



# Greater Hume Shire

To: «Name»

## **ORDINARY MEETING OF GREATER HUME SHIRE COUNCIL**

**WEDNESDAY, 16 SEPTEMBER 2015**

NOTICE is hereby given that an Ordinary Meeting of the Greater Hume Shire Council will be held at 4.30pm at the Council Chambers, Balfour Street, Culcairn.

**Please note that commencing at 4.00pm, an afternoon tea has been arranged for the members of the Greater Hume Shire Council Youth Advisory Committee to meet informally with Councillors at 4.00pm. Councillors are encouraged to be in attendance.**

**Following the commencement of the meeting and the mayoral elections, Council will also receive a formal presentation by members of the Youth Committee.**

STEVEN PINNUCK  
GENERAL MANAGER

ORDER OF BUSINESS TO BE CONSIDERED  
REFER OVERLEAF

**ORDINARY MEETING OF GREATER HUME SHIRE COUNCIL**

**WEDNESDAY, 16 SEPTEMBER 2015**

**BUSINESS TO BE CONSIDERED**

**1. PRAYER**

**2. ACKNOWLEDGEMENT OF COUNTRY**

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

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

**4. APOLOGIES**

**5. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

- Minutes of the Ordinary Meeting of Council – 19 August 2015

**6. ACTION REPORT FROM THE MINUTES**

**7. MAYORAL ELECTIONS**

- Mayoral Election – Governance Item 1
- Deputy Mayoral Election – Governance Item 2

**8. REPORTS FROM OFFICERS**

**PART A For Determination**

- Corporate and Community Services Item 1
- Environment and Planning
- Governance Items 3 to 12
- Corporate and Community Services 2 to 3
- Engineering Items

**PART B For Information**

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

**PART C For Information**

**9. MATTERS OF URGENCY**

**10. QUESTIONS ON NOTICE**

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

### **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 for the ensuing 12 months.

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

Nil.

#### **DISCUSSION**

Section 290(1)(a) of the Local Government Act 1993 provides that the election of the mayor by the councillors must be held during the month of September.

Clause 394 of the Local Government (General) Regulation 2005 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.**

**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.**

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MAYORAL ELECTION [CONT'D]

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 1** for councillors' information.

Nomination papers are enclosed with this agenda.

**BUDGET IMPLICATIONS**

Mayoral allowance of \$11,380 per annum has been approved with adoption of 2015/2016 Delivery Plan and Estimates of Income and Expenditure. This includes a payment of \$1,840 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 September 2015 to September 2016.

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**2. ELECTION OF DEPUTY MAYOR**

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

**REASON FOR REPORT**

To detail the procedures for the conduct of election of the Deputy Mayor for the ensuing 12 months.

**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.

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 payment of \$1,840 will be made to the Deputy Mayor from 2015/2016 mayoral allowance of \$11,380.

**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 September 2015 to September 2016.

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## **CORPORATE AND COMMUNITY SERVICES**

### **1. PRESENTATION TO COUNCIL – GREATER HUME SHIRE YOUTH ADVISORY COMMITTEE**

**Report prepared by Library & Youth Services Development Officer –  
Corporate & Community Services**

#### **REASON FOR REPORT**

To advise that the Greater Hume Shire Youth Advisory Committee will be making a presentation to Council on the Don't Text and Drive project they have been working on over the last six months.

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

Strategy 4.3.1.1 Provide our younger people with training in the areas of: mental health, Drugs, smoking and alcohol racism and discrimination, antisocial behaviour, creative skills development, driver education protection of the environment, the need for recycling and climate change.

Action 4.3.1.1 Continue to investigate funding opportunities to address youth risk taking behavior.

#### **DISCUSSION**

A request has been received from Susan Kane, Library & Youth Services Development Officer, Greater Hume Shire Council for the Youth Advisory Committee to make a short presentation to Council at the September meeting. The presentation will include the Don't Text and Drive video along with an update on the Youth Advisory Committee activities this year.

#### **BUDGET IMPLICATIONS**

Funding for Youth Advisory Committee activities form part of Council's annual youth budget.

#### **CONCLUSION**

It is important that the Library & Youth Services Development Officer and the Youth Advisory Committee are provided with the opportunity to continue to engage with Council about the projects and activities of the Youth Advisory Committee.

#### **RECOMMENDATION**

That standing orders be suspended to allow a presentation by the Youth Advisory Committee, Greater Hume Shire.



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## **ENVIRONMENT AND PLANNING**

1. **AMENDMENT TO GREATER HUME LOCAL ENVIRONMENTAL PLAN 2012-  
CHANGE IN PREFERRED FUTURE LAND USE FROM INDUSTRIAL TO LOW  
DENSITY RESIDENTIAL- PART LOT 11 DP1164647 CORNER HAWTHORN  
AND URANA ROAD JINDERA**

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

### **REASON FOR REPORT**

The purpose of the report is for Council to resolve to seek from the Department of Planning and Infrastructure (DPI) a Gateway Determination relating to a Planning Proposal to make a change to the *Greater Hume Local Environmental Plan 2012* ("the LEP") from industrial with a RU5 zone to R2 low density residential at part lot 11 DP1164647 corner Hawthorn and Urana Roads, Jindera.

### **REFERENCE TO DELIVERY PLAN**

Goal 2.1 Attract new residents to the shire.

### **DISCUSSION**

A report was provided to Council's June 2015 ordinary meeting titled "Future Low Density Residential on Southern Fringe of Jindera". This report commented that the southern part of lot 11 DP1164647 may be sold by Council as an englobo allotment for large lot residential development. The report indicated that the southern part will need to be rezoned to R2 if it is to be developed for low density residential purposes and the Structure Plan for Jindera in the Greater Hume Development Control Plan 2013 will also need to be amended to change the preferred use of this land from 'Industrial (future)' to 'Low Density Residential'. In response to the report Council resolved the following:

*That Council:*

1. *endorse the preparation of an integrated Master Plan for future low density residential development on Lots 4 and 6 DP240938, and Lots 30 and 31 DP1062153 in Urana Road and Pioneer Drive Jindera.*
2. *prepare a Developer Contributions Plan under Section 64 of the Local Government Act and Section 94 of the Environmental Planning and Assessment Act for intersection works and reticulated sewerage associated with the future development of Lots 4 and 6 DP240938, Lots 30 and 31 DP1062153 and Lot 11 DP1164647 in Urana Road and Pioneer Drive Jindera.*
3. *endorse the preparation of a Planning Proposal under Section 55 of the Environmental Planning and Assessment Act 1997 to facilitate the rezoning of the portion of Lot 11 DP1164647 which may be utilised for Low Density Residential Development.*

Resolutions 2 and 3 have relevance to Lot 11 DP1164647 and a Planning Proposal (refer to **ANNEXURE 2**) has been prepared in response to resolution number 3.

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AMENDMENT TO GREATER HUME LOCAL ENVIRONMENTAL PLAN 2012-CHANGE IN  
PREFERRED FUTURE LAND USE FROM INDUSTRIAL TO LOW DENSITY RESIDENTIAL- PART  
LOT 11 DP1164647 CORNER HAWTHORN AND URANA ROAD JINDERA [CONT'D]

The planning proposal will achieve the following outcomes:

- amending the Land Zoning Map LZN\_002C in the GHLEP to show the subject land zoned as R2 Low Density Residential (see Figure 4); and
- amending the Minimum Lot Size Map (LSZ\_002C) in the GHLEP to show the subject land having a minimum lot size for subdivision of 4,000m<sup>2</sup>.

The planning proposal comments that the rezoning is being undertaken because lot 11 DP1164647 is not fully required for industrial purposes due to an oversupply of such land. A buffer will be provided between the subject land and the future development of the industrial estate to ensure adequate separation is maintained between industrial and residential land uses.

The proposed R2 zone is the appropriate zone for a low density residential development. The subject land will be provided with urban services (including reticulated sewerage) and a 4000m<sup>2</sup> minimum lot size reflects the desired development density having regard to the circumstances of the land.

#### **BUDGET IMPLICATION**

There will be a minor cost in preparation of the Planning Proposal documents and their processing. There will be no budget implications for Council arising from the implementation of the changes.

#### **CONCLUSION**

The Planning Proposal to amend the LEP will result in a change to the *Greater Hume Local Environmental Plan 2012* ("the LEP") from industrial to R2 low density residential at part lot 11 DP1164647 corner Hawthorn and Urana Roads, Jindera.

#### **RECOMMENDATION**

1. In accordance with Section 56 of the Environmental Planning and Assessment Act 1979 Council resolve to submit to the Department of Planning and Infrastructure for a Gateway Determination the planning proposal for the rezoning of part Lot 11 DP1164647 corner Hawthorn and Urana Roads Jindera to R2 Low Density Residential.
2. Council advise the Department of Planning and Infrastructure that it will utilise its delegations under Section 59 of the Environmental Planning and Assessment Act 1979 to make or not make the plan.
3. Council resolve to exhibit the planning proposal in accordance with the Gateway Determination.

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**2. ANNUAL FIRE SAFETY STATEMENT (AFSS) COMPLIANCE PROGRAMME**

**Report prepared by Building Surveyor - Russell Boyd and Director  
Environment and Planning - Colin Kane**

**REASON FOR REPORT**

This report has been prepared to provide information on the statutory requirement for the owners of commercial buildings, industrial buildings, office buildings etc. to submit to Council an annual fire safety statement. The report provides details of Council's endeavour to require the submission of annual fire safety statements and the penalties for building owners that fail to submit their annual fire safety statements.

**REFERENCE TO DELIVERY PLAN**

Statutory requirement.

**DISCUSSION**

Council has the statutory duty to administer and enforce the requirements of the Environmental Planning and Assessment Act 1979 (EP&A Act) and the Environmental Planning and Assessment Regulation 2000 (EP&A Regulation). When a Development Application/Construction Certificate or Complying Development Certificate is approved a fire safety schedule is included in that approval for all buildings except dwellings, units (up to 2 storeys), sheds and swimming pools.

