellings are approximates 350 metres away in Spring Street. There would not be a better location in Holbrook for the activity.  In this setting the activity is not out of context.
Noise	✓	Discussed in the DCP assessment.
Access & parking	✓	The activity has been referred to Transport for NSW who have issued their concurrence and conditions of consent.  Access and parking has been discussed in the DCP assessment.
Roads & traffic	✓	As mentioned the activity has gained the concurrence of Transport for NSW. A condition of consent will regulate the route of laden trucks. Unladen trucks should be able to access services available in Albury Street and park in adjacent streets.
Utilities	✓	All services are available.
Heritage	✓	There are no heritage items in the vicinity of the activity.
Archaeology	✓	There are known archaeological items at the activity site.
Stormwater	✓	Engineering has indicated that adequate arrangement have been made for stormwater management.
Soils & erosion	✓	Conditions of consent will be imposed to manage run-off from the site which includes dirt and ash.
Flora & fauna	✓	No impact.
Flooding	✓	No impact.
Bushfire	✓	The site is mapped as bushfire prone but there will not be any bushfire impacts upon the activity.
Technological hazards	✓	

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HOLBROOK [CONT'D]

ISSUE	ACCEPTABLE	RESPONSE
Safety, security & crime prevention	✓	
Privacy	✓	
Landscaping	✓	
Overshadowing	N/A	
Land resources	N/A	-

**Economic and Social Impacts of the Development**

The activity recovers a resource that has been impacted upon by fire. The ability to undertake this recovery is time limited which is why the activity is for a fixed period of time. There are positive economic impacts arising from the activity which is evident by the large amounts of employment that is being generated. Local businesses are also enjoying the economic benefits of the activity as the employees access services such as food, accommodation, repairs to trucks, equipment and fuel.

There are positive social impacts arising from the activity through the generation of economic activity. Should there be an unacceptable loss of amenity for nearby residents then negative social impacts arise from the activity. In this case acceptable amenity can be maintained for nearby residents.

**The Suitability of the Site for the Development**

Within Holbrook the site of the activity is the most suitable option. The site is considered suitable for development with appropriate conditions of consent that are enforced by Council.

**Any Submissions made in Accordance with this Act or the Regulations.**

There were three submitters to the neighbour notification but one of the submitters lodged two submissions (**ANNEXURE 1**). The issues raised from the submissions are summarised and responded to in the following table.

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HOLBROOK [CONT'D]

ISSUE	RESPONSE
Excessive noise emanating from the activity, call for a reduction in operating hours.	<p>All of the submissions mentioned the noise emanating from the site and requested a reduction of the operating hours.</p> <p>The noise issue has previously been discussed. It is considered appropriate that the conditions of consent permit the activity to operate from 6am to 12 midnight Monday to Friday. Saturday and Sunday operating hours 7am to 8pm.</p> <p>Other conditions of consent will be imposed requiring the operators of the activity to take all practical measures to minimise noise from the site</p>
Logging trucks to be restricted to Millswood Road and Bond Street. Trucks should not enter local streets.	A condition of the consent will formalise the transport route for laden trucks to Millswood Road and Bond Street. Unladen trucks are to be allowed to access services particularly in Albury Street which may require some parking in side streets.
Dust nuisance to be minimised.	Conditions of consent will require the minimisation of dust from both the nearby roadway and the site.
Roads to be reinstated.	Where damage to Council roads is able to be attributed to the undertaking of the activity then conditions of consent will require a payment to Council to reinstate Council's assets

**The Public Interest**

The question of 'public interest' within the context of Section 4.15(1)(e) essentially requires consideration of the weight in the assessment to be given to the general public benefit of the proposal versus that of the general public detriment.

In this case there is a public benefit from the activity as it recovers a resource generating employment for large numbers of people. The activity provides some stimulus for the local economy at a time where there is likely less travellers and visitors due to Covid 19. If the activity is adequately managed then it is considered to be minimal public detriment.

**BUDGET IMPLICATIONS**

Nil.

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**CONCLUSION**

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

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

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

**RECOMMENDATION**

Pursuant to Section 4.16 of the Environmental Planning and Assessment Act 1979 consent be granted to development application 10.2020.100.1 for a freight transport facility – time limited 18 months at Lot 1 DP1067432 13 Bond Street Holbrook, subject to the following conditions:

**1 Compliance with Plans**

The development shall take place in accordance with the approved development plans except as modified in red by Council and/or any conditions of this consent.

**2 Time Period of Consent**

In accordance with Section 4.17(d) of the Environmental Planning and Assessment Act 1979 this consent is time limited for 18 months from the date of determination and all activity at the site is to cease at the completion of this time

**GENERAL CONDITIONS**

**The following conditions have been applied to ensure that the use of the land and/or building is carried out in such a manner that is consistent with the aims and objectives of the planning instrument affecting the land**

**3 Management of Dust**

The applicant is to take appropriate action to minimise raised dust emanating from the site and adjacent roads and streets. Such action could include utilising a water cart within the perimeter of the site and sweeping and vacuuming any dirt that has been trafficked from the site on to adjacent roadways.

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HOLBROOK [CONT'D]

**4 Approved Transport Route**

- a. The heavy vehicle route for laden trucks will consist of entry and exit via the existing driveway to the site from Bond Street and Millswood Road. Access to Bond Street is via Millswood Road and its intersection with the Holbrook-Wagga Wagga Road (MR211). Access to the Hume Highway is via either of the grade separated intersections at Holbrook and utilising the Holbrook-Wagga Wagga Road or Albury Street. Laden trucks arriving in Holbrook from Jingellic Road are to access the site using Albury Street to the intersection with Millswood Road and Holbrook-Wagga Wagga Road.
- b. Council will provide a map of the truck route for laden trucks which are to be displayed prominently onsite and provided to all truck drivers.
- c. Laden trucks are not to be present at any time on any local streets except Bond Street and Millswood Road.
- d. Unladen trucks may utilise approved B-Double routes within Holbrook to access services.

**5 Management of Surface Water Runoff**

The applicant is to install and maintain suitable silt fencing along the edge of the drain that passes east/west through the site and upon the eastern side of the dam that is located in the western portion of the allotment.

**6 Provision of Toilet Facilities**

Toilet facilities are to be provided for access by truck drivers adjacent to the entry gate and existing amenities at the site are to be reinstated and maintained in working order.

**7 Provision of Waste Receptacles**

Waste receptacles are to be placed adjacent to the fence at the Bond Street entrance for the use of drivers.

**8 Hours of Operation**

The hours of operation of the development are limited to 6am to 12 midnight on Monday and Fridays, 6am to 4pm Saturday and Sunday and no work is to be undertaken on public holidays.

**9 Development not to Interfere with the Amenity of the Area**

The development is to be conducted in a manner that will not interfere with the amenity of the locality by reason of the emission of noise, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit, oil by causing interference to television or radio reception or otherwise.

The applicant is to take all practical measure to minimise the emission of noise from the site.

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**10 Damage to Public Assets**

As soon as possible after the date of determination the applicant and Council's officer must inspect the condition of Council's roadway in front of the site and damage that is attributable to the undertaking of the development is to be determined. This damage and any future damage is to be rectified at the full cost of the applicant at the completion of the approved time period.

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**2. POLICY DEVELOPMENTS**

**Report prepared by Director Environment and Planning – Colin Kane**

**REASON FOR REPORT**

To present two revised policies for Council's consideration.

**REFERENCE TO DELIVERY PLAN ACTIONS**

Nil.

**DISCUSSION**

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

**1 Determination of Development Applications Under Delegated Authority**

A minor change was made to clarify that most variations to Council's Development Control Plan which are sought will be dealt with under delegation by the Director Environment and Planning using resolution 3515 [McInerney/Meyer].

**2 Independent Assessment of Development Applications Policy**

Changes were made to permit Council staff to assess applications that are not controversial. It is now proposed that Council staff will assess applications where Council is the applicant for subdivisions up to 10 lots and there were no submissions to development notifications. Also, Council staff would assess Construction Certificates and Complying Development Certificates for buildings classified as a class 2-9 under the Building Code of Australia with a value not exceeding \$2,000,000 or the erection of more than one class 1 building at one time and where development notification results in no submissions to Council.

A new definition was added to the policy termed Development (General Manager, Directors, and Councillors) and development would be referred for independent assessment if it met the following:

- Development (General Manager, Directors, and Councillors) - subdivision of land involving more than 2 allotments (boundary adjustments or consolidation of allotments are not significant development), erection of a building which is classified under the Building Code of Australia as a class 2-9 building with a value not exceeding \$600,000 or the erection of more than one class 1 building at one time.

Copies of the revised policies are attached as **ANNEXURE 2**.

**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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TO BE HELD AT  
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POLICY DEVELOPMENTS [CONT'D]

**RECOMMENDATION**

That Greater Hume Council Determination of Development Applications under Delegated Authority and Independent Assessment of Development Applications Policy be adopted.

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## GOVERNANCE

### 1. GREATER HUME COUNCIL RESPONSE TO CORONAVIRUS (COVID-19)

Report prepared by General Manager – Steven Pinnuck

#### REASON FOR REPORT

To advise Councillors of actions taken to implement COVID-19 relief measures since the July meeting.

#### REFERENCE TO DELIVERY PLAN ACTIONS

Nil

#### DISCUSSION

At the April meeting Council resolved to provide relief in a number of areas. The table below outlines the cost of those initiatives in the 2019/2020 financial year.

To date the costs outlined in Table 1 have been incurred or reduced revenue (as a result of Council resolutions) for the period to 30 June 2020.

**Table 1**

Initiative	Estimated Cost \$	Comment
Waiving of interest on outstanding rates and charges	~\$5,000	Interest on rates outstanding met budget parameters but was approximately \$5,000 less than the previous year.
Reduction in rent of Council owned premises where the business has been impacted by the pandemic. <ul style="list-style-type: none"> <li>• 50% reduction where the business continues to trade in a limited capacity</li> <li>• 100% where business ceases to trade</li> </ul>	\$9,182	Two businesses have temporarily closed and are not being charged any rent. Both businesses reopened however one has since temporarily closed again.
COVID-19 operational costs	\$53,256	Personal protective equipment and supplies, facility closure expenses, etc.
COVID-19 Special Leave	\$20,042	Paid in accordance with Local Government Splinter Award
Increase in sick leave paid	~\$8,000	Increase in sick leave in comparison to the same period in 2019.
<b>Total</b>	<b>\$95,480</b>	

Revenue estimates in areas where a reduction was expected (Planning and Building) have not materialized at this stage with budgetary targets met to 30 June 2020. At this point it is unknown what impact the recent COVID-19 activity in Victoria will have on confidence in the region moving forward.

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GREATER HUME COUNCIL RESPONSE TO CORONAVIRUS (COVID-19) [CONT'D]

Table 2 outlines the potential costs of measures in the 2020/2021 financial year previously approved by Council.

**Table 2**

<b>Initiative</b>	<b>Estimated Cost \$</b>	<b>Comment</b>
Waiving of interest on outstanding rates and charges to 31 December 2020.	\$30,000	This can effectively defer the payment of 1 <sup>st</sup> and 2 <sup>nd</sup> rate installments to 31 December 2020 for <b>all</b> ratepayers.
Reduction in rent of Council owned premises where the business has been impacted by the pandemic. <ul style="list-style-type: none"> <li>• 50% reduction where the business continues to trade in a limited capacity</li> <li>• 100% where business ceases to trade</li> </ul>	\$8,000	One business that reopened mid-June closed again mid-July following the introduction of restrictions of passage through the Victorian border.
Freeze water, sewerage and domestic waste charges at 2019/2020 levels	\$178,000 (Full year)	Included in draft Budget 2020/2021.
Local purchase preferencing tolerance raised to 10%.	Unknown at this stage but will be monitored.	There has been no impact at this stage however a number of tenders are currently on advertisement.

It is also proposed that Food Shop Inspection fees not be charged for the 2020/2021 financial year. Council has an obligation under a partnership agreement with the NSW Food Authority to undertake inspections on an annual (twice annually) basis and will continue to do so, but the waiving of inspection fees may provide a small amount of relief given the hospitality sector has been hard hit by the COVID-19 restrictions. Council has 50 food shops with an annual fee of \$70.00 per premise for a total cost to Council of \$3,500.

