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**ORDINARY MEETING OF GREATER HUME COUNCIL
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OPENING OF THE MEETING BY THE GENERAL MANAGER

INTRODUCTION OF OATH OR AFFIRMATION BY COUNCILLORS

1. INTRODUCTION OF OATH OR AFFIRMATION OF OFFICE BY COUNCILLORS

Report prepared by General Manager – Steven Pinnuck

REASON FOR REPORT

In 2016, amendments to the Local Government Act, 1993 introduced the requirement for new councillors (including mayors) to take an oath or affirmation of office prior to the commencement of a new term or a vacancy created by the resignation of Councillor during the term.

REFERENCE TO DELIVERY PLAN ACTIONS

Statutory matter.

DISCUSSION

The Local Government Act, 1993 requires councillors (including Mayors) to take an oath or affirmation. Details of the requirements are outlined in the Office of Local Government Circular No. 16-32 included below:

16-32 – Oath or affirmation of office by councillors

What's new or changing

- *As a result of the recent amendments to the Local Government Act 1993, councillors (including mayors) are now required to take an oath or affirmation of office. The prescribed words of the oath and affirmation are contained in the attachment to this Circular.*
- *Oaths or affirmations of office must be taken by each councillor at or before the first meeting of the council after being elected.*

What this will mean for your council

- *Each council will need to make arrangements for the oath or affirmation to be taken by each councillor at the first meeting of a newly-elected council or at a newly-elected councillor's first meeting following a by-election.*
- *Councillors should be made aware of this requirement prior to the first meeting of a newly-elected council or the newly-elected councillor's first meeting following a by-election.*
- *An oath or affirmation should be taken by each councillor as the first item of business for the meeting.*
- *The general manager must ensure that a record is kept of the taking of the oath or affirmation. This can be done by way of a signed statement containing the oath or affirmation or by recording the taking of the oath or affirmation by each councillor in the minutes of the council meeting.*

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INTRODUCTION OF OATH OR AFFIRMATION OF OFFICE BY COUNCILLORS [CONT'D]

- *If the councillor is unable to attend the first council meeting, he or she may take the oath or affirmation of office at another location in front of the general manager.*
- *The oath or affirmation of office may also be taken before an Australian legal practitioner or a Justice of the Peace.*
- *The taking of the oath or affirmation outside a council meeting must be publically recorded by the council.*
- *Where an oath or affirmation is taken outside a council meeting, a council staff member should also be present to ensure that an accurate record can be kept by the council.*

Key points

- *A councillor who fails, without a reasonable excuse, to take the oath or affirmation of office, will not be entitled to attend council meetings until they do so and will be taken to be absent without leave.*
- *If a councillor is absent without leave for three consecutive ordinary council meetings their office is automatically declared vacant and a by-election must be held.*

Where to go for further information

- *For further information contact the Office of Local Government's Council Governance Team on 02 4428 4100.*

Tim Hurst

Acting Chief Executive

Advice from the Office of Local Government is that the General Manager will preside over the meeting until such time as a Mayor has been elected; therefore the first two items of business will be as follows:

1. Oath or affirmation by Councillors and the
2. Mayoral Election

The oath or affirmation must be taken or made before the general manager of the Council, an Australian Legal Practitioner or a justice of the peace and is to be in the following form:

Oath

I [name of councillor] swear that I will undertake the duties of the office of councillor in the best interests of the people of [name of council area] and the [name of council] and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the Local Government Act 1993 or any other Act to the best of my ability and judgment.

Affirmation

I [name of councillor] solemnly and sincerely declare and affirm that I will undertake the duties of the office of councillor in the best interests of the people of [name of council area] and the [name of council] and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the Local Government Act 1993 or any other Act to the best of my ability and judgment.

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INTRODUCTION OF OATH OR AFFIRMATION OF OFFICE BY COUNCILLORS [CONT'D]

At this juncture, the oath or affirmation must be now be taken by all Councillors elected at the NSW Local Government Elections held on Saturday 4 December in the following order:

Ian Forrest
Matthew Hicks
Ashley Lindner
Doug Meyer OAM
Jenny O'Neill
Lea Parker
Tony Quinn
Annette Schilg
Heather Wilton

The Writer has arranged for former Greater Hume Shire Councillor, Ken Scheuner, a Justice of the Peace to conduct the taking of the oath or affirmation by councillors, on behalf of Council.

A councillor who fails, without reasonable excuse, to take the oath affirmation of office, will not be entitled to attend council meetings until they do so and will be taken to be absent without leave.

If a councillor is absent without leave for three consecutive ordinary council meetings their office is automatically declared vacant and a by-election must be held.

BUDGET IMPLICATIONS

Nil.

CONCLUSION

The taking of an oath or affirmation by councillors is an important requirement of the Local Government Act and councillors cannot undertake their duties until such time as the oath or affirmation has taken place.

RECOMMENDATION

That the report be received and noted and that the minutes record that following councillors have taken oathand the following councillors have taken the affirmation before Ken Scheuner, Justice of the Peace.

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MAYORAL ELECTION

1. MAYORAL ELECTION

Report prepared by General Manager – Steven Pinnuck

REASON FOR REPORT

To detail the procedures for the conduct of the election of the Mayor in accordance with section 290 (1) (a) of the Local Government Act, 1993 (the Act) and guidance provided by the NSW Office of Local Government.

REFERENCE TO DELIVERY PLAN ACTIONS

Nil.

DISCUSSION

Section 290 of the Act, as reproduced below, outlines an election of a Mayor by Councillors should be held.

290 When is an election of a mayor by the councillors to be held?

- (1) The election of the mayor by the councillors is to be held—
 - (a) if it is the first election after an ordinary election of councillors—within 3 weeks after the ordinary election, or
 - (b) if it is not that first election or an election to fill a casual vacancy—during the month of September, or
 - (c) if it is the first election after the constitution of an area—within 14 days after the appointment of a provisional council or the first election of the council if a provisional council is not appointed, or
 - (d) if the relevant council is a non-functioning council, or a council of which all civic offices have been declared vacant, and the election is the first to be held after the appointment or election of the councillors—within 14 days after the appointment or election of the councillors.

Normally the Mayor would be elected for a period of two years in accordance with section 230 of the Act but guidance issued by the Office of Local Government indicates that during this term, a mid-term election for Mayor will occur in September 2023. A copy of the guidance from the Office of Local Government has been included as **ANNEXURE 1**.

Clause 394 of the Local Government (General) Regulation 2021 requires that the election of mayor by the councillors be conducted in accordance with the provisions of Schedule 7 as follows:

“Returning Officer

The General Manager, or a person appointed by the General Manager, is to be the returning officer.

Nomination

A councillor may be nominated without notice for election as mayor or deputy mayor.

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MAYORAL ELECTION [CONT'D]

The nomination is to be made in writing by two or more councillors (one of whom may be the nominee). The nomination is not valid unless the nominee has indicated consent to the nomination in writing.

The nomination is to be delivered or sent to the Returning Officer.

The returning officer is to announce the names of the nominees at the council meeting at which the election is to be held.

Election

If only one councillor is nominated, that councillor is elected.

If more than one councillor is nominated, the council is to resolve whether the election is to proceed by preferential ballot, ordinary ballot or open voting. (Preferential ballot and ordinary ballot are both conducted as “secret” ballots. Open voting means voting by show of hands.)

Result

The result of the election is to be declared by the returning officer at the meeting at which the election is held.”

Voting by ordinary or preferential ballot is also detailed in Schedule 7 and a copy has been attached as **ANNEXURE 2** for councillors’ information.

Nomination papers are enclosed with this agenda.

BUDGET IMPLICATIONS

A mayoral allowance of \$26,530 per annum has been approved with adoption of 2021/2022 Delivery Plan and Estimates of Income and Expenditure. This includes a payment of \$4,236 to the Deputy Mayor from the mayoral allowance.

CONCLUSION

A statutory requirement under section 290 of the Local Government Act, 1993.

RECOMMENDATION

That:

1. in the event of more than one nomination being received, Council determine, by resolution, the method by which the election of the mayor is to be conducted.
2. Council elect a mayor for the period January 2022 to September 2023.

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2. DEPUTY MAYORAL ELECTION

Report prepared by General Manager – Steven Pinnuck

REASON FOR REPORT

To detail the procedures for the conduct of election of the Deputy Mayor.

REFEREFENCE TO DELIVERY PLAN ACTIONS

Nil.