The fire safety schedule lists the essential fire safety measures that must be installed and commissioned prior to the occupation of the building. They include, but not limited to, exit signs, emergency lighting, fire extinguishers, fire hose reels and fire hydrants. The purpose of installing the essential fire safety services is to preserve human life, protect the building in which the essential fire safety services are installed and adjoining buildings.

Various clauses in the EP&A Regulation require the maintenance of essential fire safety measures and the certification that it has been undertaken. Examples of these clauses are as follows:

*Clause 182 of the EP&A Regulation states;*

- 1. The owner of a building to which an essential fire safety measure is applicable must not fail to maintain each essential fire safety measure in the premises:
  - (a) In the case of an essential fire safety measure by virtue of a fire safety schedule, to a standard no less than specified in the schedule, or*
  - (b) In the case of an essential fire safety measure applicable otherwise than by virtue of a fire safety schedule, to a standard no less than that to which the measure was originally designed and implemented.**

*Clause 177 of the EP&A Regulation states;*

- 1. Each year, the owner of a building to which an essential fire safety measure is applicable must cause the Council to be given an annual fire safety statement for the building.*

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ANNUAL FIRE SAFETY STATEMENT COMPLIANCE PROGRAMME [CONT'D]

Council officers as part of their duties in enforcing the requirements of the EP&A Act and EP&A Regulation have sent correspondence together with blank copies of an annual fire safety statement for completion to building owners in the Greater Hume Shire Council region.

The annual fire safety programme began in March 2014 with 266 letters being sent to applicable building owners. Initially some owners responded to the request and submitted their annual fire safety statement. However, compliance was mixed which meant that follow-up requests were made and the following table represents the effort that has been made to require the submission of the annual fire safety statements:

<b>ANNUAL FIRE SAFETY STATEMENTS</b>	
4/03/2014	266 initial letters sent out to landowners who have businesses on their land. Acknowledgment/thank you letters were sent to all who responded with their statement.
30/04/2014	First no response letters sent.
17/07/2014	Second no response letters sent.
25/02/2015	Third no response/penalty letter sent.
On-going	Reminder letters sent out each month. New landowner letters are sent regularly when we are advised of change of ownership.
	<p><b>Notes</b></p> <ul style="list-style-type: none"> <li>• No Greater Hume Shire Council buildings are on the list.</li> <li>• Approximately 30 property owners have not returned their AFSS. A small number of property owners have made contact with Council staff but have not yet submitted.</li> </ul>

**ANNEXURE 3** contains proforma letters that have been sent to building owners. Currently for the 2014 calendar year there are approximately 30 building owners who have had 3 reminder letters posted to them advising them of their obligations to submit their annual fire safety statements.

Given the effort that has been made to require the submission of an annual fire safety statement, it is considered that enforcement of clause 177 of the EP&A regulations will be required. Schedule 5 of the EP&A regulation permits Council to issue penalty infringement notices in such circumstances and the penalties are as follows:

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ANNUAL FIRE SAFETY STATEMENT COMPLIANCE PROGRAMME [CONT'D]

<b>Clause 177</b>	<b>Individuals</b>	<b>Corporations</b>
For the offence of failing to give an annual fire safety statement that occurs during the first week after the time for giving the statement expires.	\$1000	\$1000
The offence of failing to give an annual fire safety statement that occurs during the second week after the time for giving the statement expires.	\$2000	\$2000
The offence of failing to give an annual fire safety statement that occurs during the third week after the time for giving the statement expires.	\$3000	\$3000
The offence of failing to give an annual fire safety statement that occurs during the fourth or any subsequent week after the time for giving the statement expires.	\$4000	\$4000

Council is advised that a final fourteen (14) day letter to the remaining 30 building owners has been sent. At the conclusion of that time the first penalty infringement notice of \$1000 will be issued to the property owners.

**BUDGET IMPLICATION**

There is an ongoing cost for professional and administrative staff to require the submission of annual fire safety statements although this will be partly offset through payment of penalty infringement notices.

**CONCLUSION**

Requiring building owners to submit an annual fire safety statement is an operational matter that ensures essential fire safety measures will operate as intended in an emergency situation. This report provides Councillors with sufficient information on annual fire safety statements that they will be able to respond to an enquiry from a constituent on this matter.

**RECOMMENDATION**

This report be received and noted.

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**3. MASTERPLAN FOR FUTURE LOW DENSITY RESIDENTIAL ON SOUTHERN FRINGE OF JINDERA**

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

**REASON FOR REPORT**

The purpose of this report is to advise Council that an Expression of Interest process has been undertaken to source a suitable consultant to prepare a master plan for Lots 4 and 6 DP240938, and Lots 30 and 31 DP1062153 in Urana Road and Pioneer Drive Jindera. This report will explain the process in the preparation of the master plan and seek Council endorsement for both the appointment of the consultant and to pay the consultants fees from the industrial estate reserve.

**REFERENCE TO DELIVERY PLAN**

Goal 2.1: Attract new residents to the shire.

**DISCUSSION**

A report was received at the June ordinary meeting of Council on the need for Council to undertake a master plan process to facilitate the orderly transition of Lots 4 and 6 DP240938, and Lots 30 and 31 DP1062153 in Urana Road and Pioneer Drive Jindera to Large Lot Residential. As a result of this report Council resolved the following:

*That Council:*

- 1. endorse the preparation of an integrated Master Plan for future low density residential development on Lots 4 and 6 DP240938, and Lots 30 and 31 DP1062153 in Urana Road and Pioneer Drive Jindera.*
- 2. prepare a Developer Contributions Plan under Section 64 of the Local Government Act and Section 94 of the Environmental Planning and Assessment Act for intersection works and reticulated sewerage associated with the future development of Lots 4 and 6 DP240938, Lots 30 and 31 DP1062153 and Lot 11 DP1164647 in Urana Road and Pioneer Drive Jindera.*
- 3. endorse the preparation of a Planning Proposal under Section 55 of the Environmental Planning and Assessment Act 1997 to facilitate the rezoning of the portion of Lot 11 DP1164647 which may be utilised for Low Density Residential Development.*

To facilitate recommendations 1 and 2 an advertisement was placed in the Border Mail calling for suitably qualified consultants to undertake the master planning process. Two written responses were received by Council, the details of which are listed below:

1. Habitat Planning in association with Spiire and Peter Meredith Consulting – cost to Council \$19,500.
2. Living Streets Designs Pty Ltd – cost to Council \$52,680.

Habitat Planning and their associates are regular providers of professional services to Greater Hume Shire Council and therefore offer a considerable saving for both Council and the respective owners of the subject allotments. If successful they propose to undertake the master planning in following manner:

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MASTERPLAN FOR FUTURE LOW DENSITY RESIDENTIAL ON SOUTHERN FRINGE OF  
JINDERA [CONT'D]

**Stage 1 – Inception**

- Inception meeting with Council officers.
- Site visit and investigation.
- Collate base documentation and information.

Outputs

- Final work plan for project.
- Constraints and opportunity mapping.

**Stage 2 – Preliminary Master Plan**

- Preliminary Master Plan layout, incorporating traffic and engineering considerations.
- Group meeting with affected landowners (Council optional) to discuss preliminary Master Plan.

Outputs

- Preliminary Master Plan.
- Summary of stakeholder meeting.

**Stage 3 – Master Plan Report and DCP Chapter**

- Prepare final Master Plan layout.
- Prepare conceptual infrastructure details for report.
- Confirm preferred location of intersections with Council and RMS.
- Prepare consolidated Master Plan report.

Outputs

- Consolidated Master Plan report.
- Presentation of document and recommendations to Council (optional).

**Stage 4 – Developer Contributions Plan**

- Collate costings from Council.
- Prepare Developer Contributions Plan.

Outputs

- Consolidated Section 94 and Section 64 Contributions Plan.

The Expression of Interest submitted by Habitat Planning (**ANNEXURE 4**) provides a comprehensive summary of the development of the master plan which is endorsed by the author.

It was mentioned in the report to the June ordinary meeting that Council will initially have to bear the costs of road improvements, water and sewerage infrastructure and these costs will be additional to the cost of preparing the master plan. The master plan process will determine the full cost of providing the road improvements, water and sewer infrastructure.

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MASTERPLAN FOR FUTURE LOW DENSITY RESIDENTIAL ON SOUTHERN FRINGE OF  
JINDERA [CONT'D]

**BUDGET IMPLICATION**

The initial cost to prepare the Master Plan and Developer Contributions Plan will be \$19,500 which is proposed to be funded from an Industrial Lands Reserve. As mentioned road, water and sewerage infrastructure will also be payable by Council with the road infrastructure costs being drawn from the Industrial Estate Reserve and the water and sewerage infrastructure costs being drawn from their respective reserves. All costs should be recoverable through the proposed contributions plan.

**CONCLUSION**

Through a Master Plan process and Developer Contributions Plan Council has the opportunity to facilitate a high standard low density residential development on the fringe of Jindera.

**RECOMMENDATION**

That Council endorse appointing Habitat Planning and their associates to undertake the preparation of an integrated Master Plan and associated contribution plans for future low density residential development on Lots 4 and 6 DP240938, and Lots 30 and 31 DP1062153 in Urana Road and Pioneer Drive Jindera with the costs being drawn from the Industrial Estate Reserve.



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**4. UPGRADE OF HENTY SWIMMING POOL COMPLEX STAGE 1**

**Report by Manager for Waste and Facilities – Andrew Shaw**

**REASON FOR REPORT**

To consider tenders submitted for stage one upgrade of the Henty pool complex.

**DISCUSSION**

At the July 2015 ordinary meeting Council resolved to seek prices for stage one upgrade of the Henty pool complex from preselected contractors. The tender panel was made up of competent pool installers from the Expressions of Interest (EOI) process.

The four contractors that were contacted to supply prices were Icon Building Group, Swimplex, Total Creations and Commercial Aquatics. (Commercial Aquatics elected not to submit a price due to work commitments part way through the tender period).

The Scope of Work for stage one includes the refurbishment of the 25 metre and small toddler's pool and to replace the existing concourse, pumps and filters.