**Rate collection comparison**

Whilst it is very early in the financial year below is a comparison of rates paid year to date. This comparison will be reported to Council on a monthly basis for information.

	<b>2020/2021 Rates outstanding \$</b>	<b>% outstanding</b>	<b>2019/2020 Rates outstanding \$</b>	<b>% outstanding</b>
31 July 2020	\$9,983,912	93.72%	\$9,796,336	\$92.26

At this point in time there continues to be a low level of enquiry from ratepayers suffering financial hardship however this may increase over the remainder of the calendar year. The level of enquiry will be monitored and reported periodically to Council.

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GREATER HUME COUNCIL RESPONSE TO CORONAVIRUS (COVID-19) [CONT'D]

**BUDGET IMPLICATIONS**

Council continues to maintain cost centres to capture costs of implementing COVID-19; expenses and relief measures which will be disclosed with future budget reviews.

The current proposal to waive Food Shop Inspection fees will have a negative impact of \$3,500 on the 2020/2021 Budget.

**CONCLUSION**

Management is acutely aware of the impacts that the coronavirus (COVID-19) is having on the wider economy. Greater Hume Council is not immune from these impacts; both with the loss of direct employment and downturn in business activity, particularly hospitality related businesses.

Actions have already been undertaken to reduce the immediate impact on residents and ratepayers and the determination by the NSW State Government to charge 0% on outstanding rates and charges will provide longer term relief for those ratepayers suffering financial hardship.

At this point in time there continues to be a low level of enquiry from ratepayers suffering financial hardship however this may increase over the remainder of the calendar year. The level of enquiry will be monitored and reported periodically to Council.

Management will continue to investigate measures that can provide relief to impacted residents and businesses that will not significantly undermine the integrity of Council's budget.

**RECOMMENDATION**

That all Food Shop Inspection fees be waived for the 2020/2021 financial year.

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**2. LOCAL GOVERNMENT NSW ANNUAL CONFERENCE – SUNDAY 22 TO TUESDAY 24 NOVEMBER 2020**

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

**REASON FOR REPORT**

To advise Councillors that the Local Government NSW Annual Conference will be held from Sunday 22 November to Tuesday 24 November 2020 at the Crowne Plaza Hunter Valley, Lovedale (Cessnock).

**REFERENCE TO DELIVERY PLAN ACTIONS**

Objective            We lead a vibrant, connected and inclusive community  
Outcome 1.1       Leadership and advocacy is demonstrated and encouraged in our communities.

**DISCUSSION**

The Local Government NSW Annual Conference will be held from Sunday 22 November to Tuesday 24 November 2020 at the Crowne Plaza Hunter Valley, Lovedale (Cessnock) COVID restrictions permitting. The conference always provides an opportunity to raise issues of importance to Greater Hume Council and local government industry more broadly.

**Motions**

Council has the opportunity to submit motions for consideration at the conference.

The Board has resolved that motions will be included in the Business Paper for the Conference where they:

- a) are consistent with the objects of the Association (see Rule 4 of the Association's rules);
- b) relate to Local Government in NSW and/or across Australia;
- c) concern or are likely to concern Local Government as a sector;
- d) seek to advance the Local Government policy agenda of the Association and/or improve governance of the Association;
- e) have a lawful purpose (a motion does not have a lawful purpose if its implementation would require or encourage non-compliance with prevailing laws);
- f) are clearly worded and unambiguous in nature; and
- g) do not express preference for one or several members over one or several other members.

Member councils are asked to submit their motions by **12 midnight (AEST) on Monday, 28 September 2020**. In line with the LGNSW rules, the latest date motions will be accepted for inclusion in the Conference Business Paper is 12 midnight (AEST) on **Monday, 25 October 2020**.

To meet the deadline for submission of motions (28 September), it will be necessary for any proposed motions to be considered by Council at the September meeting.

Therefore it is recommended that Councillors advise the General Manager of proposed motions at the earliest opportunity to ensure research can be undertaken, if required.

Once again Council will be able to nominate two voting delegates in accordance with the formula for calculating members' voting entitlements.

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LOCAL GOVERNMENT NSW ANNUAL CONFERENCE – SUNDAY 22 TO TUESDAY 24  
NOVEMBER 2020 [CONT'D]

Other important dates are outlined in the table below.

<b>Deadline</b>	<b>Action</b>
28 September	Deadline for submitting motions (note: the latest date motions can be accepted for inclusion in the Business Paper is 25 October)
3 November	Deadline for members to provide names to LGNSW of delegates who will vote on Motions

### **Attendance**

Generally Council approves the attendance of the Mayor and Deputy Mayor as voting delegates and the General Manager and one other Councillor as observers for the annual conference of the peak local government body in NSW.

Accommodation bookings have been made for four Council representatives, however some councils have already determined not to attend this year's conference due to COVID concerns. It will be a matter for this Council to decide whether to attend this year's conference.

### **BUDGET IMPLICATIONS**

Expenditure allocations are included in the 2020/2021 Budget to enable Councillor and senior staff attendance at this conference.

### **CONCLUSION**

The annual conference of NSW Local Government is an excellent forum to raise issues affecting local government and the communities they represent. Accordingly, it is recommended that Council again be represented.

### **RECOMMENDATION**

That the Mayor and Deputy Mayor attend the Local Government NSW Annual Conference as voting delegates and the General Manager (or his delegate) and one other Councillor attend as Observers.

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**3. RIVERINA EASTERN REGIONAL ORGANISATION OF COUNCILS (REROC) – MEMBERSHIP COMMITMENT FOR THE 2020/2021 AND 2021/2022 FINANCIAL YEARS**

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

**REASON FOR REPORT**

For Council to consider a request from the Riverina Eastern Regional Organisation of Councils (REROC) to confirm membership for the next two years.

**REFERENCE TO DELIVERY PLAN ACTIONS**

Objective            We lead a vibrant, connected and inclusive community  
Outcome 1.1        Leadership and advocacy is demonstrated and encouraged in our communities.

**DISCUSSION**

Councillors will recall that at the June 2020 meeting it was resolved to enter into an agreement with the NSW State Government as part of the COVID-19 Local Government Economic Stimulus package to remain a member of the Riverina Joint Organisation (RivJO). Participation in the RivJO for the next two years was a prerequisite to be eligible for COVID Stimulus funding. Below is the resolution from the June meeting:

*That notwithstanding Council's concerns about the Emergency Services Levy, that*

- 1. the Mayor and General Manager be authorized to sign the NSW State Government's COVID-19 Local Government Stimulus Package under the common seal of Council; and*
- 2. Council continue to work with Regional Organisations to maintain an effective and viable regional voice for the Riverina region.*

Correspondence has now been received from the Chairman of REROC, Cr Rick Firman seeking confirmation that Greater Hume Council will remain a member of REROC for the next two years through to the end of the 2021/2022 financial year. A copy of the correspondence is included as **ANNEXURE 3** for Councillors' information.

The Board of REROC is still committed to moving to one organisation, preferably a Company Limited by Guarantee, however with all REROC Councils signing the COVID-19 Local Government Economic Stimulus Package Agreement, it is no longer achievable in the 12 month timeframe originally proposed.

Greater Hume Council has always derived great benefit from its membership of REROC and the Author fully supports the request of the Chairman.

Funding for membership of the two organisations (RivJO and REROC) has been included in future budgets, although it is expected a rationalisation to one organisation would be a more efficient and cost effective organisation in the future.

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RIVERINA EASTERN ORGANISATION OF COUNCILS (REROC) – MEMBERSHIP  
COMMITMENT FOR THE 2020/2021 AND 2021/2022 FINANCIAL YEARS [CONT'D]

**BUDGET IMPLICATIONS**

The budget allocation for membership of both organisations in 2020/2021 is \$47,856 and in 2021/2022 is \$48,985. The June report to Council indicated that a rationalisation to one regional organisation, potentially without Wagga Wagga Council would result in a membership fee of \$39,750. Wagga Wagga Council has advised that it would not support the Company Limited by Guarantee model.

**CONCLUSION**

Correspondence has been received from the Chairman of REROC, Cr Rick Firman seeking confirmation that Greater Hume Council will remain a member of REROC for the next two years through to the end of the 2021/2022 financial year.

The Board of REROC is still committed to moving to one organisation, preferably a Company Limited by Guarantee, however with all REROC Councils signing the COVID-19 Local Government Economic Stimulus Package Agreement, it is no longer achievable in the 12 month timeframe originally proposed.

Greater Hume Council has always derived great benefit from its membership of REROC and the Author fully supports the request of the Chairman.

**RECOMMENDATION**

That Council advise the Chairman of Riverina Eastern Organisation that it is committed to remaining a member of REROC for 2020/2021 and 2021/2022 financial years.



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**4. POLICY DEVELOPMENT**

**Report prepared by Risk & Safety Coordinator – Jackie Lister**

**REASON FOR THE REPORT**

For Council to consider minor amendments to Alcohol and Other Drug Policy that was previously adopted at the September 2019 Council meeting.

**REFERENCE TO DELIVERY PLAN ACTIONS**

Nil

**DISCUSSION**

Since Council adopted the Alcohol and other Drug (AOD) Policy at the September 2019 Council meeting the large majority of supervisors and staff have been trained in the AOD procedures.

Following AOD training a number of minor additions have been made to the policy which have been highlighted yellow for Councillors' information in **ANNEXURE 4**.

Commencement of Alcohol and other Drug testing is imminent.

It is recommended that Council's Alcohol and Other Drugs Policy as amended be adopted by Council.

**BUDGET IMPLICATIONS**

The cost of Alcohol and other Drug testing is included in recurrent budgets as an employment overhead expense.

**CONCLUSION**

As part of the policy review process, policies continue to be reviewed and recommended for change to better reflect current insurance and legislative compliance and a more contemporary structure under the Risk & WHS Management System.

**RECOMMENDATION**

That the amended Alcohol and other Drug Policy as detailed in **ANNEXURE 4** be adopted.

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## **CORPORATE AND COMMUNITY SERVICES**

### **1. AUDIT, RISK & IMPROVEMENT COMMITTEE REPORT**

**Report prepared by David Maxwell – Independent Chair of Audit, Risk & Improvement Committee**

#### **REASON FOR REPORT**

This Report is made in accordance with clause 5 of the Committee's Charter and covers the financial year just ended.

#### **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**

<b>Committee membership during the period:</b>	<b>Meetings attended</b>
<i>Independent External Members</i>	
David Maxwell (Chairperson)	5
John Batchelor	4
<i>Council Committee Members</i>	
Mayor Heather Wilton	5
Cr Denise Knight	3
Cr Tony Quinn (alternate)	3
<i>Also attended</i>	
General Manager, Steven Pinnuck	3
Director Corporate & Community Services, David Smith	4
Chief Financial Officer, Dean Hart	4
Risk Officer, Jackie Lister	2
Accounting Officer, Camilla Webb	1

Internal Audit and External Audit representatives have also attended as required.

#### **Committee meetings during the period**

The Committee met on 6 August 2019, 26 November 2019, 17 March 2020 and 5 May 2020, and a special meeting to consider the draft Annual Financial Statements on 10 September 2019. Attendances at meetings have included telephone and Zoom where appropriate.

#### **Reporting lines**

The Committee reports to Council after each meeting in the form of minutes (all Councillors also receive copies of Committee agendas) and provides an annual report of activities undertaken each year. At need, the Committee will also provide additional reports on matters that it specifically wishes to draw to Council's attention, but has not done so during the year under review. The Committee Chairman will take the opportunity to formally present this report to Council, and to answer any questions Councillors may have on the role and operations of the Committee.