DISCUSSION

Section 231 of the Local Government Act 1993 provides that councillors may elect a person from among their number to be the deputy mayor. The deputy mayor may be elected for the mayoral term or a shorter term.

It is proposed that Councillors elect a Deputy Mayor for the same term as the Mayor.

Nominations for the position of deputy mayor are to be made on the same basis as for mayor.

Nomination papers are enclosed with this agenda.

BUDGET IMPLICATIONS

A mayoral allowance of \$26,530 per annum has been approved with adoption of 2021/2022 Delivery Plan and Estimates of Income and Expenditure. This includes a payment of \$4,236 to the Deputy Mayor from the mayoral allowance in addition to the Councillor allowance.

CONCLUSION

Section 231 of the Local Government Act, 1993 enables Council to elect a Deputy Mayor and this is normal practice in Local Government in NSW.

RECOMMENDATION

That:

1. in the event of more than one nomination being received, Council determine, by resolution, the method by which the election of the deputy mayor is to be conducted.
2. Council elect a deputy mayor for the period January 2022 to September 2023.

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PRAYER

ACKNOWLEDGEMENT TO COUNTRY

MAYORAL MINUTE

NOTICE OF MOTIONS

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OFFICERS' REPORTS – PART A - FOR DETERMINATION

ENVIRONMENT AND PLANNING

1. REPLACEMENT JINDERERA 25 METRE SWIMMING POOL UTILISING FUNDS FROM THE LOCAL ROAD AND COMMUNITY GRANTS

Report by Director Environment and Planning – Colin Kane

REASON FOR REPORT

To address the issue of the structural failure of the 25 metre swimming pool at the Jindera Swimming Pool Complex by Council considering utilising awarded funding from the Local Road and Community Infrastructure Program to replace the 25 metre swimming pool and undertake filtration works.

REFERENCE TO DELIVERY PLAN

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

DISCUSSION

Unfortunately it is advised that the main 25 metre swimming pool at the Jindera Swimming Pool Complex has experienced some structural failings in that the pool has twisted and dropped on one side. This problem has likely eventuated due to the nature of reactive clay soils and exacerbated by the type of construction of the pool which is in two equal sized lengths along a central expansion joint.

Although the swimming pool is still operational the structural failings results in difficulties in returning water for filtration, loss of significant amounts of water and continual need to replace loose wall tiles. It is foreseeable that further ground movement may result in the swimming pool becoming inoperable.

The announcement of \$2,588,380 to Greater Hume Council from the Federal Government Local Road and Community Infrastructure Grant Program presents an opportunity for Council to address the issue with the swimming pool.

Council staff engaged Mark Mclean of ELM Aquatics to provide a realistic cost estimate based from a concept plan **ANNEXURE 3** for the replacement of the swimming pool. The estimated price will include:

- Preliminaries and overheads and formal design.
- Demolition.
- Site preparation works and detailed excavation.
- Construct 25 metres pool and balance tank works.
- Construct new concrete concourses and pool surrounds.
- Supply new filters, filter media and valves to the plant room.
- Commissioning and handover.

It is likely that a new monolithic shell swimming pool designed for the soil conditions will perform better than the existing swimming pool.

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REPLACEMENT JINDERERA 25 METRE SWIMMING POOL UTILISING FUNDS FROM THE LOCAL ROAD AND COMMUNITY GRANTS [CONT'D]

The Jindera swimming pool has the highest patronage of Council's swimming pools and so it would be desirable for construction of the swimming pool to be undertaken during the off season. This is also a desirable outcome to comply with the conditions for expenditure of the funds under the Local Roads and Community Infrastructure Grant. The author has been advised that many commercial swimming pool contractors currently have considerable work already scheduled and so it may not be possible for the pool to be replaced without some encroachment on the swimming season. To give the best chance to minimise inconvenience it will be necessary for Council to call for tenders as soon as possible.

BUDGET IMPLICATION

The estimated price inclusive of a 20% contingency is approximately \$1,250,000 exclusive of GST. Council has previously allocated \$600,000 from the funding of \$2,588,380 it is proposed that the allocation of the remaining funds will be considered at the extraordinary meeting proposed to be held on 2 February 2022.

CONCLUSION

The 25 metre swimming pool at the Jindera Swimming Pool Complex has some structural failings which cause operational issues and it is foreseeable that the swimming pool could become inoperable. The use of funding under the Local Roads and Community Infrastructure Program presents an opportunity for Council to rectify this issue through the construction of a new swimming pool and undertaking filtration works.

RECOMMENDATION

1. Council receive and note the report.
2. Council authorise preparation of tender documents for the replacement of the 25 metre swimming pool and undertake filtration works at the Jindera Swimming Pool Complex.

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GOVERNANCE

1. PROPOSED EXTRAORDINARY MEETING – 2 FEBRUARY 2022

Report prepared by General Manager – Steven Pinnuck

REASON FOR REPORT

For council to considering scheduling an extraordinary meeting on 2 February to enable the timely consideration of Council business.

DISCUSSION

With the Council elections being deferred to December, the first six months of 2022 is shaping as a very busy period for Council and it is proposed to hold an additional meeting on 2 February 2022 to enable Council business to be considered in a timely manner.

Agenda items are likely to include:

1. DA – 10.2021.72.1 – New Service Station at Henty
2. DA – 10.2019.151.2 – Alterations and addition to commercial building at Holbrook
3. Consideration of employment of a Planning Officer
4. Allocation of the remaining Local Roads and Community Infrastructure Program Funds
5. Proposed sale of land corner Pioneer Drive / Jindera Street, Jindera

BUDGET IMPLICATIONS

Adequate funds exist in the 2021/2022 Budget to fund an additional Council meetings

CONCLUSION

Holding an additional meeting on 2 February will enable Council to consider business in a timely manner.

RECOMMENDATION

That Council hold an extraordinary meeting on Wednesday 2 February 2022 commencing at 6pm for consideration of the following issues:

1. DA – 10.2021.72.1 – New Service Station at Henty
2. DA – 10.2019.151.2 – Alterations and addition to commercial building at Holbrook
3. Consideration of employment of a Planning Officer
4. Allocation of the remaining Local Roads and Community Infrastructure Program Funds
5. Proposed sale of land corner Pioneer Drive / Jindera Street, Jindera

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2. COUNCIL MEETING VENUES AND MEETING TIMES

Report prepared by General Manager – Steven Pinnuck

REASON FOR REPORT

For Councillors to consider Council meeting venues and meeting times.

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 community

DISCUSSION

Traditionally Council has rotated its monthly Council meetings between Holbrook and Culcairn however since the COVID-19 pandemic and the requirement to live stream Council meetings have largely been held at the Community Meeting Room, Library Court, Holbrook.

Currently this venue is under renovation and therefore it is proposed that the January 2022, the proposed extraordinary meeting to be held on Wednesday 2 February 2022 and the Ordinary Council meeting on 16 February 2022 be held in the Council Chambers, Culcairn.

Subject to the availability of the Community Meeting Room at Holbrook it is proposed that the March to September 2022 meetings be held at Holbrook.

Month	Proposed meeting date	Venue
January	Tuesday 11	Council Chambers, Culcairn
February (Extraordinary meeting)	Wednesday 2	Council Chambers, Culcairn
February	Wednesday 16	Council Chambers, Culcairn
March	Wednesday 16	Community Meeting Room, Holbrook
April	Wednesday 20	Community Meeting Room, Holbrook
May	Wednesday 18	Community Meeting Room, Holbrook
June	Wednesday 15	Community Meeting Room, Holbrook
July	Wednesday 20	Community Meeting Room, Holbrook
August	Wednesday 17	Community Meeting Room, Holbrook
September	September 21	Community Meeting Room, Holbrook

Prior to COVID and the introduction of live streaming Council scheduled two meeting each year at venues, other than Holbrook or Culcairn. It is recommended that matter be considered further later in the year.

It is also recommended that meetings continue to commence at 6pm with a public forum to proceed each ordinary meeting, excluding extraordinary meetings

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COUNCIL MEETING VENUES AND MEETING TIMES [CONT'D]

BUDGET IMPLICATIONS

Adequate allocations have been made within the 2021/2022 Estimates of Income and Expenditure for the conduct of Council meetings, extraordinary meetings and workshops.