The Ex: GST prices received were:

- Icon Building Group           \$1,950,650
- Swimplex                         \$1,308,810
- Total Creations                 \$693,360

Reference checks on previous works have confirmed that all contractors have a good reputation for delivering pool projects in the region for Local Government and the private sector. Due to the price difference in tenders received, it was determined to further evaluate the two lower priced submissions being Total Creations and Swimplex.

To gauge quality of work and value for money, Council staff has visited three shire councils that have recently had pools installed or upgraded. Temora and Cootamundra Councils have had new indoor pools installed by Total Creations and both councils are satisfied with the quality and backup support. The Cootamundra pool is similar to the proposed Henty swimming pool and pictures of this pool are **ANNEXURE 5**. Young Shire Council had their 50 metre outdoor pool upgraded by Swimplex using a pool lining system and are also satisfied with the installation.

Following the pool inspections and discussions with Council representatives, Total Creations provides best value to Council and within existing budgetary allocations.

**BUDGET IMPLICATION**

Council engaged an independent company (Melbourne Pool & Spa) for a preliminary cost estimate for the upgrade of the Henty pool which was \$811,000. Total Creations price of \$693,360 (excluding GST) is less than the independent cost estimate but after tender evaluations and cost checking, it would seem that Total Creations can deliver a quality job far less than other pool installers.

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UPGRADE OF HENTY SWIMMING POOL COMPLEX STAGE 1 [CONT'D]

Management seeks the option of negotiating with Total Creations on the brands and type of hardware for the project in order to deliver longer term savings. An example being the sourcing and supply of variable speed pumps for reducing power costs. Total creations have indicated that if awarded the contract they would be open to this concept.

If Total Creations were awarded the project they would be able to start at or close to the conclusion of the 2015/16 pool season. This would eliminate any site safety risks and pool downtime in case of unforeseen issues or building holdups.

**CONCLUSION**

This report has been prepared to inform Council there have been three tenders received for the upgrade of the Henty pool complex. The price submitted by Total Creations & Services is within the expected costs for a pool installation of this size and complexity.

It is recommended that Council accept the tender price from Total Creations & Services.

**RECOMMENDATION**

That:

1. Council accept the price received from Total Creations & Services Griffith for \$693,360 (excluding GST) acknowledging that there may be some variation to the price as equipment and requirements are fully determined.
2. Council notify unsuccessful tenderers.

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**5. TENDERING THE LEASEHOLDS OF JINDERA AND WALLA WALLA POOLS FOR THREE SWIMMING SEASONS**

**Report by Manager for Waste and Facilities – Andrew Shaw**

**REASON FOR REPORT**

This report is to advise Council that a tender process for the lease of the Jindera and Walla Walla pools has been undertaken which closed on 9 September 2015. Due to the closing date of this tender, an addendum report on the assessment of tenders will be provided to this report so Council can decide whether to accept a tender in accordance with Section 55 of the Local Government Act 1993, and Clause 178 of the Local Government General Regulation 2005.

**REFERENCE TO DELIVERY PLAN**

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

**DISCUSSION**

Due the incumbent lessee requesting to withdraw from the leasing arrangements for both the Jindera and Walla Walla swimming pools, at the February 2015 council meeting it was resolved to sign the Deeds of Surrender of Leases for both the Jindera and Walla Walla swimming pools. Council staff continued to run the pools until the end of the 2014/2015 swim season.

Council is advised that a tender process has commenced to investigate the viability of appointing a new lessee and if it is viable to engage a new lessee, they will be responsible for:

- Advertising and hiring of staff.
- Developing rosters.
- Mowing of lawns.
- Whipper snipping and spraying.
- Ordering of chemicals.
- Cleaning.
- Handling staff issues/performance.
- Minor maintenance.
- Liaison with pool committees.
- Workers compensation.
- Insurance cover.
- Responsibility for canteen.
- Paying of staff.

There are advantages to Council of leasing the swimming pools which include:

- Motivated lessee.
- Incentive to increase usage by the lessees.
- Greater efficiencies for GHSC customer service staff and HR department.
- Eliminates staffing issues (sick days, potential theft, resignations, etc).
- Lift the reputation and profile of the facility.

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TENDERING THE LEASEHOLDS OF JINDERA AND WALLA WALLA POOLS FOR THREE SWIMMING SEASONS [CONT'D]

**BUDGET IMPLICATIONS**

The addendum report will analyse the financial implications of the submitted tenders in terms of the overall impact on the swimming pools budget.

**CONCLUSION**

The leasing of the Greater Hume Shire Council pools is in line with the goals established by council to continually improve its swimming complexes by providing a better quality of swim experience. Leasing costs of the pools will be partially offset by staffing efficiencies and reduced maintenance activities. Leasing of Greater Hume Shire Council pools is in keeping with contemporary asset management strategies and will be of increased benefit to pool users.

**RECOMMENDATION**

Following the review of the tender information provided in the addendum report Council, in accordance with Section 55 of the Local Government Act 1993 and Clause 178 of the Local Government Regulation 2005, decide to offer a three year lease to a tenderer for the lease of the Walla Walla and Jindera pools.

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## **GOVERNANCE**

*Items 1 and 2 dealt with earlier in the agenda.*

### **3. COUNCIL MEETING VENUES AND MEETING TIMES**

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

#### **REASON FOR REPORT**

To set the frequency, time and venue for Council's meeting schedule, for the period October 2015 to September 2016.

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

Strategy 1.1 Improve community participation in decision making.

Action 1.1.1 Hold a minimum of two Council meetings per annum at venues other than Culcairn or Holbrook.

#### **DISCUSSION**

During the past few years meetings have rotated between the townships of Culcairn and Holbrook with two meetings being held at other centres across the Shire. In the 2014/2015 year, the November meeting was held at Little Billabong and the March meeting was held at Henty.

Whilst Council is not in receipt of any specific requests to host meetings at this time it has proved useful in providing access to the Council meeting process and accordingly Management supports the retention of this initiative.

It is suggested that a meeting could be held at Jindera in November 2015 and Walbundrie in March 2016.

Council has been meeting on the third Wednesday of each month with a public forum immediately preceding the meeting and commencing at 4.30pm.

Section 365 of the Local Government Act, 1993 requires a Council to meet at least 10 times each year, each time in a different month. Council will still be in compliance with Section 365 of the Local Government Act, should Council resolve not to schedule a meeting in January 2016 as has been the practice for several years.

#### **BUDGET IMPLICATIONS**

Adequate allocations have been made within the 2015/2016 Estimates of Income and Expenditure for the conduct of Council meetings, extraordinary meetings and workshops.

#### **CONCLUSION**

Council's meeting frequency, venues and times has worked well over the past 12 months.

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COUNCIL MEETING VENUES AND MEETING TIMES [CONT'D]

**RECOMMENDATION**

That:

1. Council meet on the third Wednesday of each month excluding January and June 2016 meetings.
2. no ordinary meeting of Council be scheduled for January 2016. Should a matter of urgency arise, the Mayor shall call an extraordinary meeting in accordance with Council's Code of Meeting Practice.
3. Council defer the June 2016 meeting to the fourth Wednesday to enable compliance with legislative requirements for the public exhibition of the Delivery Plan and Estimates of Income and Expenditure (Budget).
4. the venue for meetings shall rotate between Culcairn and Holbrook except for the November 2015 meeting which will be held at Jindera and the March 2016 meeting which will be held at Walbundrie.

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**4. 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**

The delegates were authorised by resolution to represent the Council on the respective organisations at the September 2012 and subsequent meetings.

It is a requirement that these delegations are reviewed annually at the September meeting.

A table of the respective organisations and appointed delegates is included below.

<b>ORGANISATION/COMMITTEE</b>	<b>Delegate(s) 2014/2015</b>	<b>Delegate(s) 2015/2016</b>
Alliance of Councils and Shires of Upper Murray (ACSUM) Working Party – Albury City, Greater Hume, Indigo, Towong Shires and Wodonga City	Mayor and Deputy Mayor	Mayor and Deputy Mayor
Apprentices Trainees Employment Limited (ATEL) Board	Cr Schoff	
Australia Day Committee	Crs O'Neill, Schilg, Osborne (Cr Wilton ex officio)	
Culcairn/Henty/Holbrook Floodplain Risk Management Committee	Cr Wilton (Chair)	
Eastern Riverina Noxious Weeds	Cr Quinn (alternate Cr Meyer)	
General Manager's Performance Review Committee	Mayor, Deputy Mayor, Cr Schilg	
Grants Committee	Crs McInerney, Schilg and Heriot	
Greater Hume Shire Economic Development Committee	Crs O'Neill, Meyer, McInerney (Chair) and Schoff, Cr Wilton (ex officio), General Manager EA Gov/Economic Development Business representatives - Andrew Kotzur, John Ralph Andrew Godde	

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APPOINTMENT OF DELEGATES [CONT'D]

<b>ORGANISATION/COMMITTEE</b>	<b>Delegate(s) 2013/2014</b>	<b>Delegate(s) 2014/2015</b>
Greater Hume Shire Tourism Advisory Committee	Crs Schoff, McInerney, Schilg (alternate Cr Meyer)	
Holbrook Submarine Museum Committee	Cr Wilton (alternate Cr Heriot)	
Internal Audit Committee	Crs McInerney and Schoff <i>Advise all crs when this committee is meeting.</i>	
Jindera Floodplain Risk Management Committee	Cr Meyer (Chair)	
Joint Regional Planning Panel (Greater Hume Shire representatives)	Cr Osborne & Brent Livermore	
Lake Hume Land On-Water Management Plan Community Reference Committee	Cr Quinn (alternate Cr Meyer)	
Local Emergency Management Committee	Director Engineering (alternate Cr Osborne), with Manager Traffic & Infrastructure as observer	
Local Traffic Committee	Director Engineering (Cr Meyer as an observer)	
Murray Arts Inc	Cr Heriot	
Murray Darling Association	Crs Heriot and Quinn	
Riverina and Murray Regional Organisation of Councils	Mayor and General Manager	
Riverina Eastern Regional Organisation of Councils	Mayor and General Manager	
Riverina Regional Library	Cr Heriot (alternate Cr Schilg) and Director Corporate and Community Services	
Riverina Water County Council	Appointed for a 4 year term. Crs McInerney and Meyer	Appointed for a 4 year term. Crs McInerney and Meyer
Rural Fire Service Bushfire Management Committee.	Cr Osborne (alternate Cr schoff)	
Softwoods Working Group	Cr Wilton (alternate Cr McInerney)	
Squirrel Glider Local Area Management Plan Project Committee	Cr Annette Schilg	

It is also appropriate for councillors to consider appointing a chairperson to the Walla Walla Floodplain Risk Management Committee.