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AUDIT, RISK & IMPROVEMENT COMMITTEE REPORT [CONT'D]

**Approach of the Committee**

The Committee takes what may broadly be described as a “risk management” approach which includes:

- monitoring the risk exposure of Council
- reviewing the level of resources allocated to internal audit and the scope of its authority
- reviewing the scope of internal audit plans and the effectiveness of the function
  
- reviewing reports of internal audit and the extent to which Council and management react to matters raised by internal audit
- facilitating liaison between the internal and external auditor to promote compatibility, to the extent appropriate, between their audit programs
- critically analysing and following up on any internal or external audit report that raises significant issues relating to risk management, internal control, financial reporting and other accountability or governance issues raised
- identifying and referring specific projects or investigations deemed necessary through the General Manager, internal auditor and the Council as appropriate
- addressing issues brought to the attention of the Committee that are within the parameters of its terms of reference
- considering and recommending any changes to the Committee’s Charter and the Internal Audit Charter.

**External Audit operations during the period**

At its meeting held 10 September 2019 the Committee reviewed the draft Annual Financial Statements for the year ended 30 June 2019 and directed questions to the external auditors in attendance and to Council’s Finance & Administration Manager. The Committee reported to Council that it knew of no matter that would prevent Council from executing the certificates required by section 413 of the Local Government Act.

The Committee has also reviewed all correspondence from the external auditor in relation to the external audit and has not identified any specific matter to which it wishes to draw the attention of the Council. The major items of correspondence were:

- Interim Management letters 2019 & 2020
- Audit Reports 2019
- Final Management letter 2019
- Engagement Closing Report 2019
- Annual Engagement Plan 2020

External audit continues to hold the view that Council should recognise RFS assets in the financial statements, and claims this omission to be an immaterial unadjusted error. Management holds the view that Council lacks the necessary control for these assets to qualify for recognition. The Committee supports management’s view.

**Internal Audit operations during the period**

Since 1 July 2019 internal audit services have been provided by National Audits Group as external contract suppliers of internal audit services, and report administratively to the General Manager and functionally to the Committee. The changeover from the previous contractors, Crowe Horwath (who are now the external audit contractors to the Auditor-General), has limited the number of assignments completed during the year.

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AUDIT, RISK & IMPROVEMENT COMMITTEE REPORT [CONT'D]

The Committee has considered Internal Audit Reports on the following matter:

- Stores & Depot Management

We acknowledge that implementation of recommendations requires the commitment of significant resources, particularly at senior officer level. The Committee will continue to take an active role in the scoping of internal audit assignments with a view to more precise targeting of assignments to specific areas of risk. It is expected that this will reduce the range and number of recommendations that require the attention of senior staff.

The Committee has continued to monitor management action in relation to issues raised in previous Internal Audit reports.

**Other Reports referred to the Committee**

The Risk Officer provides a report to each ordinary meeting of the Committee, and these include charts of WHS and other insurance claims histories, which are assisting the Committee to assess the effectiveness of Council's risk minimisation procedures.

Other reports considered by the Committee include:

- Records Management Strategic Plan
- A New Risk Management & Internal Audit Framework (OLG)
- Transport Infrastructure Revaluation Report

Review of these additional reports enables the Committee to monitor management's responses to risks in areas not subject to specific internal audit assignments, and in some cases makes it unnecessary to commission internal audit assignments for those areas.

**Risk Management**

Council is well aware of the multiple disruptions to operations resulting from the COVID-19 pandemic. These have further inhibited the development of Council's comprehensive Risk Register, which the Committee views as an essential management tool. Once operational conditions return to normal, it is hoped that a high priority will be given to this item.

**Other Committee Operations**

Arrangements are being made for review of the performance of the Committee in accordance with clause 6.6 of the Charter using Survey Monkey and subject to coronavirus delays will proceed shortly.

The 2016 amendments to the Local Government Act will require changes to the existing structure and operations of this Committee, and these were scheduled to be effective by 31 March 2021. With the deferral of the Local Government elections to September 2021 it is believed that the commencement of these requirements has also been deferred, but no formal confirmation of this has yet been received. The General Manager will advise Council of any changes required upon the enactment of the legislation and gazettal of the regulations.

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AUDIT, RISK & IMPROVEMENT COMMITTEE REPORT [CONT'D]

**Staff**

The Committee wishes to formally record its appreciation for the assistance it has received from the General Manager, Steven Pinnuck, Director of Corporate & Community Services, David Smith, Chief Financial Officer, Dean Hart and Risk Officer, Jackie Lister throughout the year.

**BUDGET IMPLICATIONS**

Nil for this report.

**CONCLUSION**

Council's Audit, Risk & Improvement Committee continues to operate effectively and will continue to monitor management action in relation to issues raised in previous Internal Audit reports.

**RECOMMENDATION**

That the Audit, Risk and Improvement Committee Report, as amended by this meeting, be adopted.

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**2. INTERIM 2019/2020 QUARTERLY BUDGET REVIEW AS AT 30 JUNE 2020**

**Report prepared by Chief Financial Officer – Dean Hart**

**REASON FOR REPORT**

To present the Interim Budget Review as at 30 June 2020 in accordance with Section 203 of the Local Government (General) Regulation 2005.

**REFERENCE TO DELIVERY PLAN ACTION**

Objective We lead a vibrant, connected and inclusive community

Outcome 1.2 There is open and two way communication both with communities and within our communities, the community is consulted on decisions that affect them and consultation processes are inclusive.

**DISCUSSION**

The Interim Budget Review as at 30 June 2020 is attached as **ANNEXURE 5**. The Budget Review, as presented, indicates that the projected 2019/2020 cash deficit will be \$188,573 which represents a worsening of \$41,784 on the budget deficit of \$146,789 reported to Council at the 31 March 2020 budget review.

The worsening budget position is primarily due to ongoing costs associated with implementing COVID-19 mitigation measures (total cost of \$53,255.65 to 30 June 2020) and additional expenditure incurred on survey and design projects. As has been reported to Councillors previously, undertaking predictive survey and design activities is essential when applying for external grant funding for major infrastructure works. That being the case, Council is in the position whereby some degree of forward expenditure, and the resultant budget impact, is required in order for key projects to be “grant ready”.

**OVERALL BUDGET REVIEW**

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

**GOVERNANCE & ADMINISTRATION**

Function and comment	Projected Budget Variance \$	Amount Carried Forward
<b>Elected Members Expenses</b> Elected members costs were below budget, mainly in reduced travelling costs (\$4,706) and training and conference expenses (\$8,317)	+8,372	42,000
<b>Risk Management</b> Satisfactory.	+2,283	Nil

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INTERIM 2019/2020 QUARTERLY BUDGET REVIEW AS AT 30 JUNE 2020 [CONT'D]

**GOVERNANCE & ADMINISTRATION**

Function and comment	Projected Budget Variance \$	Amount Carried Forward
<p><b>Governance, Corporate Services Administration and Customer Service Centres</b> Overall Governance and Corporate Services Administration resulted in a small positive budget variance. Salaries and Wages exceeded budget by \$31k, offset by savings in other areas of expenditure and a small increase in revenue. Costs associated with ongoing subscriptions to regional organisations were lower than budgeted. In addition, budgeted expense for the implementation of a legislative compliance database did not eventuate and the database will now be implemented in the 2020/2021 year within an existing budget allocation.</p>	+1,848	101,047
<p><b>Information Technology Services</b> Council has incurred significant additional cost on software during 2018/19 in order to provide Council with additional support in the areas of data security, support call monitoring, DA tracking and insurance claims and incident reporting. In addition to the software it has been necessary to upgrade our server system and storage capacity to cope with the increasing demands on the system network and to provide for needs identified in Councils business continuity plan. Savings have been made in Internet charges with the transfer to a new service provider, however, provision has been made for a significant refund of amounts paid to the previous provider which is currently being followed up.</p>	+2,361	56,226
<p><b>Employment On-Costs</b> Final reconciliation of employment on-costs and engineering overhead recoveries reconciled and net surplus of overhead recoveries has not been completed and will be finalised during preparation of the financial statements.</p>	+56,651	Nil

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INTERIM 2019/2020 QUARTERLY BUDGET REVIEW AS AT 30 JUNE 2020 [CONT'D]

**GOVERNANCE & ADMINISTRATION**

Function and comment	Projected Budget Variance \$	Amount Carried Forward
<p><b>Engineering Administration</b> A significant budget adjustment is required in this functional area to remove an existing budget allocation for Plant On-Cost Recovery associated with RMCC works. The recovery has been included in past budgets to account for on-cost recovery generated when Council plant is used on RMCC contracted works on behalf of Transport for NSW. Council has been advised by Transport for NSW that an on-cost recovery cannot be added to Council's internal plant hire charges. As such, the budgeted recovery has been removed from Council's budget. Further, given the advice, the practice is for Council to engage external plant hire as much as possible on RMCC works. Whilst there is a significant budget adjustment in this particularly functional area, the loss of the recovery has largely been offset by budget savings in Transport and other budget areas.</p>	-282,838	Nil
<p><b>Depot Administration and Maintenance</b> Satisfactory.</p>	+3,096	Nil
<p><b>Plant Operations</b> Satisfactory. Final reconciliation of Plant Reserve to be undertaken.</p>	Nil	Nil
<b>TOTAL GOVERNANCE &amp; ADMINISTRATION</b>	<b>-208,227</b>	<b>199,273</b>



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INTERIM 2019/2020 QUARTERLY BUDGET REVIEW AS AT 30 JUNE 2020 [CONT'D]

**PUBLIC ORDER AND SAFETY**

Function and comment	Projected Budget Variance \$	Amount Carried Forward
<b>Animal Control</b> Revenue from companion animal fees exceeded budget by \$8k. Animal impounding costs were \$28k below budget with savings mainly in salary & wages–overtime.	+35,784	Nil
<b>Fire Services.</b> As Councillors are aware, the 2019/2020 fire season was an extraordinary event. Annual maintenance and repair costs exceeded budget plus Council was unable to claim the full cost of responding to the Section 44 disaster in January 2020.	-17,605	Nil
<b>Emergency Services</b> Satisfactory	-1,553	Nil
<b>TOTAL PUBLIC ORDER &amp; SAFETY</b>	<b>+16,626</b>	<b>Nil</b>

**HEALTH SERVICES**

Function and comment	Projected Budget Variance \$	Amount Carried Forward
<b>Health Administration</b> Satisfactory. Additional revenue received from Licences and Permits. Operational expenditure under budget however the lower wage costs will offset over expenditure in other areas within Environment & Planning. A reconciliation of all wage allocations across the department confirms that total wage costs are within the overall budget allocation.	+38,619	30,000
<b>TOTAL HEALTH SERVICES</b>	<b>+38,619</b>	<b>30,000</b>

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INTERIM 2019/2020 QUARTERLY BUDGET REVIEW AS AT 30 JUNE 2020 [CONT'D]

**ENVIRONMENT**

<b>Function and comment</b>	<b>Projected Budget Variance \$</b>	<b>Amount Carried Forward</b>
<b>Waste Management</b> Overall income and expenditure budgets are satisfactory.	-2,420	150,000
<b>Noxious Animals &amp; Insects</b> Satisfactory	+4,247	5,000
<b>Noxious Plants</b> Satisfactory.	-238	7,000
<b>Street Cleaning</b> Satisfactory.	-3,094	Nil
<b>Stormwater Maintenance &amp; Drainage</b> Storm Water Maintenance exceeded budget by \$11k. Revenue.	-16,498	120,884
<b>TOTAL ENVIRONMENT</b>	<b>-18,003</b>	<b>282,884</b>

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INTERIM 2019/2020 QUARTERLY BUDGET REVIEW AS AT 30 JUNE 2020 [CONT'D]