CONCLUSION

In the absence of the availability of the Community Meeting Room at Holbrook it is proposed to hold the following meetings at Culcairn; Tuesday 11 January, Wednesday 2 February and Wednesday 16 February after which the March to September 2022 meetings to be held at Holbrook.

RECOMMENDATION

That:

1. Council adopt the following meeting schedule with meetings to commence at commence at 6pm.

Month	Proposed meeting date	Venue
January	Tuesday 11	Council Chambers, Culcairn
February (Extraordinary meeting)	Wednesday 2	Council Chambers, Culcairn
February	Wednesday 16	Council Chambers, Culcairn
March	Wednesday 16	Community Meeting Room, Holbrook
April	Wednesday 20	Community Meeting Room, Holbrook
May	Wednesday 18	Community Meeting Room, Holbrook
June	Wednesday 15	Community Meeting Room, Holbrook
July	Wednesday 20	Community Meeting Room, Holbrook
August	Wednesday 17	Community Meeting Room, Holbrook
September	September 21	Community Meeting Room, Holbrook

2. a public forum immediately precedes each meeting.

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3. APPOINTMENT OF DELEGATES

Report prepared by General Manager – Steven Pinnuck

REASON FOR REPORT

Appointment of delegates, in accordance with section 377 of the Local Government Act 1993.

REFERENCE TO DELIVERY PLAN ACTIONS

Nil.

DISCUSSION

Delegates were appointed by resolution to represent the Council to a range of organisations and Council Committees at the first meeting of the last Council and then reviewed annually at the September meeting (with the exception of Riverina Water County Council which is appointed for a four year term).

As this is the first meeting of the new Council it is appropriate that Councillors once again consider the appointment of delegates to a range of organisations and Council Committees.

Table 1 outlines the respective organisations and Council Committees. Also included are the immediate past delegates.

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APPOINTMENT OF DELEGATES [CONT'D]

ORGANISATION/COMMITTEE	Current Delegate(s)
Australia Day Committee	Cr O'Neill Cr Schilg Cr Quinn Cr Wilton ex officio
General Manager's Performance Review Committee	Mayor, Deputy Mayor and Cr O'Neill (Note General Manager has the opportunity to nominate a Councillor in addition to the Council nominated Councillors)
Grants Committee	Cr Quinn Cr Weston Cr O'Neill
Holbrook Submarine Museum Committee	Cr Wilton (alternate Cr Quinn)
Audit Risk and Improvement Committee	Cr Meyer Cr Parker Cr Wilton (ex officio)
Southern Regional Planning Panel (Greater Hume Shire representatives)	Council representative: Cr O'Neill External Council representative: Peter O'Dwyer
Local Emergency Management Committee	Director Engineering (alternate Cr Quinn), with Manager Traffic & Infrastructure as observer.
Local Traffic Committee	Director Engineering (Cr Weston as an observer) all councillors are to be advised when meetings are held
Murray Arts Advisory Committee	Cr O'Neill
Marketing and Promotions Committee	Cr O'Neill Cr Parker Cr Schilg Cr Weston
Riverina Eastern Regional Organisation of Councils	Mayor and General Manager
Riverina Regional Library	Cr Schilg Director Corporate & Community Services
Riverina Joint Organisation	Mayor (alternate Deputy Mayor) Observer General Manager
Riverina Water County Council <i>Appointed for a 4 year term</i>	Cr Meyer Cr Quinn
Rural Fire Service Bushfire Management Committee	Cr Quinn (alternate Cr Meyer)
Softwoods Working Group	Cr Wilton (alternate Cr Weston)
Squirrel Glider Local Area Management Plan Project Committee	Cr Schilg (alternate Cr Parker)

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APPOINTMENT OF DELEGATES [CONT'D]

In relation to Riverina Water County Council advice has been received from the Office of Local Government that the election of Councillors to the Board of a County Council must be done in accordance Schedule 9 of the Local Government (General) Regulation 2021.

This requires Councillors to nominate in writing and is not valid unless the nominee consents to the nomination. Councillors can self nominate and a self nomination form has been **ENCLOSED SEPARATELY** for Councillors information. The self nomination form must be returned to the Returning Officer (General Manager) prior to consideration of the matter by Council.

The Office of Local Government has also advised that where more than one Councillor is to be elected to the County Council Board by an individual Council and there are more nominations than the number of Councillors to be elected then Council must hold a separate election for each position.

Attached as **ANNEXURE 4** is an information brochure provided by Riverina Water County Council to provide background on its operations.

BUDGET IMPLICATIONS

Nil.

CONCLUSION

This is a procedural matter requiring consideration by Council.

RECOMMENDATION

That Council elects delegates to external organisations and Council Committees as outlined in Table 1.

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4. CASUAL COUNCILLOR VACANCIES – CONSIDERATION OF THE COUNTBACK METHOD

Report prepared by General Manager – Steven Pinnuck

REASON FOR REPORT

For Councillors to consider filling any causal Councillor vacancy that may arise over the next 18 months by a countback rather than holding a by-election in accordance with section 291A of the Local Government Act, 1993 (the Act).

REFERENCE TO DELIVERY PLAN ACTIONS

Nil.

DISCUSSION

In accordance with section 291A Council has the option of filling any causal councillor vacancies that arise over the next 18 months via a countback method rather than having a by-election to fill the vacancy. This would only apply to Wards contested at the recent local government elections; being North and West Wards.

To exercise the option of using a countback to fill casual vacancies occurring in the first 18 months following the election, councils must resolve, at their first meeting after the election, to use a countback to fill casual vacancies. If councils do not resolve this at the first meeting after the election, they will be required to fill casual vacancies through a by-election.

Where councils resolve to fill casual vacancies using a countback in the first 18 months of their terms, the general manager is required under the Local Government (General) Regulation 2005 (the Regulation) to notify the NSW Electoral Commissioner of the council's resolution within 7 days of the resolution.

Section 291A of the Act is reproduced below for Councillors information.

291A Countback to be held instead of by-election in certain circumstances

(1) This section applies to a casual vacancy in the office of a councillor if--

(a) the casual vacancy occurs within 18 months after the date of the last ordinary election of the councillors for the area, and

(b) the council has at its first meeting following that ordinary election of councillors, by resolution, declared that any such casual vacancy is to be filled by a countback of votes cast at the last election for that office.

(2) This section does not apply to a casual vacancy in the office of a councillor if the councillor who vacated office was elected;

(a) in an election using the optional preferential voting system (including the election of a mayor elected by the electors of an area), or

Note : See section 285 (Voting system for election of councillors).

(b) in an election without a poll being required to be held.

Note : See section 311 (Uncontested elections).

**ORDINARY MEETING OF GREATER HUME COUNCIL
TO BE HELD AT
COUNCIL CHAMBERS, 40 BALFOUR ST CULCAIRN
ON TUESDAY, 11 JANUARY 2022**

**CASUAL COUNCILLOR VACANCIES – CONSIDERATION OF THE COUNTBACK
METHOD [CONT'D]**

(3) A casual vacancy to which this section applies is to be filled by a countback election conducted in accordance with the regulations.

(4) A countback election to fill a casual vacancy to which this section applies must be conducted—

- (a) if the election at which the person whose departure created the casual vacancy was elected was administered by the Electoral Commissioner--by a returning officer appointed by the Electoral Commissioner, or
- (b) if the election at which the person whose departure created the casual vacancy was elected was administered by a returning officer appointed by an electoral services provider engaged by the council--by a returning officer appointed by the electoral services provider.

(5) If a countback election fails or the returning officer is otherwise unable to fill the casual vacancy by a countback election—

- (a) the returning officer must notify the general manager of the council concerned, and
- (b) a by-election in accordance with this Part must be held to fill the casual vacancy.

(5A) If an electoral services provider engaged by the council is unable to appoint a returning officer for the purposes of subsection (4)(b), a by-election in accordance with this Part must be held to fill the casual vacancy.

(6) This section does not apply to a casual vacancy in the office of a councillor if the vacancy occurs before the day prescribed for the purpose of this section by the regulation.

BUDGET IMPLICATIONS

Nil.

CONCLUSION

In accordance with section 291A Council has the option of filling any casual councillor vacancies that arise over the next 18 months via a countback method rather than having a by-election to fill the vacancy. This would only apply to Wards contested at the recent local government elections; being North and West Wards.

Where councils resolve to fill casual vacancies using a countback in the first 18 months of their terms, the general manager is required under the Local Government (General) Regulation 2005 (the Regulation) to notify the NSW Electoral Commissioner of the council's resolution within 7 days of the resolution.