### **BUDGET IMPLICATIONS**

Nil.

### **CONCLUSION**

This is a procedural matter requiring consideration by Council.

### **RECOMMENDATION**

That Council determine its delegates to the respective organisations listed in the table above.



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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.

**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.

Previously Council's delegations have been subject to an Internal Audit with recommended changes incorporated in the procedures.

The current delegations as adopted last year for the Mayor and General Manager are attached as **ANNEXURE 6**. No alterations are proposed at this time.

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.

**BUDGET IMPLICATIONS**

Nil.

**CONCLUSION**

Section 380 of the Local Government Act, 1993 states that all delegations must be reviewed within 12 months of a council election.

**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 6**.

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**6. BUY LOCAL IN GREATER HUME SHIRE INITIATIVE - PROGRESS REPORT**

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

**REASON FOR REPORT**

For Council to receive a report regarding the launch activities for the Buy Local in Greater Hume Shire initiative.

**REFERENCE TO DELIVERY PLAN ACTION**

- Strategy 3.1 To improve quality of life and sustain our populations.
- Strategy 3.3 To create employment opportunities
- Strategy 4.1 To maintain a sense of community (and involve people)
- Action 4.1.3 Improve communication and connection throughout the shire
- Strategy 7.1 Continue to enhance our identity and cohesion
- Action 7.1.2 Develop a public campaign which highlights that Council is 'working' for the shire as a whole.

**DISCUSSION**

At the April 2015 meeting, Council resolved to endorse the Buy Local in Greater Hume Shire Initiative and authorised the expenditure of \$5,000 for Stage 1 components ie brand/logo development, promotional collaterals including signage, shop decals and car stickers together with social media presence, ie. a Facebook page. Subject to the success of Stage 1 of the campaign and ongoing interest from the business community, Council also agreed to provide financial support for Stage 2 of the initiative.



Key points of the Buy Local in Greater Hume Shire initiative:

- Council demonstrates a sense of leadership across the shire by taking the lead to develop the initiative and manage the elements of the program.
- Council's primary aim is to raise awareness in the community about the importance of shopping locally and positively influence buying behaviour to increase shopping at our local shops and businesses, and to encourage an increase in local business to business transactions as well.
- Council is to continue with its own procurement policy reinforcing the commitment to buying local where a competitive offering is available and that this be communicated to staff and the wider business community.

Since the April meeting, a working committee of 12 businesses has been established and have met twice, to finalise the logo options, and oversee the launch activities.

To date, 103 businesses have committed to Stage 1 of the initiative.

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BUY LOCAL IN GREATER HUME SHIRE INITIATIVE - PROGRESS REPORT [CONT'D]

Breakfast presentations were undertaken in Henty, Walla Walla and Holbrook during the period 8 to 10 September, with very good attendance from the business community at all events.

Work done to date includes development of brand, large external street signs, shop decals, and car sticker campaign and development of Facebook page <https://www.facebook.com/buylocalgreaterhume>

It is envisaged that a testimonial campaign will roll out over the coming weeks as community support for the initiative grows.

Stage 2 of the initiative is currently being investigated which will include a shopper incentive program and it is expected that this would run until the end of the year.

**BUDGET IMPLICATION**

The budgetary allocation of \$5,000 for Stage 1 elements was allocated in the 2014/2015 budget for Economic Development Initiatives.

Subject to Stage 1 success, Council will need to determine its overall support for initiative, and consider the Committee's recommendation that \$10,000 be allocated to the initiative from the 2015/2016 financial budget.

**CONCLUSION**

As lead agent of the Buy Local In Greater Hume Shire initiative, Council demonstrates direct support for the importance of the business and retail sectors and the contribution they make to the economic vitality of our shire through the multiplier effect, creating jobs and employment opportunities.

The Buy Local in Greater Hume Shire initiative is an ideal mechanism to position Greater Hume Shire Council as working for the whole of the shire and the business community and supports Delivery Program Strategy 7.1 to continue to enhance our identity and cohesion.

**RECOMMENDATION**

That the report be received and noted.

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**7. DAVE KNIGHT – OFFER TO PURCHASE LOT 5 DP 804653 AT THE HOLBROOK AIRPARK**

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

**REASON FOR REPORT**

For Council to consider an offer from Dave Knight to purchase Lot 5 DP 804653 at the Holbrook Airpark.

**REFERENCE TO DELIVERY PLAN ACTIONS**

Strategy 9.1 – To be proactive in attracting business.

**DISCUSSION**

Council has received correspondence from Dave Knight with an offer to purchase Lot 5 DP 804653 at the Holbrook Airpark to place a small relocated home on the allotment. A copy of Mr Knights correspondence including photographs of the proposed building are included as **ANNEXURE 7**. An aerial overlay has also been provided as part of the Annexure for Councillors information.

Mr Knight had previously received development approval to place the building at the rear of the Holbrook Ultralight Club hanger on 8 July 2015 and it is his intention to operate a small online business selling aviation oriented souvenirs.

It is the writer's understanding that the lot has previously been withheld for sale because of an electricity cable that traverses the allotment would make it unsuitable for a hanger and it would also retain clear view of the Airpark from Wagga Road.

More importantly the proposal to place a dwelling on the allotment is contrary to the Holbrook Airpark Master Plan and section 11.1 of the Greater Hume Development Control Plan 2013.

Clause 10 of section 11.1 of the Greater Hume Development Control Plan 2013 states:  
*No dwelling shall be permitted on any lot unless a hanger already exists or is intended to be constructed simultaneously with the dwelling.*

A copy of section 11 of the Greater Hume Development Control Plan 2013 is also included as **ANNEXURE 7** for councillors' information.

Clearly the intent of the Holbrook Airpark Master Plan and section 11.1 of the Greater Hume Development Control Plan 2013 is that any residential dwelling is ancillary to a hanger and this is not the case in this instance. Accordingly it is recommended that Council not proceed with negotiations for the sale of Lot 5 DP 804653 at the Holbrook Airpark.

**BUDGET IMPLICATIONS**

If the sale was to proceed it would have a modest positive impact on Council's revenue.

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DAVE KNIGHT – OFFER TO PURCHASE LOT 5 DP 804653 AT THE HOLBROOK AIRPARK  
[CONT'D]

**CONCLUSION**

Clearly the intent of the Holbrook Airpark Master Plan and section 11.1 of the Greater Hume Development Control Plan 2013 is that any residential dwelling is ancillary to a hanger and this is not the case in this instance. Accordingly it is recommended that Council not proceed with negotiations for the sale of Lot 5 DP 804653 at the Holbrook Airpark.

**RECOMMENDATION**

That Council advise Mr Knight that it is not prepared to sell Lot 5 DP 804653 at the Holbrook Airpark for the relocation of a small transportable dwelling as it is contrary to clause 10, section 11.1 of the Greater Hume Development Control Plan 2013.

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**8. DR LAKSHMANAN – OFFER TO SELL MEDICAL AND RESIDENTIAL PREMISES TO COUNCIL**

**Report by General Manager – Steven Pinnuck**

**REASON FOR REPORT**

For Council to consider an offer from Dr Lakshmanan for Council to purchase his medical and residential premises to assist in attracting a General Practitioner (GP) to Holbrook.

**REFERENCE TO DELIVERY PLAN ACTIONS**

Strategy 5.5 To maintain our health and aged care services.

Action 5.5.2 Lobby government to retain and maintain our shire's health and aged care services.

**DISCUSSION**

Council has received correspondence from Dr Lakshmanan with an offer for Council to purchase his medical and residential premises to assist in attracting a GP to Holbrook. A copy of the confidential correspondence has been **ENCLOSED SEPARATELY** for councillors' information.

Councillors would be aware that for several years Greater Hume Shire has been working with local GP's, the Murrumbidgee Local Health District and Medicare Locals to develop strategies to ensure continuity of GP's throughout the Shire and to also provide Visiting Medical Officer (VMO) services to hospitals at Culcairn, Henty and Holbrook.

There have been issues with the continuity of provision of medical services in Holbrook since mid 2013 which has also had a significant impact on the provision of GP services to the Holbrook and community and the operation of the Holbrook Hospital through a lack of VMO services.

At around the time Council commenced investigations of a number of strategies that would assist in the attraction of additional GP's to Holbrook. Through the reservation of the proceeds of the sale of the Holbrook Village Hostel Council had (and still has) the financial capacity to implement any recommendations emanating from the investigations.

These investigations included:

1. The possibility of purchasing Dr Lakshmanan's existing medical and residential premises
2. Purchasing an existing building and renovating
3. Building a purpose built medical centre on a greenfield site.

During 2013 several meetings were held with Dr Lakshmanan regarding the potential for Council to purchase his property, however negotiations broke down and in late 2013 Council purchased a property at 65 Peel Street, Holbrook that could be developed into a temporary medical clinic if required.

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DR LAKSHMANAN – OFFER TO SELL MEDICAL AND RESIDENTIAL PREMISES TO COUNCIL  
[CONT'D]

Simultaneously, Council engaged the services of Larter Consulting to undertake a wide ranging review of medical services throughout the Shire. Larter Consulting's final report was adopted by Council at the May 2014 meeting of Council.

Discussions with Dr Lakshmanan continued in early 2014 and at around the same time Dr Lukumar Pathumanabhan purchased on existing building (former Westpac Bank building) in Albury Street Holbrook to establish a new medical clinic. At this time the Mayor and the Writer meet again with Dr Lakshmanan and advised that Council was no longer interested in purchasing his medical and residential premises.