**COMMUNITY SERVICES AND EDUCATION**

Function and comment	Projected Budget Variance \$	Amount Carried Forward
<p><b>Family Day Care and Children Services</b> The 2019/2020 year has been particularly challenging for Children Services. Overall, the function made a small loss of \$27,093 which has been transferred from reserve, however the Children Services Reserve will still hold a healthy balance of \$526,441. The operating environment for childcare services has been severely impacted by the COVID-19 pandemic with lengthy periods where services were unable to charge for childcare. Local government providers were further impacted due to the ineligibility to receive Job Keeper support. Going forward, Council has successfully negotiated a further \$900,000 in funding over the next three financial years to support the operations of the Henty, Walla Walla and Holbrook centres.</p>	Nil	Nil
<p><b>Preschools</b> Satisfactory</p>	+1,694	Nil
<p><b>Youth Services</b> Wages exceeded budget due to staff time allocated across Youth, Libraries and Customer Service.</p>	-14,563	Nil
<p><b>Community Housing</b> Satisfactory</p>	Nil	Nil
<p><b>Frampton Court Rental Units</b> Satisfactory..</p>	Nil	Nil
<p><b>Kala Court Rental Units</b> Satisfactory</p>	Nil	Nil
<p><b>Kala Court Self-Funded Units</b> Satisfactory</p>	Nil	Nil
<p><b>Aged Care Rental Units – Culcairn</b> Satisfactory</p>	Nil	Nil
<p><b>Aged Care Rental Units – Jindera</b> Satisfactory</p>	Nil	Nil
<p><b>Other Community Services</b> Satisfactory</p>	-1,000	Nil
<b>TOTAL COMMUNITY SERVICES &amp; EDUCATION</b>	<b>-13,870</b>	<b>Nil</b>

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INTERIM 2019/2020 QUARTERLY BUDGET REVIEW AS AT 30 JUNE 2020 [CONT'D]

**HOUSING AND COMMUNITY AMENITIES**

<b>Function and comment</b>	<b>Projected Budget Variance \$</b>	<b>Amount Carried Forward</b>
<b>Street Lighting.</b> Contribution from Transport for NSW for street lighting along State and National Highways higher than budgeted.	+8,135	18,000
<b>Public Cemeteries</b> Cemetery maintenance and operations costs exceeded budget, predominately in the allocation of wage costs across Environment and Planning staff.	-21,334	19,500
<b>Town Planning</b> Wages exceeded budget in this area by \$27k, however, as mentioned above this is offset as wage costs in other areas of Environment & Planning are below budget. Legal fees also exceeded budget by \$8k due to increased compliance activity in relation to hoarding issues.	-35,009	28,000
<b>Public Conveniences</b> Satisfactory.	-2,648	69,090
<b>Council Owned Housing</b> Satisfactory.	Nil	Nil
<b>Wirraminna Environmental Education Centre</b> Satisfactory	-230	Nil
<b>Other Community Amenities</b> Rental income from Walla Walla Children Services brought to account.	+15,000	Nil
<b>TOTAL HOUSING &amp; COMMUNITY AMENITIES</b>	<b>-36,086</b>	<b>134,590</b>

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INTERIM 2019/2020 QUARTERLY BUDGET REVIEW AS AT 30 JUNE 2020 [CONT'D]

**RECREATION AND CULTURE**

<b>Function and comment</b>	<b>Projected Budget Variance \$</b>	<b>Amount Carried Forward</b>
<b>Public Halls</b> Overall maintenance and operating expenditure lower than budget.	+6,153	13,600
<b>Libraries</b> Satisfactory	-2,222	Nil
<b>Museums</b> Satisfactory	+4,146	Nil
<b>Swimming Pools</b> Final costs for utilities brought to account following the closure of pools for the 2019/2020 season.	-18,189	40,000
<b>Sporting Grounds &amp; Recreation Reserves</b> Total cost of the Culcairn and Jindera skate parks exceeded budget however this is largely offset by budget savings in footpath construction within the Transport function (\$30k). Overall maintenance and operating costs were within budget however water charges exceeded budget due to the exceptionally hot and dry summer period.	-47,885	15,558
<b>Parks &amp; Gardens</b> Maintenance costs were higher than budget estimates by \$18k. Similar to Sporting Grounds, water charges for Council's parks exceeded budget due to the exceptionally hot and dry summer period	-32,610	57,749
<b>Other Cultural Services</b> Heritage projects not undertaken	+18,056	Nil
<b>TOTAL RECREATION &amp; CULTURE</b>	<b>-72,551</b>	<b>126,907</b>

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INTERIM 2019/2020 QUARTERLY BUDGET REVIEW AS AT 30 JUNE 2020 [CONT'D]

**MINING, MANUFACTURING & CONSTRUCTION**

<b>Function and comment</b>	<b>Projected Budget Variance \$</b>	<b>Amount Carried Forward</b>
<b>Building Control</b> Wages costs higher than budget. As mentioned, a reconciliation of all wage costs in Environment & Planning shows that overall costs are close to budget. Revenue from building inspection fees exceeded budget estimates by \$4k	-12,770	9,000
<b>Quarries &amp; Pits</b> Satisfactory	Nil	Nil
<b>TOTAL MINING, MANUFACTURING &amp; CONSTRUCTION</b>	<b>-12,770</b>	<b>9,000</b>

**TRANSPORT AND COMMUNICATIONS**

<b>Function and comment</b>	<b>Projected Budget Variance \$</b>	<b>Amount Carried Forward</b>
<b>FAG Grant – Roads Component</b> Satisfactory. Final allocation of FAG funding	+15,671	Nil
<b>Urban Roads Local</b> Overall maintenance including tree maintenance exceeded budget by \$47k. Offset by budget savings in Sealed Rural Roads below.	-36,089	215,808
<b>Sealed Rural Roads – Local</b> Maintenance costs lower than budget	+94,867	277,642
<b>Sealed Rural Roads – Regional</b> Satisfactory.	Nil	164,488
<b>Unsealed Rural Roads - Local</b> Satisfactory. Uncompleted gravel re-sheeting works carried forward in full.	+186	50,312
<b>Bridges</b> Maintenance and capital expenditure lower than budget.	+2,477	86,336

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INTERIM 2019/2020 QUARTERLY BUDGET REVIEW AS AT 30 JUNE 2020 [CONT'D]

**TRANSPORT AND COMMUNICATIONS**

<b>Function and comment</b>	<b>Projected Budget Variance \$</b>	<b>Amount Carried Forward</b>
<b>Kerb &amp; Gutter</b> Satisfactory	-1,465	56,768
<b>Footpaths</b> Overall maintenance costs exceeded budget by \$5k. Footpath works undertaken in Creek Street, Jindera have been completed under budget. This saving has been used to offset and over-run of expenditure on the Jindera Skatepark. (Refer to comment in Sporting Grounds and Rec Reserves above).	+43,497	97,288
<b>Aerodromes</b> Satisfactory. Maintenance costs lower than budget.	+8,863	Nil
<b>Bus Shelters</b> Satisfactory.	+500	10,000
<b>Ancillary Road Works</b> Satisfactory.	+2,090	116,600
<b>PAMPS and Cycleways</b> Satisfactory. No works undertaken and full allocation carried forward.	Nil	160,000
<b>State Roads RMCC Works</b> Satisfactory	+102,121	Nil
<b>Road Safety Officer</b> Satisfactory. Overall costs of the RSO project lower than budget. Contributions are above budget and consistent with the previous financial year.	+8,484	Nil
<b>TOTAL TRANSPORT &amp; COMMUNICATIONS</b>	<b>+241,202</b>	<b>1,235,242</b>

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INTERIM 2019/2020 QUARTERLY BUDGET REVIEW AS AT 30 JUNE 2020 [CONT'D]

**ECONOMIC AFFAIRS**

<b>Function and comment</b>	<b>Projected Budget Variance \$</b>	<b>Amount Carried Forward</b>
<b>Jindera Medical Centre</b> Satisfactory	Nil	Nil
<b>Holbrook Health Facility</b> Satisfactory. Council has not proceeded with this development at this stage. The savings represent budgeted loan repayments.	+18,581	Nil
<b>Caravan Parks</b> Satisfactory. Maintenance costs lower than budget	+5,539	Nil
<b>Tourism Operations and Visitor Information Centre</b> Satisfactory. Expenditure on Tourism initiatives lower than budget. Carry forward represents allocation for Council signage.	+15,040	+200,000
<b>Submarine Museum</b> Satisfactory.	-694	Nil
<b>Economic and Community Development</b> Wage Costs lower than budget. There has also been lower than anticipated expenditure in the economic development projects. As there is further funds budgeted in 2020/21 carry forwards have been maintained at the same level as the previous year.	+11,939	+25,300
<b>Community Development Grants</b> Satisfactory. Grants allocated to community groups but not yet spent have been carried forward.	+6,120	+24,679
<b>Community Development Projects</b> Satisfactory. No amount has been carried forward for Health & Wellbeing projects as there is a budget allocation in the 2020/21 year.	+21,770	Nil
<b>Real Estate Development</b> Revenue fell below budget as a result of the COVID-19 closures. (\$2,158k) Water access charges on Council subdivided lots awaiting sale exceeded budget. (\$6,323k) Amounts received from rental of Crown Lands transferred to Crown Lands reserve. This exceeded previous budget allocation (\$8,970).	-18,475	Nil



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INTERIM 2019/2020 QUARTERLY BUDGET REVIEW AS AT 30 JUNE 2020 [CONT'D]

**ECONOMIC AFFAIRS**

<b>Function and comment</b>	<b>Projected Budget Variance \$</b>	<b>Amount Carried Forward</b>
<b>Real Estate Sales</b> Satisfactory	Nil	Nil
<b>Private Works</b> Final reconciliation of private works to be undertaken.	+909	Nil
<b>TOTAL ECONOMIC AFFAIRS</b>	<b>+60,729</b>	<b>+249,979</b>

**GENERAL PURPOSE REVENUES**

<b>Function and comment</b>	<b>Projected Budget Variance \$</b>	<b>Amount Carried Forward</b>
<b>FAG Grant – General Component</b> Satisfactory	+6,007	Nil
<b>Interest on Investments</b> Interest rates are at a record low resulting in a lower than budgeted return in investments	-45,890	Nil
<b>General Rates - Residential</b> Adjustment to reflect actual YTD income	+11,177	Nil
<b>General Rates - Farmland</b> Adjustment to reflect actual YTD income	-842	Nil
<b>General Rates – Business</b> Adjustment to reflect actual YTD income	-11,509	Nil
<b>General Rates – Pensioner Concessions and Rates Subsidy</b>	+774	Nil
<b>Extra Charges on Overdue Rates</b> Adjustment to reflect actual YTD income from interest on overdue rates.	+2,828	Nil
<b>TOTAL GENERAL PURPOSE REVENUES</b>	<b>-37,453</b>	<b>Nil</b>

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INTERIM 2019/2020 QUARTERLY BUDGET REVIEW AS AT 30 JUNE 2020 [CONT'D]

**SUMMARY OF BUDGET VARIATIONS**

SUMMARY OF BUDGET VARIATIONS	Projected Budget Variance \$	Amount Carried Forward
	-41,784	+2,267,875

**WATER AND SEWERAGE**

General income and expenditure figures appear to be satisfactory.

**UNCOMPLETED WORKS AND RESERVE BALANCES**

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

**SUMMARY**

Council's overall budget position has deteriorated as at 30 June 2020 with an increased budget deficit on the predicted result at the 31 March review. It should be stressed however that the budget review figures quoted in this report are interim figures only and Council's true financial position will not be confirmed until such time as the financial statements and associated audit processes are completed.

**RECOMMENDATION**

That Council note and approve the Interim Budget Review Statement including proposed amounts to be carried forward as at 30 June 2020.

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**3. POLICY DEVELOPMENTS**

**Report prepared by Director Corporate & Community Services – David Smith**

**REASON FOR REPORT**

To present new and revised policies for consideration.

**REFERENCE TO DELIVERY PLAN ACTION**

Not Applicable

**DISCUSSION**

Development and enhancement of Council's Policy Register is continuing. The following policies are now presented for consideration by Council (copies of the policies attached in **ANNEXURE 6**).

**1. Smoke Free Environment Policy**

This policy was reviewed in accordance with policy review schedule. Minor amendments to include the addition of references to new policies, procedures and forms.

**2. Bullying and Harassment Policy**

This policy was reviewed in accordance with policy review schedule. Minor amendments to include the addition of references to new policies, procedures and forms.

**3. Employee Performance Appraisal Policy**

This policy was reviewed in accordance with policy review schedule. No amendments made.

**4. Loans to Community Groups Policy**

This policy was reviewed in accordance with policy review schedule. No amendments made.

In addition to the above amendments, a number of policies are considered to be obsolete and it is recommended that the policies detailed in Table 1 below be revoked.