RECOMMENDATION

In accordance with Section 291A of the Local Government Act, 1993, casual vacancies in the office of Councillors be filled using a countback in the first 18 months following the 2021 local government elections.

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5. DELEGATIONS OF AUTHORITY

Report prepared by General Manager – Steven Pinnuck

REASON FOR REPORT

Review of delegations in accordance with Department of Local Government Promoting Better Practice Program.

REFERENCE

Nil

DISCUSSION

Section 377 of the Local Government Act 1993 provides that a council may, by resolution, delegate to the General Manager, or any other person or body (not including another employee of the council), any of the functions of the council other than those listed in section 377(1). The General Manager may sub-delegate a function delegated to the General Manager by the council to another employee of the council.

Minor changes have been proposed to the delegation for the Mayor and have been highlighted in **Yellow**. No changes are proposed to the General Manager's delegation at this time, however a comprehensive review of the General Manager's delegations which flow through to other staff, has commenced and will be presented to the February or March ordinary meeting of Council. Both the proposed Mayoral and General Manager delegations are included as **ANNEXURE 5** for Councillors information.

Certain Council functions such as the management of public facilities, provision of advice and fundraising activities are delegated by Council to community based management committees appointed under section 355 of the Local Government Act. This will be addressed in a report to a future Council meeting.

BUDGET IMPLICATIONS

Nil.

CONCLUSION

It has been past practice to review delegations to the Mayor and General Manager on an annual basis.

RECOMMENDATION

That Council approve delegations to the Mayor and General Manager, pursuant to section 377 of the Local Government Act, the functions listed in the respective instruments of delegation attached as **ANNEXURE 5**.

**ORDINARY MEETING OF GREATER HUME COUNCIL
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**6. PROPOSED MOTION TO THE LOCAL GOVERNMENT NSW (LGNSW) SPECIAL CONFERENCE – INFRASTRUCTURE CONTRIBUTIONS BILL AND GUIDELINES
Report by General Manager – Steven Pinnuck**

REASON FOR REPORT

For Council to consider submitting a motion to the LGNSW Special Conference seeking the deferment of Infrastructure Contributions Bill until it can be clearly demonstrated that no Council will be worse off and it provides fairness and equity across the State of NSW.

REFERENCE TO DELIVERY PLAN ACTIONS

Nil

DISCUSSION

At the December meeting of Council the following was resolved:

A motion on the Infrastructure Contributions Bill be put forward for consideration at the January meeting of Council.

The release of the Infrastructure Contributions Bill has caused much discussion and concern within the NSW local government sector.

Council recently collaborated with other RivJO member Councils to prepare a response to the Guidelines. Despite assurances from the Department Planning Industry and Environment that no council will be worse off, the reality is many councils could be worse off. A copy of the Submission is included as **ANNEXURE 6** for Councillors information.

Major concerns include:

- Section 7.11 - Local Infrastructure Contributions – Essential Works List does not allow community infrastructure to be funded. Whilst it is acknowledged the implementation has been deferred for three years if the exclusion of community infrastructure remains then all Councils will be worse off.
- Section 7.12 – Local Infrastructure Contributions – It is proposed that the current percentage based levy will be replaced with fixed contributions (e.g. All new homes in regional NSW will pay a fixed contribution for each new dwelling of \$10,000 regardless of whether the home has a construction value of \$1M or \$350,000. This is clearly inequitable.
- Alternative charging units for Solar and Wind Farms – It proposed to cap contributions to \$2,000 per megawatt with a maximum contribution of \$450,000. As an example a small 5 megawatt Solar Farm just approved at Culcairn will pay a section 7.12 Contribution of \$70,000 however under the new charging regime would only be required to pay \$10,000 (5 megawatts x \$2,000).
- Regional Infrastructure Contributions Fund (RIC's) – Whilst it is acknowledged that RIC's are currently only proposed for four growth areas of Greater Sydney, Central Coast, Illawarra-Shoalhaven and Lower Hunter; RIC's; can be introduced for other areas through an amendment to the SEPP without further consultation

Accordingly it is proposed that the following motion to be submitted to the LGNSW Special Conference.

That LGNSW lobby the State Government to defer the Infrastructure Contributions Bill until it can be clearly demonstrated that no Council will be worse off and it provides fairness and equity across the State of NSW.

**ORDINARY MEETING OF GREATER HUME COUNCIL
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PROPOSED MOTION TO THE LOCAL GOVERNMENT NSW (LGNSW) SPECIAL
CONFERENCE – INFRASTRUCTURE CONTRIBUTIONS BILL AND GUIDELINES
[CONT'D]

BUDGET IMPLICATIONS

Nil

CONCLUSION

The release of the Infrastructure Contributions Bill has caused much discussion and concern within the NSW local government sector.

Despite assurances from the Department Planning Industry and Environment that no council will be worse off, the reality is many councils could be worse off and it is not equitable.

According it is recommended that a motion be submitted to the LGNSW Special Conference seeking the deferment of the Bill until further significant changes are made.

RECOMMENDATION

That Council submit the following motion to the Local Government Special Conference:

That LGNSW lobby the State Government to defer the Infrastructure Contributions Bill until it can be clearly demonstrated that no Council will be worse off and it provides fairness and equity across the State of NSW.

**ORDINARY MEETING OF GREATER HUME COUNCIL
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7. LOCAL GOVERNMENT NSW (LGNSW) SPECIAL CONFERENCE – SUNDAY 28 FEBRUARY TO TUESDAY 2 MARCH 2022

Report prepared by General Manager – Steven Pinnuck

REASON FOR REPORT

For Councillors to consider nominating an additional delegate to the LGNSW Special Conference in accordance with the resolution from the July 2021 Council.

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

At the July Council meeting the following was resolved.

1. 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
2. Potential motions be submitted to the General Manager no later than Friday 6 August to facilitate a report to the August meeting of Council.

Now that the local government elections have been concluded it is appropriate that Council consider the additional Councillor to attend as an Observer.

In 2020 it was resolved that Cr O'Neill attend the Conference as an Observer, however that Conference did not proceed due to COVID restrictions. It may be appropriate for Cr O'Neill to attend the Special Conference.

The Conference Program is attached as **ANNEXURE 7** for Councillor's information.

BUDGET IMPLICATIONS

Adequate allocations exist in the 2021/2022 Budget for attendance at the Conference.

CONCLUSION

Now that the local government elections have been concluded it is appropriate that Council consider the additional Councillor to attend as an Observer.

RECOMMENDATION

That Cr attend the LGNSW Special Conference as an Observer.

**ORDINARY MEETING OF GREATER HUME COUNCIL
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CORPORATE AND COMMUNITY SERVICES

1. COMPANION CARD – AFFILIATE MEMBERSHIP

Report prepared by Manager Community Services – Lynnette O'Reilly

REASON FOR REPORT

To inform Council about the NSW Companion Card program and its benefits to people with significant and permanent disability who need full time carer support and for the endorsement by Council to become an affiliate member.

REFERENCE TO DELIVERY PLAN ACTION

Objective We lead a vibrant, connected and inclusive community

Outcome 1.3 Residents feel a sense of belonging, are able to reach their potential, work productively, and there is a sense of mutual respect, inclusiveness, ownership and pride in their community.

DISCUSSION

The Companion Card program is a NSW Government program designed to support people with significant permanent disability requiring a full time carer. The card holder is the person with a disability and after being assessed as eligible are issued with a Companion Card with name and photograph.

The card enables companions / carers to gain free entry when the card holder purchases an entry ticket at participating venues and facilities. For Council, these could include swimming pools, and some library activities. Cards are not means tested and the card is issued for life. Further information is included on the Fact Sheet – Information for Affiliates included as **ANNEXURE 8**.

Becoming an affiliate member demonstrates Council's support for inclusion in line with the Disability Inclusion Action Plan (DIAP) and ensures Council is meeting some of its obligations under anti-discrimination legislation. As an affiliate member, for Council events and activities Council will be obligated to issue a companion ticket at no extra charge, accept companion cards issued Australia wide and be listed in the NSW Companion Card affiliate directory and online database.

BUDGET IMPLICATION

It is estimated that the program will have minimal impact on Council's budget given the relatively small number of events and activities provided by Council that attract an entry fee. It is hoped that the offset will be that more people with disability will attend events and activities, in effect increasing ticket sales.