Unfortunately Dr Lakshmanan has been unable to sell his business to another GP to this point and as the GP at the Holbrook Medical Centre has only sought part time VMO rights to the Holbrook Hospital there remains significant gaps in the provision of GP and VMO services at Holbrook.

Dr Pathumanabhan has also been attempting to recruit an additional GP to the Holbrook Medical Centre without success to date.

The Writer remains of the view that Council should not purchase Cr Lakshmanan's property, however it is imperative that Council work with GP's, the Murrumbidgee Local Health District and Murrumbidgee Primary Health Network with the aim of recruiting an additional doctor to Holbrook.

**BUDGET IMPLICATIONS**

Nil.

**CONCLUSION**

Given that Dr Lukumar Pathumanabhan has been prepared to invest in Holbrook by establishing the Holbrook Medical Centre it would be inappropriate for Council to buy Dr Lakshmanan's property essentially in competition.

Therefore it is recommended that Council continue to work with GP's, the Murrumbidgee Local Health District and Murrumbidgee Primary Health Network with the aim of recruiting an additional doctor to Holbrook.

**RECOMMENDATION**

That:

1. Dr Lakshmanan be advised that Council is not interested in purchasing his medical and residential premises, and
2. Council continue to work with GP's, the Murrumbidgee Local Health District and Murrumbidgee Primary Health Network with the aim of recruiting an additional doctor to Holbrook.

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**9. JOHN FERGUSON – REQUEST TO PURCHASE APPROXIMATELY 2000 SQM  
AT HOLBROOK AIRPARK**

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

**REASON FOR REPORT**

For Council to consider an Expression of Interest from John Ferguson to purchase approximately 2000 sq m of land at the Holbrook Airpark for the construction of up to 10 hanger only lots.

**REFERENCE TO DELIVERY PLAN ACTIONS**

Strategy 9.1 – To be proactive in attracting business.

**DISCUSSION**

Council has received an Expression of Interest (EOI) from John Ferguson to purchase approximately 2000 sqm. of land at the Holbrook Airpark for the construction of up to 10 hanger only Lots. A copy of the correspondence, a plan of the development and an aerial map of the Airpark is included as **ANNEXURE 8** for councillors' information.

In the past there have been intermittent enquiries for land at the Holbrook Airpark suitable for the construction of hangers however there has been no availability. This proposal is consistent with the Holbrook Airpark Master Plan adopted in December 2005 and is actually identified as Stage 1 of the Master Plan. A map included in the Holbrook Airpark Master Plan identifying proposed future development has also been included with **ANNEXURE 8**.

On the basis that the proposal is consistent with the Holbrook Airpark Master Plan, it has merit although there are a number of issues that would need to be addressed and/or require further investigation including:

1. How the allotments would be drained
2. Provision of vehicle access (other than the use of taxiways) and
3. Likely valuation of the land

There are also other unrelated matters that would need to be addressed with the proponent.

**BUDGET IMPLICATIONS**

If the sale was to proceed it would have a modest positive impact on Council's revenue.

**CONCLUSION**

Whilst there are a number of issues that would have to be clarified before Council was in a position to make a decision in relation to the EOI it is recommended that the General Manager be authorised to continue discussions with the proponent and prepare a further report to Council at an appropriate time.

**RECOMMENDATION**

That the General Manager be authorised to continue discussions with the proponent and prepare a further report to Council at an appropriate time.



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**10. STATEWIDE MUTUAL – 2015 RISK MANAGEMENT CONFERENCE**

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

**REASON FOR REPORT**

To advise councillors of a presentation made by Greater Hume Shire Council at the 2015 Statewide Mutual Risk Management Conference.

**REFERENCE TO DELIVERY PLAN ACTIONS**

Strategy 7.5 – Minimise risk and ensure a continuity of critical business functions.

**DISCUSSION**

This year's Statewide Mutual Risk Management Conference was attended by Di Snow, Risk Management/WHS Coordinator, Jackie Lister, Engineering Support – Risk/WHS Officer and myself.

Greater Hume Shire Council entered the Risk Management Excellence Awards and made a presentation to the Conference outlining Council's 'whole of organisation' Risk Management Framework.

The executive summary of Council's submission outlined the aim of the Risk Management Framework and stated:

*"Our Risk & Work Health Safety Management System integrates with existing organisational procedures and processes and utilises Statewide's JRS Risk Profiler to register and prioritise risk and to track actions, controls and compliance and also provide reporting functions for regular management review.*

*It is envisaged that our Management System will assist in streamlining proactive, routine and reactive activities through improved and structured identification, prioritisation and remedial methodologies. This will place Council in a stronger position for reducing incidents, minimising claim and premium costs and to improve workplace health and safety for our workers and improve the general safety and corporate image within our community.*

*With full implementation of our Management System, Council will be in a robust and secure position to remain 'Fit for the Future'."*

Whilst Greater Hume was unsuccessful in winning the Excellence Award, Greater Hume Shire Council did receive a commendation which is testimony to the work of Di Snow and Jackie Lister in raising the profile of risk management throughout our organisation.

The Excellence in Risk Management Award was won by Lake Macquarie City Council for managing risk with beach rescues.

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STATEWIDE MUTUAL – 2015 RISK MANAGEMENT CONFERENCE [CONT'D]

The conference included a number of very interesting presentation and of particular interest and relevance to Greater Hume Shire Council were:

- Interpreting Integrity Management – Peter Achterstraat, President of the Australian Institute of Company Directors
- Corruption – Looking behind Risk Management – Cr Robert Waldersee, Executive Director, Corruption Prevention ICAC
- Integrated Management of Works Systems – Jason Gaskin & Sharon Plunkett, Randwick City Council
- Contractor Management – Port Stephen's Council

**BUDGET IMPLICATIONS**

Minimal – as presenters travel and accommodation costs were funded by Statewide Mutual

**CONCLUSION**

Council Risk Management/WHS team of Di Snow and Jackie Lister are to be commended on the submission in the Statewide Mutual - Risk Management Excellence Awards and the quality of the presentation made to the Conference.

**RECOMMENDATION**

That the report be received and noted.

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**11. FIT FOR THE FUTURE – SERVICE REVIEW PROGRAM**

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

**REASON FOR REPORT**

For Council to consider the first year of the Service Review Program as detailed in the Improvement Action Plan included in Greater Hume Shire Council's Fit for the Future submission.

**DISCUSSION**

Councillors would be aware that one of the major initiatives included in Council's Fit for the Future Improvement Action Plan was the formalisation of a comprehensive Service Review Program.

The aim of the service review program is to identify savings of \$100,000 annually and cumulative over the next five years (ie: savings of \$100,000 in Year 1, \$200,000 in Year 2 and so on..)

The Service Review Guiding document indicated that in Year 1 the following areas would be reviewed:

- Governance
- Administration
- Engineering Administration

The Management Executive Team has considered this matter and it is recommended that the cost centres identified in the Table below be the first to be reviewed.

<b>Function</b>	<b>Activity</b>	<b>Lead Director</b>
<b>Governance</b>	Review of Wards and Councillor numbers	General Manager
	Participation in Joint Organisation(s)	General Manager
	Review of office and depot locations	General Manager
<b>Administration</b>	Staffing levels at Holbrook and Culcairn Offices – to be completed after office/depot review.	Director Corporate and Community Services
	Insurance	Director Corporate and Community Services
	Salary System	Director Corporate and Community Services
	Installation of solar panels to Council facilities	Director Environment and Planning
<b>Engineering</b>	Fees and charges review	Director Engineering
	Purchase of passenger vehicles & utes (including a review of private use and agreements)	Director Engineering

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FIT FOR THE FUTURE – SERVICE REVIEW PROGRAM [CONT'D]

The Fit for the Future submission process required councils to develop an Improvement Action Plan from the 2016/2017 Financial Year, however it was clearly articulated in Greater Hume Shire Council's submission that if the Fit for the Future benchmarks were to be reached by the 2019/2020 Financial Year Council's Improvement Action Plan needed to be introduced immediately. This has been the case with regard to a review of insurance coverage and partially (when opportunities arise) in relation to private use of vehicles.

To date the following savings to have been generated.

<b>Cost item</b>	<b>2014/2015 Actual</b>	<b>2015/2016 Budget</b>	<b>2015/2016 Revised</b>	<b>Variance to budget</b>
Property Insurance	\$190,134	\$190,050	\$145,181	\$44,869
Private Use Removed From 2 Vehicles – establishment of 1 pool car		\$26,000	\$14,000	\$12,000
<b>Total</b>		<b>\$216,050</b>	<b>\$157,181</b>	<b>\$58,869</b>

To maintain integrity in the Service Review Program it is imperative that all areas of Council's operations are subject to scrutiny and review.

**BUDGET IMPLICATIONS**

The aim is to identify savings of \$100,000 annually and cumulative to assist in the achievement of long term financial sustainability of Council.

**CONCLUSION**

The implementation of a structured and rigorous Service Review Program is a key strategy of Council's Fit for the Future Improvement Action Plan and it is important that all areas of Council's operations are subject to review.

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FIT FOR THE FUTURE – SERVICE REVIEW PROGRAM [CONT'D]

**RECOMMENDATION**

That for the 2015/2016 Financial Year, Council adopt the Service Review Program as detailed in the table below:

<b>Function</b>	<b>Activity</b>	<b>Lead Director</b>
<b>Governance</b>	Review of Wards and Councillor numbers	General Manager
	Participation in Joint Organisation(s)	General Manager
	Review of office and depots locations	General Manager
<b>Administration</b>	Staffing levels at Holbrook and Culcairn Offices – to be completed after office/depot review.	Director Corporate and Community Services
	Insurance	Director Corporate and Community Services
	Salary System	Director Corporate and Community Services
	Installation of solar panels	Director Environment and Planning
<b>Engineering</b>	Fees and charges review	Director Engineering
	Purchase of passenger vehicles & utes (including a review of private use and agreements)	Director Engineering

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**12. LOCAL GOVERNMENT NSW ANNUAL CONFERENCE SUNDAY 11 – TUESDAY 13 OCTOBER 2015 – ADDITIONAL MOTION**

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

**REASON FOR REPORT**

To enable consideration of an additional motion put forward by Cr Tony Quinn for submission to the 2015 Local Government NSW Annual Conference.

