



Greater Hume Shire

To: «Name»

ORDINARY MEETING OF GREATER HUME SHIRE COUNCIL

WEDNESDAY, 18 OCTOBER 2017

NOTICE is hereby given that an Ordinary Meeting of the Greater Hume Shire Council will be held at Council Chambers, Balfour Street, Culcairn commencing at 6.00pm.

A citizenship ceremony will be conducted at 4.15pm for the following residents:

- Mr David O'Reilly
- Ms Cheyenne Farrell O'Reilly
- Ms Safi Farrell O'Reilly
- Mr Saul Farrell O'Reilly
- Mr Sherwin De La Pena
- Ms Akanisi Bai

and will be followed by supper (prior to commencement of the formal meeting). Councillors are encouraged to attend the ceremony and engage with the new citizens and their families.

STEVEN PINNUCK
GENERAL MANAGER

ORDER OF BUSINESS TO BE CONSIDERED
REFER OVERLEAF

ORDINARY MEETING OF GREATER HUME SHIRE COUNCIL

WEDNESDAY, 18 OCTOBER 2017

BUSINESS TO BE CONSIDERED

1. PRAYER

2. ACKNOWLEDGEMENT OF COUNTRY

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

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

4. APOLOGIES

5. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

- Minutes of the Ordinary Meeting of Council – 20 September 2017

6. ACTION REPORT FROM THE MINUTES

7. NOTICE OF RESCISSION MOTION

8. REPORTS FROM OFFICERS

PART A For Determination

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

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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NOTICE OF RESCISSION MOTION

1. NOTICE OF RESCISSION MOTION – RENAMING OF HENTY AND HOLBROOK SWIMMING POOLS

We, the undersigned, do hereby move that Minute No.4802 of the Ordinary Meeting held on 20 September 2017 which reads as follows be rescinded:

RENAMING OF HENTY AND HOLBROOK SWIMMING POOLS

4802 RESOLVED [Stewart/Schilg]

That:

the Henty and Holbrook swimming pools should be referred to in new signage as the Henty Swimming Pool and the Holbrook Swimming Pool.

plaques be provided and prominently displayed at each pool that explains the history of the development of the pools and that the original pools were called the memorial pool to commemorate war service.

Further, Notice of Motion is given of the following:

That:

1. the Henty and Holbrook swimming pools should be referred to in new signage as the Henty War Memorial Swimming Pool and the Holbrook War Memorial Swimming Pool.
2. installation of storyboard signage to chronicle the history of the pool, including the community participation and contribution in its establishment and dedication as a war memorial so that the history of the original pool is not lost to current and future pool users and the community more broadly.
3. Council undertake engagement with the Henty and Holbrook swimming pool committees and Henty and Holbrook RSL sub-branches regarding the content and creation of the sign.

Signed:

COUNCILLOR Councillor

COUNCILLOR Councillor

COUNCILLOR Councillor

DATE

A copy of the signed rescission motion is attached as **ANNEXURE 1**.

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NOTICE OF RESCISSION MOTION – RENAMING OF HENTY AND HOLBROOK SWIMMING POOLS [CONT'D]

General Manager's Comments

At the time of writing this report, a total of 58 letters of objection to the renaming of the Henty and Holbrook swimming pools have been received.

In addition, a **change.org** petition has been created which has attracted 334 signatures. Whilst the origin of the petitioners cannot be determined, it is clear that a significant number are residents and/ or ratepayers of Greater Hume Shire Council.

A copy of all correspondence received on the matter has been provided separately to councillors.

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OFFICERS' REPORTS – PART A – FOR DETERMINATION

ENVIRONMENT AND PLANNING

1. **DEVELOPMENT APPLICATION 10.2017.110.1 – CONSTRUCT FRONT FENCE
– LOT 34 DP 250336 – 130 PIONEER DRIVE JINDERA**

Report prepared by Environmental Health and Building Surveyor – Bradley Peach

REASON FOR REPORT

Council has received a development application to construct a 1.8 metre high black pool type fence and gates at Lot 34 DP250336, 130 Pioneer Drive Jindera owned by J D Blezard-Hetherington & S Metry. This application is being forwarded to Council for determination as an objection has been received to the above development and some of the required development standards have not been met.