**Table 1**

<b>Policy</b>	<b>Comments</b>
Leave Without Pay Policy	Conditions relating to Leave Without Pay are detailed in the Local Government (State) Award and as such a separate policy is not required
Sick Leave Policy	This policy was originally developed to provide clarity around issues dealing with employee sick leave at a time when the Award conditions were somewhat ambiguous. Conditions relating to Sick Leave have since been strengthened in the Local Government (State) Award 2020 and as such a separate policy is no longer required.

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POLICY DEVELOPMENTS [CONT'D]

**BUDGET IMPLICATIONS**

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

**CONCLUSION**

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

**RECOMMENDATION**

That:

1. the Greater Hume Council Smoke Free Environment Policy, Bullying and Harassment Policy, Employee Performance Appraisal Policy and Loans to Community Groups Policy be adopted.
2. the Greater Hume Council Leave Without Pay Policy and Sick Leave Policy be revoked.

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**4. SHORT TERM LICENCE – LOTS 192 & 205 DP 753342, CROWN RESERVE 81633**

**Report prepared by Manager Corporate Services – Suzanne Klemke**

**REASON FOR REPORT**

To seek Council's approval to commence advertising for Expressions of Interest to enter into a short term licence for Lots 192 and 205 DP 753342, part Crown Reserve 81633, Glenellen, also known as the former Glenellen School Site comprising approximately 1.62ha.

**REFERENCE TO DELIVERY PLAN ACTION**

Nil.

**DISCUSSION**

In accordance with the Crown Land Management Act 2016 (CLM Act), Council as Crown land managers now manage Crown reserves as if the reserves are public land under the Local Government Act. This means that councils issuing or granting tenures over the Crown reserves do so in accordance with the requirements for either community or operational land, including any other requirements arising from or included in the CLM Act.

Council's approval is sought to commence advertising for Expressions of Interest to enter into a short term licence for Lots 192 and 205 DP 753342, part Crown Reserve 81633, Glenellen comprising approximately 1.62ha. A location Plan of the subject land is included at **ANNEXURE 7**.

This parcel of land was previously licenced by Council and has now been terminated.

The land is not currently used for Council purposes and issuing a licence will optimise the use of the land for the benefit of the community. The terms and conditions of the agreement provides for adequate fencing and the maintenance and control of weeds and pests.

In accordance with Council procedure, it would be appropriate that Council seek Expressions of Interest to enter into a licence for Lots 192 and 205 DP 753342, Crown Reserve 81633, Glenellen for the purposes of grazing for a period of twelve months.

**BUDGET IMPLICATION**

No significant impact on Council's budget.

**CONCLUSION**

This report seeks Council's endorsement to advertise for Expressions of Interest to enter into a short term licence for Lots 192 and 205 DP 753342 part Crown Reserve 81633, Glenellen for the purposes of grazing for a period of twelve months.

**RECOMMENDATION**

That Council endorse the action to advertise for Expressions of Interest to enter into a short term licence for Lots 192 and 205 DP 753342 part Crown Reserve 81633, Glenellen for the purposes of grazing for a period of twelve months.

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## **ENGINEERING**

### **1. HENTY RAIL CROSSING PROJECT UPDATE**

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

#### **REASON FOR REPORT**

To provide Council with an update on the Henty Rail Crossing Project and advise that the project will not be completed before this year's harvest season.

#### **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 the Henty Rail Crossing Project is a large and complex project, with a new rail crossing to be constructed (on the main Sydney Melbourne Rail Line), one kilometre of the Olympic Highway realigned and reconstructed and alterations to Grubben Road to be undertaken. Although the amount of new Council road assets constructed is quite small (a small alteration to Grubben Road), the majority of assets to be constructed will become state owned assets being the new rail crossing (apart from the road) and the one kilometre of the Olympic Highway that has to be realigned. However it is the outcome for the residents of Henty and the wider farming community that Council is undertaking this project. These outcomes comprise the improved and safer access to the Graincorp Grain Handling facility in Grubben Road and the removal of large grain trucks from Sladen Street (Henty CBD) during harvest.

Whilst the intention was always for the project to be completed for the 2020 Grain Harvest (estimated to start November/December 2020), due to a number of issues this is now not possible. This report summarises the issues that have arisen and the subsequent decisions that has led to the delay in the completion of the project.

Due to the complexity of the project, Council appointed GHD Pty Ltd as the overall Project Manager for the project (through a competitive tendering process) to support Council in undertaking of the project.

Henty Rail Crossing Project Manager Jeremy Smith from GHD has provided a detailed report on the delays and subsequent issues there has been with the project, and this is attached in **ANNEXURE 8**.

A synopsis of the report is provided below:

#### **Delays caused by relocation of services**

Originally Council had planned to undertake the major road works (including the realignment of the Olympic Highway, and Grubben Road in early 2020, however due to Telstra, NBN and Riverina Water County Council (RWCC) assets (telecommunication cabling and a trunk water main) being within the construction zone, this infrastructure was required to be relocated before any roadworks or rail works could take place.

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**HENTY RAIL CROSSING PROJECT UPDATE [CONT'D]**

With support from RWCC the construction of a new trunk water was completed prior to Christmas 2019. The process to relocate Telstra and NBN cabling was found to be much more difficult and was not completed until May 2020 due to a number of issues including availability of qualified contractors, access to rail corridor, and Coronavirus restrictions on delivery of cabling (as detailed in GHD's report). This unfortunately allowed only some preliminary roadworks to be completed by Council including building of the site compound and site clearing and tree removal prior to wet weather making further construction impossible.

It is noted the original project design plans that were prepared by Transport for NSW (Previously Roads and Maritime Services) for Council at no cost, did not detail the alterations to services required as the work to detail this information was considered too onerous at that time as the plans were developed to simply support grant applications and provide an overall project estimate. To compensate for these contingencies were built into the estimate for possible alterations to services and other issues that may arise, however the scale of these works has since been shown to be more than initially expected. Additionally flood modelling was not included as part of the design work, which also has now required additional drainage infrastructure to be installed with the project.

No work was possible on the site until the NBN and Telstra cabling was relocated as it traversed almost all of the worksite, and the risk to damaging this infrastructure until it was replaced was significant in both time, cost and community disruption.

Unfortunately once Council was able to get on to the site wet weather made the excavation of the site and preparation of the sub grade of the road impossible, using standard road building practices. Options were considered including use of either lime stabilisation and use of geofabric/geogrids and rock to build a base to allow appropriate compaction densities to be achieved. However working in colder temperatures it is hard to achieve compaction densities as there is no opportunity for moisture to evaporate or be controlled, and with the site being extremely flat drainage from the site is difficult. The extra cost to undertake this work as well as the additional time to do this it was considered not practical to undertake.

**Rail Works**

Whilst limited road works were able to be completed, rail works including the construction of the rail crossing has been progressing with signal works being commenced and major rail infrastructure proposed to be installed in the coming rail closure planned for the 4-6 September.

To get to this stage for the rail works to be completed has taken a significant amount of work by GHD to coordinate and tender out the initial rail design works for the project and then tender the physical Civil and Track works and Signalization work required to meet ARTC requirements. ARTC did not provide any information prior to the successful grant funding which has caused significant work to be undertaken in a short time to comply with all the requirements of the ARTC to achieve the desired outcome.

As there is only one total rail shutdown planned each year it is of necessity that the rail crossing works be completed during this shutdown to ensure the crossing can be opened once the roadworks are completed next year, otherwise the rail works would not likely be able to be completed until the next closure planned in September 2021.

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HENTY RAIL CROSSING PROJECT UPDATE [CONT'D]

**Options to allow works to continue.**

With the rail works likely to be finished prior to the harvest this year, all options to allow the Olympic Highway to be realigned was considered, however the risks involved were considered too great to continue.

The risks are summarised as:

- If works commenced the extended time the highway would be impacted rather than in normal summer conditions, would leave all highway traffic travelling through a construction site for an extended period during times of poor weather conditions ie fog, rain, extended darkness (Shorter days in winter) etc. leading to extensive safety risk to the travelling public
- Risk to staff/contractors on the project, working in more hazardous conditions in relation to a wet muddy and slippery environment with heavy equipment.
- Additional cost to project beyond budget that Council would be required to fund.
- If commenced now the risk the project that it would not be completed by harvest due to predicted wetter spring BOM Forecast (see ANNEXURE 8) impacting on road works. If the roadworks was only completed partially by harvest the trucks accessing the Graincorp facility would be impacted by the works with possible delays.

**BUDGET IMPLICATION**

The total budget for the project is \$7,205,560 which is inclusive of a 25% contingency of \$1,441,311.

As detailed in the attached report from GHD the contingency currently has been reduced to \$591,151 or 9% of the project due to the additional costs associated with the service relocation works, and complying with ARTC requirements.

It is to be noted this expenditure has also occurred prior to the Olympic Highway works being undertaken or the completion of the physical rail works, although tenders have been received for the rail works which should not be expected to change significantly.

With a majority of the funding being provided by the Australian Government through the Heavy Vehicle Safety and Productivity Program (HVSPP) - \$3.6m and NSW Government through the Regional Communities Development Fund (RCDF) - \$3.1m discussions have confirmed an extension to the project completion is allowable, although only an extension is required for the RCDF Program as the HVSPP funding has a project completion date of Oct 2021.

**CONCLUSION**

Whilst all efforts have been undertaken to have this project completed prior to the harvest this year, the impacts of additional service relocations, additional design requirements of ARTC, wet and inclement weather and other 2020 COVID issues have left Council limited choice but to delay the construction of the highway realignment works until early 2021 to ensure the project is completed safely, with less interruption to the travelling public and the Henty community, and within budget.



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HENTY RAIL CROSSING PROJECT UPDATE [CONT'D]

**RECOMMENDATION**

That Council:

1. receive and note the report, and
2. endorse the postponing of the commencement of roadworks associated with realignment of the Olympic Highway that are part of the Henty Rail Crossing Project to early 2021.

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## **ITEMS TO BE REFERRED TO CLOSED COUNCIL**

1. **OFFER TO PURCHASE LOT 81 JACOB WENKE DRIVE RESIDENTIAL SUBDIVISION, WALLA WALLA**

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

### **REASON FOR REPORT**

For Council to consider an offer for Lot 81 (comprising 962 sqm.) at the Jacob Wenke Drive Residential Subdivision, Walla Walla.

### **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**

Council has received an offer to purchase Lot 81 (comprising 962 sqm.) at Jacob Wenke Drive Walla Walla.

Lot prices were set by Council at the December 2018 Council meeting. A copy of the Lot Plan is attached as **ANNEXURE 9** for Councillors' information.

Offers below the advertised list prices are referred to Council for consideration.

### **BUDGET IMPLICATIONS**

This sale will continue to improve Council's cash flow from land development and provide resources for further projects within the Council area.

### **CONCLUSION**

As the negotiation of the sale of Lot 81 is outside the parameters determined by Council at the December meeting 2018 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 consideration of the offer to purchase Lot 81 comprising 962 sqm at the Jacob Wenke Drive subdivision at Walla Walla 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 the public interest in preserving the confidentiality of the offer to purchase Lot 81 comprising 962 sqm. at the Jacob Wenke Drive subdivision 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.

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**2. OFFER TO PURCHASE LOT 7, ENTERPRISE DRIVE - HOLBROOK INDUSTRIAL ESTATE**

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

**REASON FOR REPORT**

For Council to consider an offer for Lot 7 (comprising 1,940 sqm.) at the Holbrook Industrial Estate.

**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**

Council is in receipt of an offer for the purchase of Lot 7 at the Holbrook Industrial Estate.

The current list price for Lot 7 is \$36,000 (exc. GST). A map of the estate is attached as **ANNEXURE 10** for Councillors' information.

Offers below the advertised list prices are referred to Council for consideration.

**BUDGET IMPLICATIONS**

This sale will continue to improve Council's cash flow from land development and provide resources for further projects within the Council area.

**CONCLUSION**

As the negotiation of the sale of lots at the Holbrook Industrial Estate outside the parameters determined by Council 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 consideration of the offer to purchase Lot 7 comprising 19,940 sqm. at the Holbrook Industrial Estate 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 the public interest in preserving the confidentiality of the offer to purchase Lot 7 comprising 1,940 sqm. at the Holbrook Industrial Estate 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

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**3. WRITING OFF UNRECOVERABLE RATES AND CHARGES 2019-2020**

**Report prepared by Accounting Officer - Camilla Webb**

**REASON FOR REPORT**

To advise Council of unrecoverable rates and charges written off during the 2019/2020 Financial Year.