**REFERENCE TO DELIVERY PLAN ACTIONS**

Nil.

**DISCUSSION**

At the June meeting it was resolved that:

*That:*

- 1. the Mayor and Deputy Mayor attend the Local Government NSW Annual Conference as voting delegates and Cr Osborne and General Manager as Observers and*
- 2. Councillors submit proposed motions to the General Manager by 31 July 2015 to enable a report to be submitted to the August Council meeting for consideration.*

**Additional Motion 4 – submitted by Cr Quinn**

Last week the writer has had discussions with Cr Quinn regarding submitting an additional motion to Conference in relation to the concept of diverting rivers inland in times of excess flows

The proposed motion is as follows:

**That LGNSW urge the NSW State Government to investigate the concept of diverting coastal rivers inland where possible during times of excess flows.**

The LGNSW website states that the absolute final day for submission of motions to be included in the Business Paper is 14 September.

Further to email correspondence to councillors earlier this week, the motion has been forwarded to Local Government NSW due to the deadline being two days prior to Council's September meeting.

If majority support is not provided at the meeting, then the motion will be withdrawn from conference.

**BUDGET IMPLICATIONS**

Nil.

**CONCLUSION**

The Local Government NSW Annual Conference is the forum for Local Government Authorities to raise issues of importance to its constituents and therefore it is imperative to put forward motions for consideration by the Conference.

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LOCAL GOVERNMENT NSW ANNUAL CONFERENCE SUNDAY 11 – TUESDAY 13 OCTOBER  
2015 – ADDITIONAL MOTION [CONT'D]

**RECOMMENDATION**

That Council endorse the submission of the following motion to the 2015 Local Government NSW Annual Conference:

**That LGNSW urge the NSW State Government to investigate the concept of diverting coastal rivers inland where possible during times of excess flows.**

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

*Item 1 dealt with earlier in the agenda.*

### **2. 2014/2015 ANNUAL AND SPECIAL PURPOSE FINANCIAL STATEMENTS – CERTIFICATE BY COUNCIL**

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

#### **REASON FOR REPORT**

To present to Council the Draft General and Special Purpose Financial Statements for year ending 30 June 2015, which require certification and referral to Council's external auditors, Hill Rogers Spencer Steer.

#### **DISCUSSION**

The Local Government Act 1993 ("the Act") relating to the preparation of Council's annual financial reports requires that:

1. *Section 413 – A council must prepare financial reports for each year, and must refer them for audit as soon as practicable after the end of that year.*
2. *Section 413(2) – A council's financial reports must include:*
  - a. *A general purpose financial report*
  - b. *Any other matter prescribed by the regulations*
  - c. *A statement in the approved form by the council as to the opinion of the general purpose financial report.*

The Local Government Code of Accounting Practice and Financial Reporting requires that Council complete a Special Purpose Financial Report for all business activities declared by Council and that Council complete a Statement on its Special Purpose Financial Report, refer **ANNEXURE 9**.

3. *Section 413(3) – The general purpose financial report must be prepared in accordance with the Act and the regulations and the requirements of:*
  - a. *The publications issued by the Australian Accounting Standards Board, as in force for the time being, subject to the regulations, and*
  - b. *Such other standards as may be prescribed by the regulations.*
4. *Section 416 – A council's financial reports for a year must be prepared and audited within 4 months after the end of the year concerned.*
5. *Section 418 – Upon receiving the Auditor's Report, the Act requires the council to give at least 7 days public notice of the meeting at which it proposes to present its audited financial reports, together with the Auditor's Report, to the public. The public notice must include a statement that the business of the meeting will include presentation of the audited financial reports, the Auditor's Report, and a summary of the financial reports.*



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2014/2015 ANNUAL AND SPECIAL PURPOSE FINANCIAL STATEMENTS – CERTIFICATE BY COUNCIL [CONT'D]

6. *Section 420 – Any person may make submissions in respect of the Council's audited financial reports or the Auditor's Report. Such submissions must be in writing and lodged with Council within 7 days after the public meeting at which these reports are presented. Copies of all submissions received must be referred to Council's Auditor. The Council must take such action as it considers appropriate in respect to any submissions received, including giving notice to the Office of Local Government of any matter that appears to require amendment of the Council's Financial Statements. In order to facilitate the public notice, meeting and submission process, it is considered appropriate that Council delegate to the General Manager authority, upon receipt of the Auditor's Report by Council to:*
- a. Arrange for the public notice of this meeting, in the required format, to be placed in the Border Mail newspaper, advising of the meeting at which the Auditor's Report will be presented.*
  - b. Arrange for the Council's audited financial reports and a copy of the Auditor's Report to be made available for public inspection on Council's website and at the Council's offices and libraries.*
  - c. List the audited financial reports and Auditor's Report on the Agenda for the October 2015 Council Meeting.*
7. *Section 428 – The audited financial reports must be included in the Council's annual report.*
8. *Clause 215 of the Local Government (General) Regulation 2005, requires that the Statement under Section 413(2)(c) on the annual financial report must be made by resolution of the Council and signed by the:*
- a. Mayor*
  - b. At least one (1) other Councillor*
  - c. General Manager*
  - d. Responsible Accounting Officer*

Annual financial reports have now been completed for Greater Hume Shire Council, Greater Hume Shire Council Water Fund and Greater Hume Shire Council Sewer Fund.

Council is responsible for the preparation of the financial reports and adequate disclosures. This includes the maintenance of adequate accounting records and internal controls, selection and application of accounting policies, and the safeguarding of the assets of Council.

The General Manager reports that the Annual Financial Statements have been drawn up in accordance with:-

- The Local Government Act 1993 (as amended) and the regulations made thereafter
- The Australian Accounting Standards and professional pronouncements
- The Local Government Code of Accounting Practice and Financial Reporting
- The Local Government Asset Accounting Manual

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2014/2015 ANNUAL AND SPECIAL PURPOSE FINANCIAL STATEMENTS – CERTIFICATE BY COUNCIL [CONT'D]

Further it is advised that they will:

- Present fairly the financial position and operating result for the year; and
- Accord with Council's accounting and other records.

The General Manager is not aware of any issue that would make the reports false or misleading in any way.

In relation to the Special Purpose Financial Statements, it is advised that the Statements have been drawn up in accordance with the Local Government Code of Accounting Practice and Financial Reporting and the:-

- NSW Government Policy Statement "Application of National Competition Policy to Local Government"
- Department of Energy, Utilities and Sustainability "Best Practice Management and Water Supply and Sewerage" Guidelines.

It is further advised that these reports:

- Present fairly the financial position and operating result for each of Council's declared Business Units for the year; and
- Accord with Council's accounting and other records.

In relation to compliance with National Competition Policy, the allocation of overhead expenses to water and sewerage undertakings of the former Councils continues to be applied.

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2014/2015 ANNUAL AND SPECIAL PURPOSE FINANCIAL STATEMENTS – CERTIFICATE BY COUNCIL [CONT'D]

Detailed below is a snapshot of Council's financial position as at 30 June 2015 (subject to Audit)

	<b>2014/2015 \$,000</b>	<b>2013/2014 \$,000</b>
Operating Income	\$28,718	\$28,674
Operating Expenditure	\$27,379	\$30,540
<b>Result from Continuing Operations</b>	<b>\$1,339</b>	<b>(\$1,776)</b>
Capital Grants and Contributions	\$2,518	\$2,512
Net Gain / (Loss) on Disposal of Assets	(\$104)	(\$52)
<b>Result Surplus/(Deficit) from Ordinary Activities</b>	<b>\$1,339</b>	<b>(\$1,776)</b>
Operating Result from Discontinued Operations	0	0
<b>Net Surplus for Year</b>	<b>\$1,339</b>	<b>(\$1,776)</b>
<b>Capital Expenditure (Net of disposals)</b>	<b>\$9,481</b>	<b>\$9,485</b>
Total Current Assets	\$27,873	\$26,408
Total Current Liabilities	\$7,004	\$6,136
Total Non-Current Assets	\$459,247	\$382,141
Total Non-Current Liabilities	\$5,348	\$3,828
<b>Total Equity</b>	<b>\$474,768</b>	<b>\$398,585</b>

**External/Internal Restrictions (Reserves)**

Council has maintained strong externally restricted reserves of \$5,529,942 (includes \$320,461 held in Trust) and internal restrictions of \$13,476,102.

External Restrictions are generally unexpended grants, water and sewerage funds and can only be used for the purposes for which they were raised. Council has more flexibility with internal restrictions whereby Council can, by resolution, vary the purpose of restriction or remove it all together.

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2014/2015 ANNUAL AND SPECIAL PURPOSE FINANCIAL STATEMENTS – CERTIFICATE BY COUNCIL [CONT'D]

An amount of \$4,124,573 has been restricted for uncompleted works across the shire.

PERFORMANCE RATIOS		
	2014/2015	2013/2014
<b>Unrestricted Current Ratio</b> Assesses the adequacy of working capital and the ability to satisfy obligations in the short term the unrestricted activities of Council. <b>(Benchmark &gt; 2:1)</b>	4.80:1	7.49:1
<b>Debt Service Cover Ratio</b> Assesses the availability of operating cash to service debt including interest, principal and lease payments.	7.69:1	5.89:1
<b>Rates and Annual Charges Outstanding Percentage</b> To assess the impact of uncollected rates and charges on Council's liquidity and the adequacy of recovery efforts.	8.71%	7.52%
<b>Building and Infrastructure Renewals Ratio</b> Accesses the rate at which assets are being renewed against the rate at which they are being depreciated	102.77%	95.68%

**Minor Funds**

Satisfactory reserves are held in most schemes. Scheme reserves are detailed below:

FUND	\$ '000
Greater Hume Shire Council Sewerage Fund	\$2,436
Greater Hume Shire Council Water Fund	\$1,247
<b>TOTAL</b>	<b>\$3,683</b>

**Audit Committee Review**

A meeting of the Greater Hume Shire Council Internal Audit Committee will be held on Tuesday 13 October to review the draft financial statements and to provide an opportunity for the Committee to ask questions and seek clarification from Council's Chief Financial Officer and external auditor on all aspects of the statements.