CONCLUSION

The Companion Card NSW program will enable Council to provide greater access and social inclusion for people with disability and their cares.

RECOMMENDATION

That Council become an affiliate member of the Companion Card NSW program.

**ORDINARY MEETING OF GREATER HUME COUNCIL
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ENGINEERING

**1. TENDER TL 04 – 2021/22 BROWNRIGG STREET DRAINAGE (STAGE 1)
Report prepared by Works Engineer – Andrew Walls**

REASON FOR REPORT

To consider tenders for the construction of Stage One of the Brownrigg Street Drainage project.

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

This project is part of the Council 2021/2022 Operational Plan.

The township of Morven has consistently experienced drainage issues due to extended localised inundation which adversely affects public amenity and health.

A design has been prepared to provide drainage along the full length Brownrigg Street and encompassing adjacent side streets. This project has been broken down into nine stages to facilitate construction and budget availability.

Stage One of the works comprises of the outfall at Billabong Creek to Purtell Street. Stages Two and Three of the works completes the drainage to the Culcairn Holbrook Road. These stages were offered for tender as provisional items to identify opportunities for further work to be undertaken if the budget was increased if other grant applications were successful.

Advertisements were placed in the Border Mail and on Tenderlink.

Tenders closed on Tuesday 7th December 2021. Six tenders were received via the Tenderlink portal.

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

Company	Tender Price (excluding GST)
Blueys Plumbin' and Diggin'	\$ 253,103.17
BR Durham and Son	Non-Conforming
Fuge Earthworks	\$ 167,534.20
Hutchinson Civil	\$ 243,044.91
Kingsline P/L	\$ 1,055,944.11
Longford Civil	\$ 207,074.00

The submission made by BR Durham and Son contained advertising material and was not considered. The above prices relate to Stage One of the works which extends from Billabong Creek to Purtell St

**ORDINARY MEETING OF GREATER HUME COUNCIL
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TENDER TL 04 – 2021/22 BROWNRIGG STREET DRAINAGE (STAGE 1) [CONT'D]

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

Fuge Earthworks is a well-established civil contractor based in Jindera and has previously completed works for Greater Hume Council to a satisfactory standard. Mr Andrew Johnston from Fuge Earthworks attended a post-tender interview where it was confirmed that he was satisfied that they have the personnel and equipment to complete the project to the required standard in a safe manner. Mr Johnston indicated that a projected commencement date soon after being awarded the tender is possible. However current, recently awarded and ongoing projects may affect the start date which should be reflected in the expected contract completion date.

A drawing of the proposed works is included as **ANNEXURE 9** for Councillors information.

BUDGET IMPLICATION

The budget for the Brownrigg Street Drainage Stage One project is \$200,000.00 (excl GST).

The Provisional Items for Stage One included in the original tender price are not expected to significantly affect the final Stage One expenditure.

The tender price is consistent with the engineers estimate and the budget.

CONCLUSION

Six tenders were received for the Brownrigg Street Drainage Stage One project. Five tenders were considered.

The tender submitted by Fuge Earthworks P/L has been assessed to be suitable for the intended purpose and there is no technical or practical reason to conclude that Fuge Earthworks P/L are not capable of completing the contract to the required standard and within a reasonable timeframe.

RECOMMENDATION

That:

1. the tender submitted by Fuge Earthworks P/L for tender TL04 Brownrigg Street Drainage (Stage 1) for \$167,534.20 (excl. GST) be accepted.
2. the unsuccessful tenderers be notified.
3. the General Manager and the Mayor be authorised to execute contract documentation with Fuge Earthworks P/L under the Common Seal of Council.

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**2. TENDER TL 06 – 2021/22 GEROGERY DRAINAGE PROJECT (STAGE 2)
Report prepared by Works Engineer – Andrew Walls**

REASON FOR REPORT

To consider tenders for the construction of Stage Two of the Gerogery Drainage project.

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

This project was part of the Council 2020/2021 Operational Plan that has been carried forward to 2021/22 Budget.

Stage One of the Gerogery Drainage project was completed in the 2020/2021 financial year. Stage One comprised of the construction of stormwater pipes and the improvement of table drains along Main Street Gerogery.

Stage Two of the works completes the project and provides similar stormwater drainage coverage to Station, Cross, West, Rose and Ivy Streets.

Advertisements were placed in the Border Mail and on Tenderlink.

Tenders closed on Wednesday 8th December 2021. Six tenders were received via the Tenderlink portal.

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

Company	Tender Price (excluding GST)
Blueys Plumbin' and Diggin'	\$ 378,290.46
BR Durham and Son	Non-Conforming
Fuge Earthworks	\$ 334,355.40
Hutchinson Civil	\$ 506,055.00
Kingsline P/L	\$ 1,164,077.11
Longford Civil	\$ 465,613.00

The submission made by BR Durham and Son contained advertising material and was not considered.

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

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TENDER TL 06 – 2021/22 GEROGERY DRAINAGE PROJECT (STAGE 2) [CONT'D]

Fuge Earthworks is a well-established civil contractor based in Jindera and has previously completed works for Greater Hume Council to a satisfactory standard. Mr Andrew Johnston from Fuge Earthworks attended a post-tender interview where it was confirmed that he was satisfied that they have the personnel and equipment to complete the project to the required standard in a safe manner. Mr Johnston indicated that a projected commencement date soon after being awarded the tender was possible. However, Fuge Earthworks are also being considered for the Brownrigg Street Drainage Stage 1 project. Mr Johnston confirmed that this will affect the start date. It is the authors opinion that the favourable tendered rates submitted by Fuge Earthworks warrants consideration towards flexibility of project start and finish dates.

A drawing of the proposed works is **ENCLOSED SEPARATELY** for Councillors information.

BUDGET IMPLICATION

The budget for the Gerogery Drainage Stage Two project is \$345,745 (excl GST) which are the committed Local Roads and Community Infrastructure Program – Phase 2 (LRCIP) funding approved in 2020/2021 which must be spent by 30 June 2022.

The Provisional Items included in the original tender price are not expected to significantly affect the final Stage two expenditure.

The tender price is consistent with the engineers estimate and budget

CONCLUSION

Six tenders were received for the Brownrigg Street Drainage Stage Two project. Five tenders were considered.

The tender submitted by Fuge Earthworks P/L has been assessed to be suitable for the intended purpose and there is no technical or practical reason to conclude that Fuge Earthworks P/L are not capable of completing the contract to the required standard and within a reasonable timeframe to be determined by programming and procurement restraints.

RECOMMENDATION

That:

1. the tender submitted by Fuge Earthworks P/L for tender TL06 -2021/22 Gerogery Drainage (Stage 2) for \$334,355.40 (excl. GST) be accepted.
2. the unsuccessful tenderer be notified.
3. the General Manager and the Mayor be authorised to execute contract documentation with Fuge Earthworks P/L under the Common Seal of Council.

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**3. LAND ACQUISITION – MOLKENTIN ROAD JINDERA
Report prepared by Director Engineering – Greg Blackie**

REASON FOR REPORT

To authorise the General Manager and Mayor to execute the deed for the acquisition of land on Pioneer Drive to be used for drainage purposes under the common Seal of Council.

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

Council has negotiated a price \$30,000 (exc. GST) for the acquisition of land required for the installation of a new open drain at Jindera on Molkentin Road. The land is required as part of a project to upgrade Molkentin Road from Cade Court to Urana St and improve drainage on Urana St that is a project included in the current delivery program.

Subsequently a deed of agreement has been prepared by Council solicitors **ANNEXURE 10** for signing by both parties. The owner has already signed and it is now required that the Mayor and General Manager be authorized to sign the deed and affix the Council Seal.

BUDGET IMPLICATION

The cost to acquire the land and required works to be undertaken are included as part of Council current budget for the drainage project.

CONCLUSION

Council has negotiated a price for the acquisition of land required for the installation of a new open drain at Jindera on Molkentin Road required as part of the upgrade of the Molkentin Road from Cade Court to Urana St that is included in the current delivery program.

Subsequently a deed of agreement has been prepared by Council solicitors for signing by both parties. The owner has already signed and it is now required that the Mayor and General Manager be authorized to sign the deed and affix the Council Seal.