**REFERENCE TO DELIVERY PLAN ACTION**

Nil

**DISCUSSION**

The General Manager has delegated authority to write off any individual rates and charges where the amount is \$1000 or less.

It is recommended that consideration of the report on the writing off of unrecoverable rates and charges be referred to Closed Council in accordance with Section 10A 2(b) of the Local Government Act, 1993 – the personal hardship of any resident or ratepayer.

**BUDGET IMPLICATION**

The write offs of these balances has a small negative impact on Council's budget throughout the year.

**CONCLUSION**

This report is provided to council is an administrative report in accordance with Clause 131 of the Local Government (General) Regulations 2005.

**RECOMMENDATION**

That consideration of the report on the writing off of unrecoverable rates and charges be referred to Closed Council in accordance with Section 10A 2(b) of the Local Government Act, 1993 – the personal hardship of any resident or ratepayer.

**REASON**

On balance the need to preserve the confidentiality of the persons subject to the writing off of rates and charges outweighs the public interest in maintaining transparency in Council decision making because the information in the report may disclose issues of personal hardship or other person information relating to individuals.

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**4. GENERAL MANAGER – ANNUAL PERFORMANCE REVIEW AND GENERAL MANAGER’S CONTRACT OF EMPLOYMENT**

**Report prepared by Mayor - Cr Heather Wilton**

**REASON FOR REPORT**

To report on the conduct of the General Manager’s Performance Review for the twelve month period to 30 June 2020 and the General Manager’s Contract of Employment.

**DISCUSSION**

Council is aware that the twelve month review of the General Manager’s Performance to 30 June 2020 took place on 22 July 2020 at Culcairn, where the General Manager’s Review Committee comprising Cr Doug Meyer OAM, Cr Annette Schilg, and Mayor, Cr Heather Wilton met with the General Manager, Steven Pinnuck, and discussed a number of items of interest.

**RECOMMENDATION**

That the matters of the General Manager’s Performance Review and Contract of Employment are confidential in nature and that the matters be referred to Closed Council (Committee Of The Whole) for discussion, in accordance with the relevant section of the Local Government Act 1993 section 10a (2)(a) personnel matters concerning particular individuals (other than councillors).

**REASON**

That the ability of councillors to discuss the performance of the General Manager in a full and frank manner outweighs the need for the report to be discussed in Open Council.

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

### **GOVERNANCE**

**1. 2019/2020 DELIVERY PLAN – REPORT AS AT 30 JUNE 2020**

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

#### **REASON FOR REPORT**

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

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

Statutory matter.

#### **DISCUSSION**

Section 407 of the Local Government Act 1993 requires the General Manager to report to Council, within two months after the end of each quarter, regarding the extent to which the performance targets set by the Council's Management Plan have been achieved. **A COPY OF THE DELIVERY PLAN REPORT IS ENCLOSED SEPARATELY.**

There is no doubt that the last twelve months has brought with it significant challenge, commencing with a high level of activity around solar farm developments. Should solar farm developments ultimately be approved, Management is confident that it will be able to secure VPA's for all three solar farm developments currently under assessment by NSW Department of Planning Industry and Environment.

If the three proposals are approved and constructed it will result in approximately \$10 million flowing to Council and the Culcairn, Jindera and Walla Walla communities over the next 25–30 years. Additionally if all three proposals are constructed it would result in \$1.2 billion in capital investment.

The period has also seen unprecedented Australian and State Government funding flow to Council and a large number of community organisations which has been a significant burden on Council staff to provide project management and administration support for most of the projects. This is resulting in large investments in all communities across the Council area.

Major highlights were the announcements of \$7M to upgrade the remaining 8km of the unsealed sections of Coppabella Road along with State Government Fixing Local Road funding for Cummings Road (1.67M) and Fellows Hills Road (\$1.044M).

Towards the end of 2019 two major issues requiring an immediate Council response was the resignation of the volunteer Management Committee of the Holbrook Early Learning Centre and the Green Valley/Avoca fire which broke out on 29 December and quickly spread through the south east areas of the Greater Hume Council area. In both instances Council's response was appropriate and timely.

The last six months has seen the challenge of dealing with the global pandemic COVID-19 and again I believe Council has responded to the issues in a timely and appropriate manner to ensure (as far as possible) public safety and the safety of Council staff.

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2019/2020 DELIVERY PLAN – REPORT AS AT 30 JUNE 2020 [CONT'D]

As the General Manager I have been absolutely delighted and proud of how our staff has responded to both the bushfire emergency and the COVID-19 pandemic. All staff have responded very positively to all requests and I believe the elected Council should be very proud of their efforts.

Despite all of these challenges Council has again achieved a high level of achievement including:

**Governance and Corporate and Community**

- Completion of construction, commencement of operations and official opening of the Walla Walla Early Childhood Hub with increasing enrolments.
- 23 new/ revised policies adopted covering centre based day care operations at Henty and Walla Walla
- 21 updated policies presented to Council for adoption or rescission
- End of year budget review presented to August meeting
- Long Term Financial Plan updated to align with 2019/2020 budget
- 2018/2019 financial statements completed within statutory timeframe and unqualified audit report received
- Henty Machinery Field Days, exhibition and support
- Stronger County Communities Round 3 Grant Applications – 15 submitted from Greater Hume Council region, including 3 from Greater Hume Council. Provided advice and letters of support for community organisations.
- Consequences: Exploring the Aftermath of the 1st World War – finalising exhibition with the six community museums of Greater Hume (Jindera Pioneer, Holbrook Woolpack Inn and Submarine, Henty Headlie Taylor Header, Culcairn Station House and Wymah Museums). Developing exhibition and planning launch with Albury City and Murray Arts, funded by NSW Government through Create NSW.
- Layout and design of the Local Strategic Planning Statement
- Jindera Industrial Estate Tennant Signage Strategy, on site visits, DA, and follow up
- Door and Monument Signage Review for library services
- Buy Local in Greater Hume Gift Card initiative
- 2 citizenship ceremonies in the quarter – 3 recipients
- Business After Hours Event planning
- The Red Bow Project – strategy, write grant
- Enrolments at Walla Early Childhood Hub increasing with 15-20 children per day in attendance
- Agreed to take control of operations at Holbrook Early Learning Centre following decision of voluntary association to withdraw as a service provider
- Sale of Land for Unpaid Rates auction held 15 November 2019
- Crown Land reservation issues at Wirraminna and surrounds successfully resolved after 20+ years of lobbying
- Participated in REROC joint tender project for electricity supply from 1 January 2020
- The Customer Service/Library and Youth Development Trainee successfully transitioned into the Greater Hume Council Youth Officer on 4 November 2019.
- Transfer of Holbrook Early Learning Centre to Greater Hume Children Services completed. \$149,435 in sustainability funding achieved.
- 2019/2020 Community Grants program completed
- Holbrook successful in its application to be a Healthy Towns Challenger for 2020

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2019/2020 DELIVERY PLAN – REPORT AS AT 30 JUNE 2020 [CONT'D]

- Festival of Seniors Week 2020 held at GHSC libraries during February
- Pool movie nights held at Jindera and Walla Walla during February
- Two grant applications submitted:
  - ✓ Australian Government – Drought Communities Program
  - ✓ NSW State Government – Bushfire Community Resilience and Economic Recovery Project.
- Assisting the community during the bushfire crisis and commencement of COVID-19.
- Webpage developed providing up to date on information, such as community events, media releases from Rural Fire Service, links to various assistance agencies, relief centres and general information.
- Social Media posts which complimented the information on the webpage were uploaded along with the sharing of relevant posts.
- Australia Day 2020 in Greater Hume was held at the Culcairn Recreation Ground, Culcairn, over 500 attending.
- Substantial development of a new Greater Hume Visitor Guide in conjunction with a new Visit Greater Hume website. Secured over 39 advertisers for the Visitor Guide and commenced working with designer.
- The Today Show Breakfast broadcast was filmed on 29 January at Albury and Holbrook (inc. Submarine, bakery, caravan park, art gallery and gift shop and pub) was featured as a 40 sec film after the 8am news to promote a business is open for the region. Murray Regional Tourism managed the liaison with local government areas to create a positive coverage following the impact of the 2020 bushfires and the filming was funded by Visit Victoria.
- Three newsletters to tourism operators providing relevant information promotion, marketing, statistics, latest opportunities and government information relevant to Greater Hume.
- Assisted events to promote cancellations and postponements due to COVID-19.
  - Risk Management Excellence Awards Submissions:
    - ✓ Strategic /Enterprise Risk Initiative : RWHS Management System - Commendation Received
    - ✓ Operational Risk Initiative: Facility Users/355 Roadshows - High Commendation Received
    - ✓ SpotGen for Ranges & Working Alone -Technological Innovation - Commendation Received
  - New Signs as Remote Supervision assessments and installations for all Holbrook Parks & Gardens
  - Speaker at International Day of People With a Disability event 2019
  - All Staff Event in August 2019 – The Resilience project
  - Development & implementation of AOD policy, procedure and supporting documentation
  - Training of ALL staff in Alcohol & Other Drugs Education & Awareness & Reasonable Cause Training for all supervisors
  - Complete review of GHC Drinking Water Management System documentation
  - Complete review and resubmission of RMCC documentation
  - Implementation and wider usage of SpotGen devices across GHC (lone/isolated workers)
  - Development & Implementation of new WHS Policy
  - Implementation of the SafetyHub Online Learning System



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2019/2020 DELIVERY PLAN – REPORT AS AT 30 JUNE 2020 [CONT'D]

- Audiometric testing of all operational Staff
- Completion of 2019/20 CIP & RMAP and submission of 20/21 documentation for approval
- Continuing to manage a range of staff relocations and varied working arrangements during the COVID-19 period
- 2020/2024 budget and revenue policy adopted June 2020
- Long Term Financial Plan updated to align with 2020/2024 budget
- Operations at Holbrook, Henty and Walla Walla childcare centres continued uninterrupted during COVID-19 pandemic with staff continuing to provide critical childcare for families
- Financial management of childcare operations resulted in the centres operating at a break-even point as at 30 June despite the removal of normal revenue streams following the closure of the Child Care Subsidy scheme.
- Ongoing support provided for local volunteer groups with special recognition during National Volunteer Week in May 2020
- 23 new/revised policies adopted covering centre based day care operations at Henty and Walla Walla
- 23 updated policies presented to Council for adoption or rescission
- Emily Jones Customers Service, Library Service and Youth Development Trainee winner of Riverina-Murray Trainee of the Year and now will be a finalist in the 2020 State Trainee of the Year Award.
- Greater Hume Council has received funding of \$22,860 from the NSW Government under the Seniors Staying Connected Program to reduce isolation and loneliness by bringing seniors and the community together during COVID-19 and beyond
- Substantial progression of the Shire Entrance and Town Signage project
- Developed Country Change promotion in conjunction with Regional Development Australia – Riverina

**Engineering**

- Lodged and obtained funding to develop Business Cases for Replacement of Culcairn Water Tower and Jindera Sewerage Treatment Works
- Completed Revaluation of Council's Road Network
- Advertised and appointed consultants to undertake detailed design works for Flood projects in Holbrook, Henty, Culcairn, Walla Walla, and Jindera
- Successfully lodged a number of road projects for funding under numerous programs being-
  - Coppabella Road \$7m,
  - Grubben Road \$600K,
  - Urana Road \$350k,
  - Fellow Hills Road \$1.05m,
  - Cummings Road \$1.66m

Construction/Maintenance/Operations

- Hume Street (Wilson to Albury) Holbrook Reconstruction – Complete
- Market Street Walla Walla Reconstruction (R2R Project) – Complete
- Hueske Road Reconstruction and Widening - Complete
- Kywong Howlong Road Reconstruction 4km over 2 years - Commenced
- North Henty Rail Crossing Project – Commenced

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2019/2020 DELIVERY PLAN – REPORT AS AT 30 JUNE 2020 [CONT'D]