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2014/2015 ANNUAL AND SPECIAL PURPOSE FINANCIAL STATEMENTS – CERTIFICATE BY COUNCIL [CONT'D]

The external auditor will present the 2014/15 financial statements to Council at the ordinary meeting to be held on 21 October 2015.

**BUDGET IMPLICATIONS**

Nil

**CONCLUSION**

The General Manager has provided assurances as to the manner in which the Statements have been prepared it is recommended that General Manager, the Mayor, Deputy Mayor, General Manager and the Chief Financial Officer be authorised to sign the Statement by Councillors and Management for the 2014/2015 General Purpose and Special Purpose Financial Statements .

**RECOMMENDATION**

That on the basis of the assurances provided by the General Manager:

1. The Annual Financial Statements for the year ended 30 June 2015 be adopted.
2. The Mayor, Deputy Mayor, General Manager and the Chief Financial Officer be authorised to sign the Statement by Councillors and Management for the 2014/2015 General Purpose and Special Purpose Financial Statements.
3. The Annual Financial Statements for the year ended 30 June 2015 be referred to the Council's Auditor for audit.
4. Council hereby delegate to the General Manager authority, upon receipt of the Auditor's report of the Council, to:
  - a. Forward a copy of the Financial Statements to the Officer of Local Government and Australian Bureau of Statistics.
  - b. Arrange for public notice, in the required format, of the Council Meeting at which the Financial Statements will be presented to the public.
  - c. Arrange for Council's audited Financial Statements and a copy of the Auditor's Reports to be made available for public inspection.
  - d. List the presentation of audited Financial Statements and Auditor's Reports on the Agenda for the October 2015 Council Meeting.

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**3. PROVISION OF INTERNAL AUDIT SERVICES**

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

**REASON FOR REPORT**

To present an application from Mr Charles Moore to be appointed as an Independent Panel Member of Council's Internal Audit Committee.

**REFERENCE TO DELIVERY PLAN ACTION**

Strategy 7.5 Minimise risk and ensure continuity of critical business functions.

Strategy 7.6 Ensure Greater Hume Shire Council is financially viable

**DISCUSSION**

A report was presented to the July 2015 Council Meeting outlining proposed changes to the provision of internal audit services for Greater Hume Shire Council. As reported, management is of the view that a change in the focus and structure of Council's internal audit program is appropriate so as to ensure that Council remains abreast of the increasingly complex operating environment facing local government.

Part of the resolution adopted at the July 2015 meeting was that Council call for nominations for an additional independent member of Council's Internal Audit Committee.

Following the advertising process, Council received a nomination from Mr Charles Moore. A copy of Mr Moore's application has been **ENCLOSED SEPARATELY** for the information of Councillors.

Mr Moore has significant experience in local government and internal audit and appears well suited to the role of an independent member of Council's Internal Audit Committee.

**BUDGET IMPLICATIONS**

An amount of \$15,150 has been included in the 2015/2016 Estimates of Income and Expenditure.

**CONCLUSION**

Mr Moore has significant experience in local government and internal audit and appears well suited to the role of an independent member of Council's Internal Audit Committee. It is therefore recommended that Mr Moore be appointed to the Committee for the period 1 October 2015 to 30 June 2018.

**RECOMMENDATION**

That Mr Charles Moore be appointed as an Independent Panel Member of Council's Internal Audit Committee for the period 1 September 2015 to 30 June 2018.

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## **ENGINEERING**

### **1. ROADS TO RECOVERY / BLACKSPOT ADDITIONAL FUNDING**

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

#### **REASON FOR REPORT**

To advise Council on additional funding received from the Federal Government through the Roads to Recovery (R2R) and Blackspot programs and to propose projects for the funding to be expended on this financial year.

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

Strategy 5.2 To provide and maintain safe and serviceable public facilities and infrastructure including roads, drainage and footpaths.

Action 5.2.6.1 Ensure that a quality rural road network is provided and maintained throughout the Shire

#### **DISCUSSION**

As Councillors may be aware, the Federal Government has committed an additional \$1.105 billion in funding for the Roads to Recovery Programme over the next two years. All councils across Australia have received funding which has been the result of the reintroduction of the indexation on the fuel excise. See **ANNEXURE 10**.

The additional funding is to be allocated over the next two financial years being \$300 million in 2015/16 and \$805 million in 2016/17 with Greater Hume receiving an additional \$771,286 in 2015/16 and \$2,069,621 in 2016/17

This report proposes projects to be funded this financial year to the value of \$771,286, with a future report to be provided to Councillors on proposed projects for \$2,069,621 in 2016/17.

Previously Council has committed all Roads to Recovery funding to local roads, however as Council has committed additional funding via the Special Rate increase, it is now considered appropriate that some of the additional funding be allocated to projects on Regional Roads as these are the roads that have the highest volume of traffic and are our key links through and between towns and villages.

In addition to the funding received from R2R, Council has also been advised that it has been successful in obtaining State Blackspot funding for 50% of the cost of the reconstruction of a 1.6km section of Culcairn - Holbrook Rd (MR331). This section of the road is from the end of the recently upgraded section of the road near Thugga Road intersection to the Billabong Creek Bridge (including the realignment of a corner where a number of crashes and near misses have occurred). The total estimated cost of the project is \$720,000 with Council needing to contribute \$360,000 or 50% of the cost. See **ANNEXURE 10**.

It is considered that it is appropriate that \$360,000 of the additional R2R funding received be allocated to this project, otherwise for the project to proceed Council would have no alternative but to fund from unrestricted working funds.

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ROADS TO RECOVERY / BLACKSPOT ADDITIONAL FUNDING [CONT'D]

If councillors are in agreement, then this would leave \$411,286 remaining to be allocated this year.

Whilst many roads could have additional funding spent on them it is considered a further section of the Culcairn – Holbrook Road which has been deteriorating significantly, that if not rectified shortly, will require significant expenditure on it in the near future. The section is 2.9 to 4.4km from Culcairn (adjacent to John Mclean Grave Site), see **ANNEXURE 10**.

This 1.5km section has many pavement failures and is in poor condition and if not attended to shortly would definitely require significant maintenance until it was reconstructed. Council has been lobbying for funding for works on the Culcairn – Holbrook Road between Culcairn and Morven and discussions with Roads and Maritime Services staff indicate that if Council allocated funds on this section of the road now, then it would still count as a contribution towards any future funding case submitted.

For this reason and due to the current state of the road it is considered that this project be allocated the remaining funds from the additional R2R grant (\$411,286) this financial year.

In addition, Council has also submitted grant applications for three black spot projects in the 2016/2017 financial year which would require a Council contribution of \$375,000.

The first of these projects involves safety improvements to a 60 metre length of Urana Road south of Jindera while the other two involve reconstructing and widening two sections of Jindera-Walla Walla Road, a total of 3.0 km in length.

**BUDGET IMPLICATION**

Nil impact on current delivery plan as all projects are funded by the additional funding received.

**CONCLUSION**

The funding of the two projects on the Culcairn-Holbrook Road will provide great benefit for users of this road and eliminate one significant crash zone and remediate another section road that is in poor condition.

**RECOMMENDATION**

That:

1. Council accept the funding from the State Blackspot funding Program of \$360,000 and match it with funding of \$360,000 from the additional R2R Program to undertake the reconstruction of the Culcairn Holbrook Road 0 to 1.6km west of the Billabong Creek Bridge;
2. the remaining funding of \$411,286 from the additional RTR funding be allocated to the reconstruction of the Culcairn Holbrook Road from 2.9 to 4.4km east of Culcairn.



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## **PART B - ITEMS FOR INFORMATION**

### **GOVERNANCE**

#### **1. 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**

**ENCLOSED SEPARATELY** with the agenda is a listing of OLG Circular 31/2015. Copies of OLG Circulars are available from the website [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au) or alternatively by contacting Council.

##### **BUDGET IMPLICATIONS**

Nil.

##### **CONCLUSION**

For councillors' information.

#### **2. 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**

**ENCLOSED SEPARATELY** is a listing of Table of Contents of LGNSW Weekly Circulars and 32 - 35/2015. Copies of LGSA Weekly Circulars are available from the website [www.lgsa.org.au](http://www.lgsa.org.au) or alternatively by contacting Council.

##### **BUDGET IMPLICATIONS**

Nil.

##### **CONCLUSION**

For councillors' information.

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**3. 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**

Attached, at **ANNEXURE 11** is the report on projects being undertaken by the Tourism and Promotions Officer, Kerrie Wise.

**BUDGET IMPLICATIONS**

Nil.

**CONCLUSION**

For councillors' information.

**4. ECONOMIC DEVELOPMENT QUARTERLY BRIEFING REPORT**

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

**REASON FOR REPORT**

To provide a quarterly briefing regarding economic development initiatives undertaken by the Economic Development Team comprising General Manager and Executive Assistant Governance/Economic Development.

**DISCUSSION**

Attached, at **ANNEXURE 12** is the report regarding progress on initiatives being undertaken during the period 1 May to 31 August 2015.

**BUDGET IMPLICATIONS**

Nil.

**CONCLUSION**

For councillors' information.

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## **CORPORATE AND COMMUNITY SERVICES**

### **1. CUSTOMER REQUEST MODULE – SUMMARIES OF MONTHLY REQUESTS**

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

### **2. STATEMENTS OF BANK BALANCES AND INVESTMENTS AS AT 31 AUGUST 2015**

Attached, in **ANNEXURE 13** are the statements of bank balances and investment report as at 31 August 2015.

### **3. HUMAN RESOURCES REPORT FOR AUGUST 2015**

#### **REASON FOR REPORT**

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

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

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

#### **DISCUSSION**

There have been no changes to staffing during the month of August 2015.

Union Picnic Day will be held on Tuesday, 6 October 2015.

#### **BUDGET IMPLICATION**

Nil.

#### **CONCLUSION**

For councillors' information.