RECOMMENDATION

That:

1. The Director Engineering actions in negotiating the purchase be endorsed.
2. the General Manager and the Mayor be authorised to execute the deed for the acquisition of land on Pioneer Drive to be used for drainage purposes under the common Seal of Council

**ORDINARY MEETING OF GREATER HUME COUNCIL
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ITEMS TO BE REFERRED TO CLOSED COUNCIL

1. **TENDER TL 03 – 2021/22 CULCAIRN DRAINAGE AND BALFOUR STREET FOOTPATH**

Report prepared by Works Engineer – Andrew Walls

REASON FOR REPORT

To consider tenders for the construction of drainage and the reconstruction of the Balfour Street footpath.

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

This project is part of the Council 2021/2022 Operational Plan.

The scope of the contract was to cover the construction of drainage from an outfall point in Billabong creek at the southern end of Fraser Street to extend east along Balfour Street to the roundabout at the Olympic Highway. The works were to include the reconstruction of kerb and footpath on both sides of Balfour Street through the business area of town as well as the proposed footpath in Fraser Street.

Advertisements were placed in the Border Mail and on Tenderlink.

Tenders closed on Wednesday 8 December 2021 and one tender was received via the Tenderlink portal.

As Council may be re-advertising the tender, 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.

BUDGET IMPLICATION

Funding implications are included in the Confidential Report to Closed Council

CONCLUSION

As Council may be re-advertising the tender, 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.

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TENDER TL 03 – 2021/22 CULCAIRN DRAINAGE AND BALFOUR STREET FOOTPATH
[CONT'D]

RECOMMENDATION

That consideration of the tender for TL 03-2021 Culcairn Drainage and Balfour Street Footpath 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 tender price submitted outweighs the public interest in maintaining openness and transparency in Council decision making because the disclosure of this information could compromise a future tender submission by the company or other companies

**ORDINARY MEETING OF GREATER HUME COUNCIL
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**2. TENDER TL 07 – 2021/22 BRIDGE REPLACEMENT WANTAGONG STRAIGHT
Report prepared by Works Engineer – Andrew Walls**

REASON FOR REPORT

To consider tenders for the replacement or widening of five bridges on Jingellic Road in the Wantagong straight.

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

This project is part of the Council 2021/2022 Operational Plan.

The scope of the contract was to widen the existing bridge at Wantagong Creek and the replacement of four box culverts at Serpentine Creek, Fish Creek, Scent Bottle Creek and Spring Creek.

These structures were the subject of a 2016 report prepared by Integrity Testing Pty Ltd for Fixing Country Roads which identified them as being deficient in either deck width or load carrying capacity for modern HML vehicles over sustained use.

Advertisements were placed in the Border Mail and on Tenderlink.

Tenders closed on Thursday 9th December 2021. One tender was received via the Tenderlink portal.

As Council may be re-advertising the tender, 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.

BUDGET IMPLICATION

Funding implications are included in the Confidential Report to Closed Council

CONCLUSION

As Council may be re-advertising the tender, 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.

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TENDER TL 07 – 2021/22 BRIDGE REPLACEMENT WANTAGONG STRAIGHT [CONT'D]

RECOMMENDATION

That consideration of the tender for TL 07-2021 TL07 Bridge Replacement Wantagong Straight 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 tender price submitted outweighs the public interest in maintaining openness and transparency in Council decision making because the disclosure of this information could compromise a future tender submission by the company or other companies

**ORDINARY MEETING OF GREATER HUME COUNCIL
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OFFICERS' REPORTS – PART B – TO BE RECEIVED AND NOTED

CORPORATE AND COMMUNITY SERVICES

1. COMBINED INVESTMENT REPORT – MONTH ENDED 31 DECEMBER 2021

Report prepared by Accounting Officer – Camilla Webb

REASON FOR REPORT

This report presents to Council details of all funds invested as at 31 December 2020 as required by the Local Government (General) Regulation 2005.

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

In accordance with the Local Government Act 1993, the Responsible Accounting Officer must present to Council monthly, the status of the investments held by Council. The Responsible Accounting Officer must detail the investments held, and their compliance with both internal policy and external regulation under the Ministerial Order of Investments.

In accordance with the recommendations made by the Office of Local Government (OLG) Investment Policy Guidelines published in June 2010, the monthly Investments Reports are attached to the Council investment report. This allows a stand-alone report to be published on Council's website for the public to view without having to peruse the Council meeting agenda for the relevant meeting.

Councillors should note that Council has engaged an external investment manager, Curve Securities, to source appropriate investment opportunities with the aim of transitioning Council's investment portfolio to meet the investment parameters as detailed in Council's revised Investment Policy. Curve Securities will work with Council to ensure that Council's overall investment portfolio is diversified across a wider spectrum of approved financial institutions thereby achieving improved security and asset protection. It should be noted that each individual investment is still held directly by Council with each financial institution.

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COMBINED INVESTMENT REPORT – MONTH ENDED 31 DECEMBER 2021 [CONT'D]

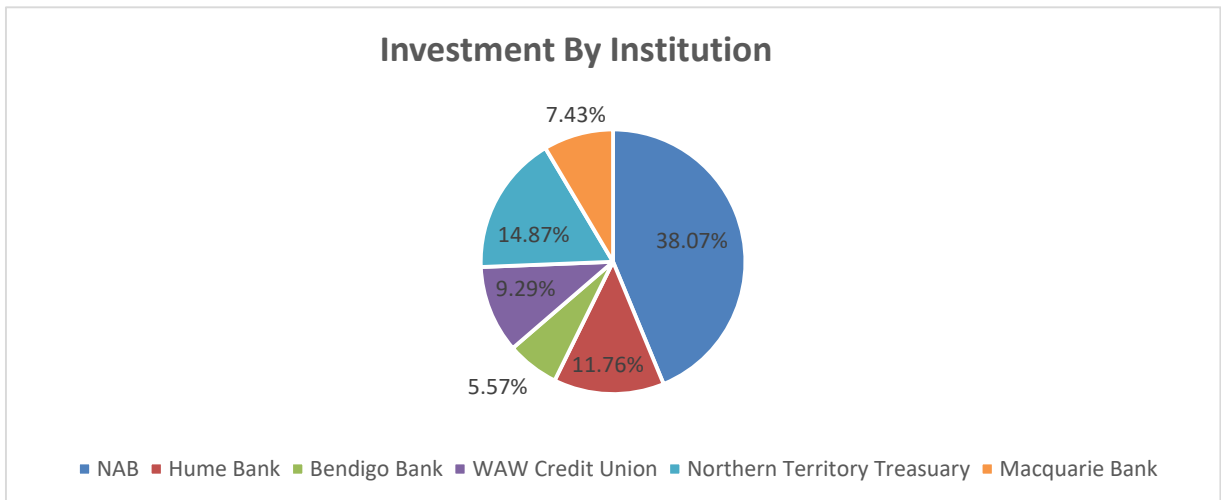
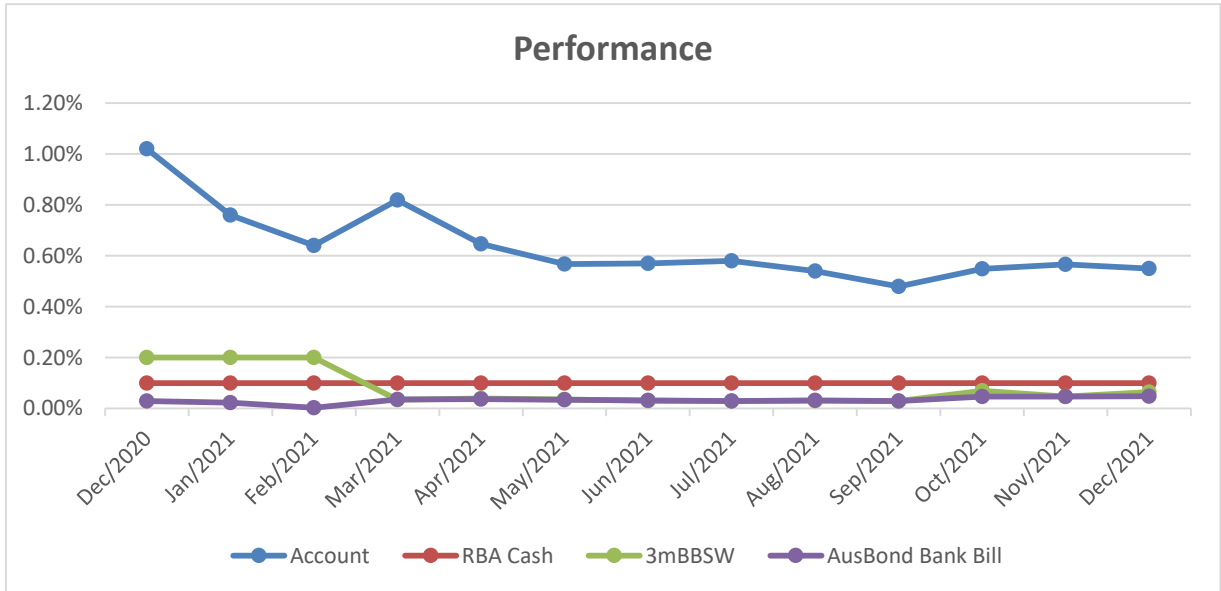
Greater Hume's overall investment portfolio