- Coach Road Reconstruction – Near completion
- Alma Park Road Reconstruction – Complete
- Kywong Howlong Road 2km Final Seal – Complete
- Olympic Highway (MR78) Various Segments Heavy Patching – Complete
- Tumberumba Road (MR284) Various Segments Heavy Patching - Complete
- Olympic Highway Reseals Segments 240, 490, 500 & 510 – Complete
- Tumberumba Road Reseals – Segments 030, 190, 200 & 210 – Complete
- Linemarking - Regional and Local Roads Various Locations – Complete
- Bitumen Resealing Program Regional Roads – 95% Complete
- Bitumen Resealing Program Local final Seal Program – Complete
- Bitumen Resealing Program Urban – 95% Complete
- Gravel Resheeting Program – Complete
- Additional Gravel Resheeting Works - Complete
- Jindera Recreation Ground – Rec Ground Upgrades – Complete
- Pioneer Park Jindera – Replace Playground Equipment – Complete
- Burrumbuttock Hall Public Toilet Upgrade – Commenced
- Replacement of Footpath in Creek St Jindera – Complete

Water & Waste Water

- Sewer main relining Holbrook – WIP
- Water main extension Stock Route, Culcairn – Complete
- Water meter connections, various locations – WIP
- Water meter replacements, various locations – WIP
- GPS rural trunk water mains – WIP
- IWCM data collection – 70% Complete
- IWCM asset onsite inspections – 80% Complete
- EPA risk review and updating all licences – WIP
- DWMS risk review workshop and documents - Complete

**Environment and Planning**

- Undertook numerous projects at Council Halls and Swimming Pools to progress Stronger Country Community Grants
- Undertook Solar Panel Installation at the Jindera Swimming Pool
- Modified the private swimming pool inspection policy
- Adoption of the Greater Hume Waste Management Strategy 2019-2023
- Completed hall improvements at Gerogery Hall
- Completed hall improvements at Walla Walla Hall
- Exhibited and adopted the Greater Hume Local Strategic Planning Statement
- Exhibited and adopted the Greater Hume Community Participation Plan
- Assessed Jindera Solar Farm Environmental Impact Statement and prepared a response for the Department of Planning, Infrastructure and Environment
- Assessed Walla Walla Solar Farm Environmental Impact Statement and prepared a response for the Department of Planning
- Obtained a Council resolution to pursue legal action in relation to a property at Jindera.
- Assessed Culcairn Solar Farm Environmental Impact Statement and prepared a response for the Department of Planning, Infrastructure and Environment
- Assessed Jindera Solar Farm and prepared a response for the Department of Planning, Infrastructure and Environment

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2019/2020 DELIVERY PLAN – REPORT AS AT 30 JUNE 2020 [CONT'D]

- Assessed Walla Walla Solar Farm Response to Submission Report and prepared a response for the Department of Planning, Infrastructure and Environment
- Solar Power installation – Culcairn pool
- Solar Power installation -Holbrook Pool
- New Plinths to enable small monuments in lawn sections – Walla cemetery and Jindera Cemetery
- Install watering system – Holbrook Cemetery
- Provide EFTPOS to all Landfills
- Further submission on the Response to Submissions for the Jindera, Walla Walla and Culcairn Solar Farm proposals
- Development and exhibition of the Mobile Food Vendors Policy
- Development and lodgement of a Planning Proposal for up zoning of land at Culcairn

Project	Update as at 31 December 2019	Update as at 30 June 2020
Railway Crossing north of Henty	Whilst there have been significant challenges navigating the requirements of Transport for NSW, ARTC, Telstra and NBN progress is being made and Management is still optimistic that the project will be completed and operational before the 2020 grain season.	<p>It is important to understand that this is a very complex project where Council is the Project Manager but most of the infrastructure constructed will vest in either Transport for NSW or ARTC therefore most of the delays are out of Council's control. This issue combined with negotiating with NBN and Telstra has caused the significant delays to the project.</p> <p>As a consequence the decision has been made to abandon any further works until it can be guaranteed that dry weather will prevail; most likely January 2021.</p> <p>It is not practicable to do some works now such as culverts and other works later as it is not desirable to have to speed restrictions on the highway for truncated periods or over an extended period of time including the 2020 harvest.</p> <p>It should be noted however that work on the signalling work will proceed as planned.</p>

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2019/2020 DELIVERY PLAN – REPORT AS AT 30 JUNE 2020 [CONT'D]

**Other issues**

It is the Writer's view that the major issues over the next 12 months or so are:

- Green Valley/Avoca Fire

Considerable resources have been allocated to ensuring that impacted landowners are provided with advice and assistance on an ongoing basis regarding funding available through Council and other sources.

- Henty Rail Crossing and Intersection Relocation Project

As outlined above this project continues to present many challenges to Council and whilst completion will be delayed it will be completed albeit possibly six months later than anticipated.

- Solar Farm projects

A determination on the Jindera, Walla Walla and Culcairn Solar farm proposals is likely to complete before the end of the 2020 calendar year. This issue has been very divisive within the community and Council will have a significant role in rebuilding the trust within our communities if ultimately some of the proposals are approved.

- Financial sustainability

As Councillors are aware it was very challenging preparing this year's budget and with large increases in the Emergency Services Levy and potentially COVID-19 impacts on some revenue streams it will be important that Management works with Councillors towards the end of this year to commence the framing of the 2020/2021 Budget and forward estimates at an early stage.

**BUDGET IMPLICATIONS**

Nil.

**CONCLUSION**

The Author is of the view that 2019/2020 has been one of unprecedented challenges but also one of significant achievement with a number of major infrastructure projects completed and over 90% of road and ancillary infrastructure projects completed or substantially commenced. This includes eight gravel resheeting projects carried forward from 2018/2019 and an additional five gravel resheeting projects approved at the March 2020 meeting. For a variety of reasons, 10 projects have been deferred for completion in 2020/2021.

Whilst there is always more that can be done, systems improved and improved quality of work etc., the Author is of the view that the Council team has been very effective throughout the year.

**RECOMMENDATION**

That the report be received and noted.

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## **ENGINEERING**

### **1. ALTERATION TO ROADS TO RECOVERY PROGRAM**

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

#### **REASON FOR REPORT**

To advise of a change to Councils 2019/20 Roads to Recovery Program.

#### **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**

Following advice received from Department of Infrastructure, Transport, Regional Development and Communications, it has been required that Council reallocate a council funded project to 2019/20 Roads to Recovery (R2R) program as one of Council proposed RTR funded projects was not completed by 30 July 2020 (See **ANNEXURE 11**).

The requirement to undertake this was due to additional R2R Drought Stimulus funding being added to Councils R2R Program, and requiring Council to expend half of this funding by 30 June 2020.

Whilst Council had all intentions to complete the additional R2R Drought Stimulus work, the project that was not completed was the final 2km of the shoulder work on the Kywong – Howlong Project 5km Rehabilitation Project. This was not completed due to wet weather intervening, stopping work. To comply with the request, the Council funded Hume St (Wilson St to Albury St) Project at Holbrook has been added to the RTR Program for 2019/20 and the Kywong – Howlong Project added to the Council funded program for 2020/21.

#### **BUDGET IMPLICATION**

The reallocation of the Hume St project to the R2R program achieves a budget saving for Council in 2019/20, however this budget savings is required to be carried over to undertake the remainder of the shoulder work on the Kywong/Howlong Project in 2020/21. Overall there is no net impact on Council's Financial Position

#### **CONCLUSION**

Council is required to comply with the requirements of the R2R program to ensure that Council continues to receive funding in the future from this program.

#### **RECOMMENDATION**

That Council receive and note the report

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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.

<b>Workshop/Briefing Session date</b>	<b>Topic</b>
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
5 August 2020	No workshop scheduled
9 September 2020	Jindera Multi-Purpose Hall / Proposed waste collection survey
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.

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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>

- 20-29 September 2020 Mayoral Elections
- 20-30 Covid-19 Economic Stimulus Package – 2020-21

**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.

**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 12**.

**BUDGET IMPLICATIONS**

Nil.

**CONCLUSION**

For Councillors' information.

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COMMUNITY MEETING ROOM, LIBRARY COMPLEX, LIBRARY LANE, HOLBROOK  
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## **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**.

2. **STATEMENTS OF BANK BALANCES AND INVESTMENTS AS AT 31 JULY 2020**

The statement of bank balance and investment report as at 31 July 2020 is attached at **ANNEXURE 13**.

3. **PEOPLE & CULTURE (HR) REPORT FOR JULY 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

### **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; 13 August 2020.

### **RECRUITMENT**

- Recruitment in progress:
  - Greater Hume Children Services – Early Childhood Educators and Casual Childcare Educators
  - Plant Operator – Roller – Jindera Construction
- New employees commencing with Council:
  - Jena Mazzocchi – Childcare Educator – Walla Walla
  - Ingrid McNeilly – Childcare Educator – Holbrook
  - Tammin Archer – Childcare Trainee via ATEL – Holbrook
- Position/role changes with existing Council employees:
  - Alexander Marks – Road Maintenance Council Contract (RMCC) Coordinator – commenced 13 July
- Employees ceasing duties with Council:
  - Jill Thiele – Casual Library Officer



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- PEOPLE & CULTURE (HR) REPORT FOR JUNE 2020 [CONT'D]
- Positions advertised:
  - Plant Operator Roller – Jindera – applications closed 15 July and interviews conducted 28 July
- E-Recruitment Module:
  - Council has recently purchased a 'Pulse' Electronic-Recruitment System to refine Council's recruitment activities to ensure a more effective, efficient, informative and structured process is created to streamline all recruitment activities as per the Recruitment and Selection Policy. In order to allow People and Culture to essentially build the system to streamline with the Policy, It is estimated that the module will not be available for use for the remainder of 2020. The Pulse E-Recruitment module will create greater satisfaction to both applicants People and Culture, due to the simplicity and convenience it will embrace within to carry out essential processes
- Onboarding Module:
  - To align with Council's 'Pulse' E-Recruitment Module purchase, an Onboarding Module has also been added to Council's compliment of Pulse modules. Onboarding offers an extensive library of sequential processes to onboard a new employee, also offering the capacity to extend to onboard; volunteers, committees, Family Day Care Educators and Council Housing Tenants. E-Recruitment and Onboarding will allow People and Culture and other associated Council employees to provide a satisfying, informative, compliant and professional experience to the onboarded individual.

#### **WORKPLACE RELATIONS**

- Participate with Outdoor Staff quarterly meetings – meeting held on 9 July; next Outdoor meeting 10 September 2020
- Coordinate and administer Consultative Committee – meeting held on 9 July; next meeting 10 September 2020
- Participate with Risk WHS Committee – meeting held 9 July; next meeting 10 September 2020

#### **PROFESSIONAL DEVELOPMENT & LEARNING**

- Human Resources and Industrial Relations Mentoring

#### **PERFORMANCE MANAGEMENT**

- Council's newly implemented Performance Appraisal System 'Pulse' Employee Performance Management, went live to All Staff on 18 May 2020. The 2019/2020 Appraisal Period ran from 18 May to 30 June 2020 (extended to 31 August), requiring all employees to complete an online appraisal. Pulse offers a three step approach to completing appraisals, including a reviewee, reviewer and final review phase to capture an in-depth response from employees and supervisors.
- 85% of appraisals are complete and it is expected that 100% will be achieved by 31 August 2020

#### **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

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

**REVIEW & CONTINUOUS IMPROVEMENT**

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

**4. GREATER HUME CHILDREN SERVICES – REPORT FOR JULY 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**

With the ongoing changes required as a result of COVID-19, Greater Hume Children Services is continually adapting as requirements change including the capacity of staff to attend work, supporting our Family Day Care Educators remotely and providing communications and impacts on NSW health directives.

It has been a challenging period, and our Educators have continued to ensure that childcare is available to families which is reflected in the below statistics.