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## **ENGINEERING**

### **1. REPORT OF WORKS – AUGUST 2015**

#### **Grants Program**

##### **State Roads Maintenance (RMCC):**

Maintenance works on state roads under the RMCC with the Roads and Maritime Services is continuing.

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

General maintenance of pavements and the spraying of shoulder vegetation has been carried out on Regional Roads.

##### **Local Roads**

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

Alma Park Rd widening project from Lockhart boundary is continuing, however poor weather conditions have slowed works. 3 km will be sealed in the coming weeks adding to the 3km sealed previously. Works expected to be completed in October.

Roadside slashing and spraying has been conducted on various local sealed roads.

Pavement maintenance on local roads throughout the Shire is ongoing.

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

Maintenance grading has taken place on the following roads in August.

Back Ferndale Rd	Lenons Rd
Bahrs Rd	Merri Meric Rd
Balldale Walbundrie Rd	Mirrabooka Rd
Bendermeer Rd	Narrabilla Rd
Bowlers Rd	Nolans Rd
Brackley Rd	Reapers Rd
Brocklesby Balldale Rd	River Rd
Fullers Rd	Rockingham Rd
Gum Swamp Rd	Ryan Rd
Howlong Goombargana Rd	Shippards Rd
Jerra Jerra Rd	Trebleys Rd
Kendalls Rd	Triangle Rd
Kleemans Rd	

Gravel resheeting has been completed on River Rd, Yarra Yarra Rd, Mirrabooka Rd and Bahrs Rd.

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REPORT OF WORKS [CONT'D]

Repair work has taken place on Yenschs Rd due to log truck movements in the area. Damage has occurred to a number of unsealed roads caused by significant rainfall which has saturated the pavement, these have now been repaired.

The current wet conditions have required significantly more maintenance work to be undertaken on the unsealed road network than planned.

**Urban Streets:**

Construction of shared a path in Allan St, Henty between Keightley and Hayes Streets adjacent to Memorial Park has been completed.

Works have commenced on the reconstruction of Jingellic Rd at Yarara Gap.

Construction of drainage works in Albury St, Holbrook is continuing.

Riverina Water have almost completed the replacement of mains in Young St, Holbrook as part of the Young Street Upgrade Project.

**General:**

Installation of playground equipment at Walbundrie Recreation Reserve has been completed.

Tree planting and pruning has been carried out in urban areas throughout the Shire.

Further work has been completed as part of the Jindera Streetscape Project. This project has been heavily impacted by the wet conditions.

General maintenance and weed spraying of parks and gardens throughout the shire is ongoing.

General maintenance of public toilets is ongoing with repairs required to be carried out to some Holbrook facilities caused by vandalism.

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REPORT OF WORKS [CONT'D]

**Monthly Works Maintenance Expenditure:**

Local Roads Program	Original Budget	YTD Budget	YTD Expenditure	YTD Variance
Urban Local Roads	\$540,000.00	\$90,000.00	\$73,742.84	\$16,257.16
Urban Roads Unsealed	\$90,000.00	\$15,000.00	\$10,473.14	\$4,526.86
Rural Roads Sealed	\$500,000.00	\$83,333.33	\$67,332.39	\$16,000.94
Rural Roads Unsealed	\$1,025,000.00	\$170,833.33	\$235,333.51	-\$64,500.18
Street Tree Maintenance	\$202,180.00	\$33,696.67	\$31,106.86	\$2,589.81

Regional Roads Program	Original Budget	YTD Budget	YTD Expenditure	YTD Variance
Maintenance	\$535,477.00	\$89,246.17	\$102,359.19	-\$13,113.02
Traffic Facilities	\$131,000.00	\$21,833.33	\$4,000.00	\$17,833.33

Sportsgrounds, Parks & Public Toilets	Original Budget	YTD Budget	YTD Expenditure	YTD Variance
Sportsground Maintenance	\$288,346.00	\$48,057.67	\$43,581.08	\$4,476.59
Parks & Gardens Maintenance	\$295,610.00	\$49,268.33	\$35,543.26	\$13,725.07
Public Toilets Maintenance	\$185,090.00	\$30,848.33	\$32,501.44	-\$1,653.11

NB : Sportsground Maintenance excludes annual GHSC contribution payment

**2. WATER AND SEWER REPORT – AUGUST 2015**

**Capital Works Program:**

- Mono pump for Culcairn STW ordered.
- New ladder and nozzle installed at the Jindera Reservoir.
- Ongoing work establishing Bore at Culcairn.
- New water meters purchased for programed replacement at Culcairn and the Villages.
- New meter readers purchased and used for the first time at Culcairn.
- Upgraded lids at the Culcairn SPS valve pits completed.
- New pumps ordered to replace the ones at Culcairn SPS 1.
- Pump upgrades at Holbrook STW.
- New fill valves installed at Gerogery Res and Little Brock Res.

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WATER AND SEWER REPORT – AUGUST 2015 [CONT'D]

**New Water Services:**

- 1 - Elizabeth St Culcairn.

**Operation & Maintenance:**

- 1 service repairs carried out at Jindera.
- 1 sewer choke cleared at Holbrook.
- 1 sewer choke cleared at Henty.
- Water meter reading began at Culcairn and in the Village water scheme.
- 

**Drinking Water Monitoring Program:**

- 8 - Water samples for Microbial Water Analysis submitted in the month of July 2015 for Villages and Culcairn Water Supply have all complied with the Australian Drinking Water Guidelines.

**Upcoming Month:**

- Install new 150 dia water main to new Culcairn TWS bore.
- Village water scheme, water main maintenance.
- Pump installation at Culcairn SPS 1.
- Mono pump installation at Culcairn STW.
- Tree removal over water main along Jindera Walla Road and Glenellen and Beelawong Road.

## **ENVIRONMENT AND PLANNING**

1. **DEVELOPMENT APPLICATIONS PROCESSED FOR THE MONTH OF AUGUST 2015**

Attached, as **ANNEXURE 14** is the schedule of development applications processed for the month of August 2015.

**ORDINARY MEETING OF GREATER HUME SHIRE COUNCIL  
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**2. SENIOR WEEDS OFFICER'S REPORT – AUGUST 2015**

No report supplied this month.

**3. RANGER'S REPORT – AUGUST 2015**

**COMPANION ANIMALS**

<b>No. of Complaints Received</b> 21		<b>Including 1 barking dogs, 14 roaming dogs, 2 aggressive dogs and dealing with 1 excessive number of animals kept, 3 infringements and 3 nuisance dog orders issued.</b>		
<b>No. of dog attacks:</b>	0	<b>Location:</b>		
<b>Comments:</b>				
		<b>Dogs</b>		<b>Cats</b>
<b>In Council's Facility at Beginning of Month</b>		2		
<b>Captured &amp; Returned to Owners</b>		2		
<b>Captured &amp; Impounded</b>		14		5
<b>Released from Pound to Owners</b>		11		
<b>Surrendered by Owners</b>		1		
<b>Rehomed</b>		1		1
<b>Euthanased</b>		4		1
<b>Remaining in Council's Facility at End of Month</b>		1		3

**FERAL CATS**

<b>No. of Complaints:</b>	5
<b>No. Feral Cats caught:</b>	0

**LIVESTOCK**

	Cattle	Sheep	Horses	Goats	Other
<b>No. of Reports of Stock on Roads</b>	5	3		1	
<b>Instances - Returned to owners</b>	5	3			
<b>Impounded</b>				1	
<b>Vehicle accidents involving stock</b>					

**OTHER LIVESTOCK, WILDLIFE COMPLAINTS**

Assisted drovers and Murray Local Lands Service to get cattle across the Olympic Highway and railway lines at Culcairn.

**ABANDONED VEHICLES**

Eight vehicles remain impounded.

Holbrook – one vehicle removed by the owner.

Walbundrie – wheelbarrow with a person's possessions on it was impounded out of a table drain.



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RANGER'S REPORT – AUGUST 2015 [CONT'D]

**POLLUTION AND ENVIRONMENTAL INCIDENTS**

<b>Inspection conducted: Overgrown Vegetation Unsafe Land</b>	None.
<b>Pollution: Noise</b>	Jindera – noise complaint from barking dog. Owner rectified problem.
<b>Pollution: Waste</b>	Gerogery – old cars and shipping containers delivered to property (untidy vermin harbourage).

**ON-SITE SEWERAGE MANAGEMENT SYSTEMS**

<b>Inspection Type</b>	<b>No.</b>	<b>Compliant</b>	<b>Orders for Work Issued</b>	<b>Re-Inspection Required</b>
<b>OSMS Compliance Inspections</b>	3		4	4
<b>Pre-Purchase Inspections</b>	2		2	
<b>OSMS Orders Compliance Inspections</b>	1	1		

**URANA SHIRE COUNCIL OVERVIEW**

None.

**OTHER WORKS CONDUCTED**

- 522 notices to register companion animals sent out.
- Training for Civica.
- Menacing dog compliance checks.
- James completed back hoe/loader training.
- Local Government week – Rangers attended the Henty Library and the Holbrook CTC to give an overview of what Rangers do and some basic dog safety to the children from Henty Public and St Patricks Schools.

**RECOMMENDATION**

That Part B of the Agenda be received and noted.

**ORDINARY MEETING OF GREATER HUME SHIRE COUNCIL  
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## **PART C – COMMITTEE AND DELEGATE REPORTS**

Attached, in **ANNEXURE 15**, are minutes/notes of the following meeting:

- Minutes of the Greater Hume Shire Council Tourism Advisory Committee Meeting held on 12 August 2015
- Minutes of the Greater Hume Shire Economic Development Committee Meeting held on 27 August 2015
- Minutes of the Greater Hume Youth Advisory Committee Meeting held on 6 August 2015
- Minutes of the General Meeting of the Riverina and Murray Regional Organisation of Councils (RAMROC), held on 5 August 2015
- Redacted Minutes of the Squirrel Glider LAMP Steering Committee Meeting held on 26 August 2015.

### **DELEGATES REPORTS**

Mayor, Cr Heather Wilton Delegate Report is also attached in **ANNEXURE 15**.

### **RECOMMENDATION**

That Part C of the Agenda be received and noted.