Total Cost	\$26,632,990.07
Total Portfolio Value	\$26,602,351.79
Weighted Average Term (days)	355
Weighted Average Yield	0.55 %
Total Monthly Accrued Interest	\$12,326.37
Total Interest Received this month	\$10,316.35
Interest Payments this month	5
Matured Investments this month	5
Total Funds Matured this month	\$4,009,765.32
New Investments this month	0
Total Funds Invested this month	\$0

**ORDINARY MEETING OF GREATER HUME COUNCIL
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COMBINED INVESTMENT REPORT – MONTH ENDED 31 DECEMBER 2021 [CONT'D]

Note: The Reserve Bank of Australia reduced the cash rate to .01% on 3 November 2020.



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TO BE HELD AT
COUNCIL CHAMBERS, 40 BALFOUR ST CULCAIRN
ON TUESDAY, 11 JANUARY 2022**

COMBINED INVESTMENT REPORT – MONTH ENDED 31 DECEMBER 2021 [CONT'D]

Investment Register

ADI/Security Name	Maturity Date	Amount	Long Term Rating	Term in Days	Yield
Bendigo And Adelaide Bank	12/01/2022	\$500,000	BBB+	272	0.35%
NAB	15/01/2022	\$500,000	AA-	214	0.27%
NAB	15/01/2022	\$500,000	AA-	184	0.32%
Bendigo And Adelaide Bank	19/01/2022	\$500,000	BBB+	279	0.35%
Macquarie Bank	2/02/2022	\$500,000	A+	182	0.40%
Macquarie Bank	16/02/2022	\$500,000	A+	203	0.40%
NAB	18/02/2022	\$500,000	AA-	184	0.27%
NAB	27/02/2022	\$300,000	AA-	184	0.28%
Hume Bank	1/03/2022	\$66,761.10	NR	365	0.50%
WAW Credit Union	13/03/2022	\$500,000	NR	181	0.40%
Hume Bank	13/03/2022	\$500,000	NR	181	0.25%
NAB	15/03/2022	\$500,000	AA-	181	0.26%
Hume Bank	17/03/2022	\$500,000	NR	273	0.30%
Hume Bank	17/03/2022	\$500,000	NR	273	0.30%
Hume Bank	19/03/2022	\$500,000	NR	270	0.30%
AMP Bank	21/04/2022	\$1,000,000	BBB	365	0.70%
WAW Credit Union	11/05/2022	\$500,000	NR	365	0.75%
Hume Bank	16/05/2022	\$46,751.06	NR	364	0.40%
Bendigo And Adelaide Bank	16/05/2022	\$500,000	BBB+	213	0.35%
Macquarie Bank	24/05/2022	\$500,000	A+	272	0.40%
AMP Bank	14/06/2022	\$1,000,000	BBB	216	0.85%
WAW Credit Union	16/06/2022	\$600,000	NR	365	0.75%
WAW Credit Union	16/06/2022	\$500,000	NR	365	0.75%
Hume Bank	17/06/2022	\$500,000	NR	365	0.40%
Hume Bank	17/06/2022	\$500,000	NR	365	0.40%
Hume Bank	30/06/2022	\$49,937.43	NR	365	0.35%
WAW Credit Union	8/07/2022	\$400,000	NR	365	0.75%
NAB	20/07/2022	\$500,000	AA-	271	0.35%
NAB	29/08/2022	\$500,000	AA-	365	0.35%
AMP Bank	27/09/2022	\$500,000	BBB	364	0.80%
Macquarie Bank	29/09/2022	\$500,000	A+	365	0.40%
AMP Bank	20/10/2022	\$1,000,000	BBB	365	0.80%
NAB	14/12/2022	\$510,414.36	AA-	365	0.61%
NAB	13/09/2023	\$2,000,000	AA-	727	0.60%
Northern Territory Treasury Corp	16/06/2025	\$1,500,000	NR	1,481	1.10%
Northern Territory Treasury Corp	15/06/2026	\$2,500,000	NR	1,887	1.30%
NAB	1/01/2022	\$4,059,126.12	AA-	1	0.10%

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COMBINED INVESTMENT REPORT – MONTH ENDED 31 DECEMBER 2021 [CONT'D]

Declaration

I, Camilla Webb, as the Responsible Accounting Officer of Greater Hume Shire Council, hereby certify the investments listed in the attached reports have been made in accordance with Section 625 of the Local Government Act 1993, clause 212 of the Local Government (General) Regulations 2005 and Council's Investment Policy.

All investments have been appropriately recorded in Council's financial records and reconciled monthly.

CONCLUSION

On 31 December 2021, the 2021/22 Financial Year investment return amounted to \$26,632,990.07.

RECOMMENDATION

That Council receives and notes the Investment Balances Report for the month of December 2021

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PART C - ITEMS FOR INFORMATION

GOVERNANCE

1. WORKSHOP/BRIEFING SESSION SCHEDULE 2022

REASON FOR REPORT

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

DISCUSSION

The current session dates are outlined in the table below.

Workshop/Briefing Session date commencing at 5.45pm	Topic
Friday, 7 January 2022	Induction
Monday 7 February 2022	Community Strategic Plan
Wednesday, 9 February 2022	Preliminary Roads Workshop
Wednesday, 23 February 2022	Preliminary Budget Workshop
Friday, 4 March 2022	Shire Works and Roads Tour
Wednesday, 23 March 2022	Final Roads Workshop
Wednesday, 6 April 2022	Final Budget Workshop

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>

- 21-42 Reminder to councils: decisions on countbacks, administration of the oath or affirmation of office and the delivery of councillor induction and refresher training after the election

- 21-41 Annual Reporting of Labour Statistics by Councils

- 21-40 2022 “Hit the Ground Running” councillor webinars

- 21-39 Public Spaces (Unattended Property) Bill 2021

- 21-38 Consultation on review of the councillor misconduct framework

BUDGET IMPLICATIONS

Nil.

CONCLUSION

For Councillors’ information.

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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 11**.

BUDGET IMPLICATIONS

Nil.

CONCLUSION

For Councillors' information.

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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 AS AT 31 DECEMBER 2021**

The statement of bank balances as at 31 December 2021 is attached at **ANNEXURE 12**.

3. **PEOPLE & CULTURE REPORT – DECEMBER 2021**

Report prepared by People and Culture Officer – Jessica Winnett

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

- Continuous review of policies and procedures

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
- RERO Workforce Development meeting – next meeting 15 February 2022

RECRUITMENT

- Recruitment in progress:
 - Road Safety Officer - interviewed 1, made an offer to 1 who withdrew due to relocation circumstances
 - Building Maintenance Officer – interviewed 1, appointed 1 and commenced 13 December 2021
 - Early Childhood Educators – interviewing applicants ongoing
 - Manager Waste and Facilities - interviewed 2, appointed 1 to commence 10 January 2022
 - Manager Water and Waste Water - interviewed 2, appointed 1 to commence 10 January 2022
 - Youth Officer - interviewed 5, appointed 1 to commence 24 January 2022
 - Practice Mentor - interviewed 2, appointed 1 to commence 10 January 2022

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PEOPLE & CULTURE REPORT – DECEMBER 2021 [CONT'D]

RECRUITMENT (CONT'D)