Service statistics as of July 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	1	
Families registered	540	
GHS families registered	21	
Children registered for care	836	
Average EFT (children per day)	213.32	

Henty	Mon - Fri 7.30am - 5.30pm	
Staff numbers	2 FT , 1 PT 1 Trainee 1 casual	
Families registered	20	
GHS families registered	20	
Children registered	23	
Average EFT (children per day)	10.75	

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

Walla Walla	Mon - Fri : 7.30am - 5.30pm
Staff numbers	1 FT, 3 PT 1 Trainee 2 casuals
Families registered	28
GHS families registered	28
Children registered	40
Average EFT(children per day – <b>includes before and after school care</b> )	14.6

Holbrook	Mon – Fri 6.45am -5.45pm
Staff numbers	6FT,2 Trainees
Families registered	71
GHS families registered	71
Children registered	96
Average EFT(children per day – <b>includes before and after school care</b> )	44.9

**Henty Building Refurbishment**

As Councillors would be aware, Council has been provided with capital improvement funding from the Australian Government for upgrades to the Henty centre at 11 Keirath Street. While the renovations are taking place the staff and children have relocated temporarily to the Henty Community Club. The builder commenced works on 10 August with planned completion by end of October. The new renovations include removal of the stage, a rebuild of the toilet and bathroom facilities, compliance with disability access and a new baby change room.

Greater Hume Children Services is very grateful to the Henty Community Club for the use of their premises while the renovations and upgrades are taking place. The children Services team and council maintenance team have put in an enormous effort in moving the service to the Community Club which opened for operation on 3 August.

Following are some photographs showing the great work that the team has done in turning the club's auditorium into a fun-filled space for the children.

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



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



**Operational Funding for Henty and Walla Walla Centres**

During negotiations over the transition of the Henty and Walla Walla services to Council in 2019, one of the most important matters was securing ongoing operational funding from the Australian Government under the Community Child Care Fund (CCCF).

Council has maintained close contact with funding managers at the CCCF program over the past 18 months and ensured that accurate and timely financial reports and projections are provided to support ongoing claims for financial assistance. It is pleasing to confirm that Council has recently received an offer of an additional \$991,072 in CCCF funding, bringing the total amount of funding for 2020/2021, 2021/2022 and 2022/2023 to \$2,304,085. This represents an increase of 81% over the level of funding initially negotiated and provides Council with a great deal of surety in respect to the future financial sustainability of the Henty and Walla Walla services.

A proportion of the additional expenditure will be allocated to the engagement of additional trainees at both centres as part of Council's "grow our own" staffing strategy for our children services function. Like most rural providers, the recruitment and retention of suitably qualified staff is a major challenge and as such management have initiated a staff development program aimed at bringing young people into Council's services under a structured traineeship program with the goal of providing a meaningful long-term career path. By doing so, Council will be investing in our local youth and, over time, develop a committed and skilled workforce rather than relying on simply placing "positions vacant" advertisements and hoping that the right people apply.

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## **ENGINEERING**

### **1. JULY 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 delayed due to wet weather.

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

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

Heavy Patching on Jingellic Road (MR331) has been completed.

##### **Local Roads**

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

General maintenance on local roads is continuing.

Guardrail has been installed on Coach Road which completes the Coach Road project.

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

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

- Back Ferndale Road
- Back Henty Road
- Balldale Walbundrie Road
- Bellevue Road
- Benambra Road
- Brown Road
- Cannings Road
- Elsinore Road
- Finlay Road
- Flaxvale Road
- Four Mile Lane
- Funk Road
- Gum Swamp Road
- Howlong Goombargana Road
- Jelbart Road
- Lennons Road
- Llewellyn Road
- Lochiel Road
- Luther Road
- McGorman Lane
- Nioka Road
- Ortlipp Road
- Red Hill Road
- River Road
- Rock Road
- Rockow Road
- Ryan Road
- Singe Rod
- Sparkes Road
- Wymah Road
- Yambla Road

###### **Urban Streets:**

General maintenance of urban streets including mowing is continuing.

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

**General**

General maintenance of public toilets and parks is continuing.

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

**Monthly Works Maintenance Expenditure**

Local Roads Program	Current Budget	Monthly Budget to Date	YTD Expenditure	Monthly Budget Variance to Actual	Comments
Urban Local Roads Maintenance	\$520,200	\$43,350	\$28,093	\$15,257	
Rural Roads Sealed	\$800,000	\$66,667	\$46,053	\$614	
Rural Roads Unsealed	\$1,131,656	\$94,305	\$130,500	<b>-\$36,195</b>	Extensive Tree Trimming & Maintenance Grading
Street Tree Maintenance	\$247,387.00	\$20,616	\$14,159	\$6,456	

Regional Roads Program	Current Budget	Monthly Budget to Date	YTD Expenditure	Monthly Budget Variance to Actual	Comments
Regional Roads Maintenance	\$795,220	\$66,268	\$48,878	\$17,390	
Regional Roads Capital	\$1,116,380	\$93,032	\$24,640	\$68,391	

Sportsgrounds, Parks & Public Toilets	Current Budget	Monthly Budget to Date	YTD Expenditure	Monthly Budget Variance to Actual	Comments
Sportsground Maintenance	\$166,050	\$13,838	\$6,077	\$7,760	
Parks & Gardens Maintenance	\$290,641	\$24,220	\$16,829	\$7,391	
Public Toilets Maintenance	\$173,154	\$14,430	\$7,953	\$6,477	

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

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**2. WATER & SEWER REPORT – JULY 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 – 20A Britton Crt, Jindera
- New water service connection – Lot 258 Eastick St, Brocklesby
- New water service connection – 5 Klein Crt, Jindera
  
- Water main repair – 29 Anvil Rd, Jindera
- Water main repair – Crn Thomas & Elizabeth St, Gerogery West
  
- Sewer choke – 65 Adams St, Jindera
- Sewer choke – 3 King St, Holbrook
- Sewer choke – 33 Wilson St, Holbrook
- Sewer choke – 23 Wenke Dv, Walla Walla
  
- IWCM - WIP

**Drinking Water Monitoring Program:**

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

**Water Quality Complaints**

Nil

**Water Supply Sourced and Used**

<b>1 July 2020 – 31 July 2020</b>	<b>2018/2019</b>	<b>2019/2020</b>	<b>2020/2021</b>
Culcairn Water Supply (ML)	9.1	9.1	8.9
Village Water Supply (ML)	21.93	17.86	23.78
<b>Totals (ML)</b>	<b>31.03</b>	<b>26.96</b>	<b>32.68</b>

**Filling Stations Transactions**

- Filling station sites - 31 transactions during the July 2020 period
- **Yearly Total Transactions - 31**



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

**Filling Stations Usage**

<b>Station</b>	<b>July 2020 Total KL</b>
Culcairn	80.82
Jindera	66.3
Brocklesby	15.6
Burrumbuttock	0
Gerogery	4.2
<b>Totals (KL)</b>	<b>166.92</b>

**Filling Station Customer Usage**

<b>Customer</b>	<b>July 2020 Total KL</b>
Council – Road Construction, Maintenance & Tree Watering	68.53
Contractors – Water Carters, Households & Roadworks	80.99
Residents	15.6
Fire Brigade (RFS)	1.8
<b>Totals (KL)</b>	<b>166.92</b>

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## **ENVIRONMENT AND PLANNING**

### **1. DEVELOPMENT APPLICATIONS PROCESSED FOR THE MONTH OF JULY 2020**

The schedule of development applications processed for the month of July 2020 is attached at **ANNEXURE 14**.

### **2. RANGER'S REPORT – JULY 2020**

#### **COMPANION ANIMALS**

<b>No. of Complaints Received</b> 13	<b>Including: 5 barking dogs, 7 roaming dogs, dealing with an aggressive dog, 1 nuisance dog, menacing and dangerous dog compliance checks</b>		
No. of dog attacks:		Location:	
Comments:			
		<b>Dogs</b>	<b>Cats</b>
<b>In Council's Facility at Beginning of Month</b>			2
<b>Captured &amp; Returned to Owners</b>		6	1
<b>Captured &amp; Impounded</b>		1	7
<b>Released from Pound to Owners</b>		1	1
<b>Surrendered by Owners</b>		1	
<b>Rehomed</b>			1
<b>Euthanased</b>		1	4
<b>Remaining in Council's Facility at End of Month</b>			3

#### **FERAL CATS**

<b>No. of complaints</b>	9
<b>No. feral cats caught</b>	4

#### **LIVESTOCK**

	<b>Cattle</b>	<b>Sheep</b>	<b>Horse</b>	<b>Goats</b>	<b>Other Alpacas</b>
<b>No. of reports of stock on roads</b>	2	4		1	
<b>Instances - returned to owners</b>	2	4		1	
<b>Impounded</b>					
<b>Vehicle accidents involving stock</b>					

#### **OTHER LIVESTOCK, WILDLIFE COMPLAINTS**

- Jindera – injured kangaroo euthanased.
- Lankeys Creek – sheep hit by truck. No owner.

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**RANGER'S REPORT [CONT'D]**

**ABANDONED VEHICLES**

12 vehicles currently impounded.

**POLLUTION AND ENVIRONMENTAL INCIDENTS**

<b>Inspection conducted: Overgrown Vegetation Unsafe Land</b>	Inspections being conducted.
<b>Pollution: Noise</b>	Burrumbuttock – barking dogs monitoring. Jindera – barking ongoing monitoring. Henty- barking dog monitoring. Sound meter installed. Holbrook – sound meter installed for monitoring logging trucks.
<b>Pollution: Waste</b>	Jindera Transfer Station – asbestos dumped in the concrete. Removed by Rangers. Culcairn – rubbish dumped, no owner found. Council to clean up. Woomargama – 32 tyres. Removed by Rangers. Mountain Creek – 26 tyres. Removed by Rangers.

**ON-SITE SEWERAGE MANAGEMENT SYSTEMS**

<b>Inspection Type</b>	<b>Total</b>	<b>Pass</b>	<b>Fail</b>
<b>OSMS Compliance Inspections</b>	3	2	1
<b>Pre-Purchase Inspections</b>	1		1
<b>OSMS Orders issued</b>	6		
<b>OSMS Orders Compliance Inspections</b>	6	6	
<b>Plumbers Site Inspections</b>	4		
<b>OSMS Upgrade Applications Received</b>	4		
<b>OSMS Approvals To Do Works Issued</b>	5		
<b>OSMS Approvals To Operate Issued</b>	1		
<b>AWTS Service Contract Renewal Letters</b>			
<b>Local Government Application Approvals</b>			
<b>Local Government Approval Inspections</b>			
<b>Local Government Approval Soil Report Assessments</b>			
<b>OSMS Rate charge enquires</b>			
<b>Septic Enquiry</b>	1		
<b>Solicitors letter</b>	1		
<b>Vacant Land checks</b>	2	2	

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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.
- Firewood permit checks.
- Alarm responses for childcare.
- Court case at Albury Local Court.
- Holbrook cemetery gravel access roads.
- Conduct water sampling discoloured water.
- Zoom meeting with all customer service staff to train them in the new Companion Animal registration and annual permit system.
- Transporting batteries from landfill sites to the recycling plant in Albury.

**3. SENIOR WEEDS OFFICER'S REPORT - JULY 2020**

Spraying of Horehound is ongoing throughout the Council area.

Control work of Bridal Creeper has been completed on the following roads:

- Morgans Road
- Waterworks Road
- Back Walbundrie Rand Road

Control work of Montpellier Broom is ongoing.

Control and removal of Alligator Weed at Woomargama is ongoing. Monitoring of Alligator Weed along Mountain Creek in the Woomargama area.

Control work of Coolatai Grass is ongoing throughout the Council area.

Spraying of suckers is ongoing on Jingellic Road.

Control work of date palms and olives is ongoing in the Moorwatha area.

Spraying of African Boxthorn has been completed throughout the Council area.

Control work of Green Cestrum has been completed along the Billabong Creek in the Walbundrie area.

Controlling and monitoring of rabbit infestations throughout the Council area.

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

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## **PART D**

Attached, in **ANNEXURE 15**, are minutes of the following meetings:

- Minutes of Greater Hume Council Audit, Risk and Improvement Committee held on 4 August 2020
- Minutes of the Walla Walla Community Development Committee Meeting held on 3 February 2020
- Minutes of the Walla Walla Community Development Committee Meeting Open Public Meeting held on 24 February 2020 and attendance lists.