- New employees commencing with Council:
 - Philip Thomas – Building Maintenance Officer
- Position/role changes with existing Council employees:
 - Thomas Plunkett – Resigned from Manager Water and Waste Water as at 24 December 2021, transitioning into a GIS/water and sewer data collection position to conclude 30 June 2022
 - James Waite – Acting Manager Waste and Facilities
 - Jason McBain – Acting Construction Overseer
 - Michael Mohr – Acting Construction Ganger
- Employees ceasing duties with Council:
 - Jennifer Screaigh – Culcairn/Walla Walla Centre Director – effective 3 December 2021
 - Jacklyn Cottrell – Early Childhood Educator Holbrook – effective 15 December 2021
 - Philip Thomas – Building Maintenance Officer – effective 17 December 2021
 - Rachael Hadkins – Culcairn Centre Administration Officer – effective 3 January 2022
 - Ashleigh Andrews – Library/Customer Service Officer Henty – effective 24 December 2021
 - Libby Keogh – Practice Mentor – effective 22 December 2022
- Positions advertised: Nil

WORKPLACE RELATIONS

- Participate with Outdoor Staff quarterly meetings – meeting held on 9 December 2021; next meeting 10 March 2022
- Coordinate and administer Consultative Committee – meeting held on 14 December 2021; next extraordinary meeting 8 February 2022
- Participate with Risk WHS Committee – meeting held on 14 December 2021; next extraordinary meeting 8 February 2022
- LGNSW HR Networking Meeting – virtual meeting held 8 December 2021; next meeting 9 March 2022

PROFESSIONAL DEVELOPMENT & LEARNING

- Human Resources and Industrial Relations Mentoring
- Training Services NSW – Development of a training plan for All Staff to have the opportunity to undertake a full or part qualification under a free training model

PERFORMANCE MANAGEMENT

- Council's annual Performance Appraisals went live throughout July. All appraisals conducted online throughout July, August, September and October. Appraisals will close at the end of December 2021. Recommendations communicated to appropriate parties throughout October.

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PEOPLE & CULTURE REPORT – DECEMBER 2021 [CONT'D]

HEALTH & WELLBEING

- Coordination of Phase 8 of Council's Early Intervention Health and Wellbeing Program with Align. Current program consists of a Health and Wellness Consultant and Physiotherapist visiting on a rotating weekly basis to all office and depot location. Centre Educators participate in a Health and Wellbeing Program with a Wellness Consultant visiting one centre per week.

REVIEW & CONTINUOUS IMPROVEMENT

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

RECOMMENDATION

That council receive and note the report

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ENGINEERING

1. DECEMBER 2021 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).

Heavy Patching has commenced on MR284.

Regional Roads

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

Line marking and audio tactile markers to be installed on Urana Road (MR125) as part of the Safer Roads Program.

Local Roads

Sealed

General maintenance on local roads is continuing.

Road reconstruction of 4km on Fellow Hills Road, starting at Coach Road is continuing.

Unsealed:

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

Brigadoon Lane	Humphreys Road
Burma Road	Kensall Green Road
Chambers Road	Kenya Road
Courtney Lane	Kiley Road
Drums Road	Mayfield Road
Echerina Road	Poole Road
Ferguson Road	River Road
Gum Swamp Road	Ryan Road
Hall Road	Yaparra Road

Gravel Resheeting has been completed on Plunkett Road as part of the Capital Resheeting Program.

Urban Streets:

General maintenance of urban streets is continuing.

Red bows have been installed on street trees and poles within towns as a part of Christmas festivities.

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DECEMBER 2021 REPORT OF WORKS [CONT'D]

General:

General maintenance of public toilets and parks is continuing.

The Heavy rainfall event on 25 and 26 November has caused substantial damage on numerous local roads and urban streets. A Notice of Assessment for declaration of disaster has been sent to Resilience NSW for assistance under disaster funding.

Monthly Works Maintenance Expenditure:

Local Roads Program	Current Budget	Monthly Budget to Date	YTD Expenditure	Monthly Budget Variance to Actual	Comments
Urban Roads Maintenance	\$240,604	\$100,251.67	\$106,863	-\$6,611	
Urban Roads Town Maintenance	\$210,000	\$87,500	\$108,409	-\$20,909	Additional mowing costs incurred by unseasonal growth
Rural Roads Sealed	\$800,000	\$333,333	\$281,643	\$51,690	
Rural Roads Unsealed	\$1,154,289	\$480,954	\$540,293	-\$59,339	Additional Costs incurred from adverse weather
Street Tree Maintenance	\$252,335	\$105,139.58	\$113,289	-\$8,149	

Regional Roads Program	Current Budget	Monthly Budget to Date	YTD Expenditure	Monthly Budget Variance to Actual	Comments
Regional Roads Maintenance	\$826,239	\$344,266.25	\$323,834	\$20,432	

Sportsgrounds, Parks & Public Toilets	Current Budget	Monthly Budget to Date	YTD Expenditure	Monthly Budget Variance to Actual	Comments
Sportsground Maintenance	\$198,220	\$82,591.67	\$148,075	-\$65,484	Additional maintenance requirements for the ovals. Some costs to be offset from Capital budget.
Parks & Gardens Maintenance	\$347,180	\$144,658.33	\$125,382	\$19,277	
Public Toilets Maintenance	\$177,216	\$73,840	\$80,382	-\$6,542	

NB : Sportsground Maintenance excludes annual GHC contribution payment

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ENVIRONMENT AND PLANNING

1. DEVELOPMENT APPLICATIONS PROCESSED FOR THE MONTH OF NOVEMBER 2021

The schedule of development applications processed for the month of November 2021 is attached at **ANNEXURE 13**.

2. RANGER'S REPORT – DECEMBER 2021

COMPANION ANIMALS

No. of Complaints Received 11		Including: 3 barking dogs, 13 roaming dogs, 2 dealing with an aggressive dog, nuisance dog, 1 menacing and dangerous dog compliance checks	
No. of dog attacks: 4		Location: Holbrook	2 dogs chasing cattle, 1 calf injured both dogs surrendered.
		Culcairn	Female with her dog on lead, another dog chased her. No injury.
		Gerogery	3 sheep killed by unknown dogs.
		Gerogery	4 sheep killed another 6 euthanized. 2 dogs caught and surrendered.
Comments:			
		Dogs	Cats
In Council's Facility at Beginning of Month		4	
Captured & Returned to Owners		9	
Captured & Impounded		8	7
Released from Pound to Owners		3	
Surrendered by Owners		4	
Rehomed		2	
Euthanased		4	1
Remaining in Council's Facility at End of Month			

FERAL CATS

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

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RANGER'S REPORT – DECEMBER 2021 [CONT'D]

LIVESTOCK

	Cattle	Sheep	Horse	Goats	Other Alpacas
No. of Reports of Stock on Roads	2	1			
Instances - Returned to owners	2	1			
Impounded					
Vehicle accidents involving stock					

OTHER LIVESTOCK, WILDLIFE COMPLAINTS

Walbundrie, Gerogery & Woomargama – 3 injured kangaroos euthanized.

ABANDONED VEHICLES

8 vehicles currently impounded.

1 car removed by owner in Jindera.

POLLUTION AND ENVIRONMENTAL INCIDENTS

Inspection conducted: Overgrown Vegetation Unsafe Land	Inspections being conducted. 12 complaints received. 14 Notices of Proposed Orders issued. 9 Orders issued.
Pollution: Noise	Jindera – barking warning and ongoing monitoring. Walla Walla - barking warning and ongoing monitoring. Culcairn – rooster noise. Holbrook – truck noise in semi residential area. Culcairn – truck noise in residential area.
Pollution: Waste	Bungowannah – 3 mattresses dumped and household rubbish dumped. Collected by Rangers. Carabost – dumped tyres, rubbish Rangers collected.

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RANGER'S REPORT – DECEMBER 2021 [CONT'D]

ON-SITE SEWERAGE MANAGEMENT SYSTEMS

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

OTHER WORKS CONDUCTED

- RID online (Report Illegal Dumping online) updating with data entry.
- Holbrook, Culcairn and Jindera landfill site works, landfill water pump and refuelling conducted.
- Noise monitoring Jindera, Culcairn and Walla Walla barking dogs and roosters.
- Assist RSPCA with companion animal and stock welfare issues.
- Companion animal's data entry.
- Court Attendance Notice – hoarder Jindera.
- 33 CRM's as of 21 December 2021.
- Surface water issues in Jindera.
- Follow up – Orders untidy properties vehicles at Henty, Little Billabong and Gerogery.
- Removal of illegal advertising signs – Jindera.
- Illegal dumping.
- Ducks at pools.
- Building asbestos inspections all Council buildings.
- Assist with pool maintenance.
- Outdoor staff meeting – Culcairn.

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PART D

There were no items in Part D for the January 2022 meeting.