REFERENCE TO DELIVERY PLAN ACTION

Strategy 7.8 Provide efficient and effective environmental health and building services to the community.

Action 7.8.1 Process all developments applications as submitted.

DISCUSSION

The property is situated at 130 Pioneer Drive Jindera. The subject site is 1025m² with a 27 metre wide frontage, relatively flat with an existing dwelling, alfresco area and shed at the rear.

The subject land is zoned RU5 (Village) under the Greater Hume Local Environmental Plan 2013, is not bushfire prone nor has a biodiversity overlay, however the lot is flood prone.

The Greater Hume Development Control Plan 2013 Standards refer to requirements of State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 for development standards of ancillary development. The proposal does not meet all the requirements of those development standards.

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DEVELOPMENT APPLICATION 10.2017.110.1 – CONSTRUCT FRONT FENCE – LOT 34 DP 250336 – 130 PIONEER DRIVE JINDERA [CONT'D]

DETAIL OF PROPOSAL

The proposal is to construct a new front fence on a residential allotment. An aerial photo of the site is below.



The method of construction entails construction of steel framed black colour open pool type fence placed on a diagonal across the frontage of the property behind the front boundary line. The proposed site plan is attached for Council's information. Refer to **ANNEXURE 2**.

NOTIFICATION AND REFERRAL PROCESS

Adjoining landowners were notified of the proposal in writing. One submission was received by Council from the adjoining landowners. A copy of that objection is attached for Council's information. Refer to **ANNEXURE 2**.

ASSESSMENT

The application has been assessed against the relevant matters for consideration under Section 79C of the EP&A Act as discussed below:

79C(a) The provisions of any current or draft environmental planning instrument, development control plan, or matters prescribed by the regulations

1 Local Environmental Plans

The subject land is zoned RU5 Village under the Greater Hume Local Environmental Plan 2012. The relevant matters of the LEP are addressed as follows.

The objectives of the RU5 zone are:

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

The proposed fence is permitted with consent within the LEP as long as the structure is deemed to be in keeping with the objectives of the LEP.

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DEVELOPMENT APPLICATION 10.2017.110.1 – CONSTRUCT FRONT FENCE – LOT 34 DP 250336 – 130 PIONEER DRIVE JINDERA [CONT'D]

The Provisions of any Draft Environmental Planning Instrument that is or has been placed on Public Exhibition
Nil.

Development Control Plan

The Greater Hume Development Control Plan 2013 applies to the land.

2 Residential Development:

STANDARD	ACCEPTABLE	COMMENT
2.1 Neighbourhood character	Yes	The proposed fence will be of an open type construction and setback from the allotment front boundary (refer to site plan).
2.2 Streetscape	Yes	An extract of the DCP is below:  <p>Figure 2.1 – Fencing design (adapted from AMCORD) Fences to street frontages are to be designed to complement the character of the area. Fences should be low (less than 1.2 metres in height) or if taller, provided with openings. Solid fences taller than 1.2 metres will fail the objective for streetscape and therefore are unlikely to be supported (see Figure 2.1 above). The proposed fence meets the above objectives.</p>
2.3 Site requirements	Yes	The proposal does not impact on site requirements.
2.4 Building heights	Yes	Not applicable
2.5 Building setbacks	Yes	No issues. No change to dwelling setback.
2.6 Privacy and amenity	Yes	No issues.
2.7 Landscaping	Yes	Applicant advises that two small trees will be removed and replanted on another property.
2.8 Private open space	Yes	No impacts.

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STANDARD	ACCEPTABLE	COMMENT
2.9 Car parking and access	Yes	No issues. The proposed fence will have gates that open inwards towards the house from the existing driveway.
2.10 Earthworks and drainage	Yes	No issues.
2.11 Ancillary development	Yes	No foreseen issues.
2.12 Outbuildings	Yes	No issues.
2.13 Development standards for particular land	Yes	Council's Development Control Plan requirements are not significantly impacted by this proposed development.
2.14 Site facilities	N/A	None.
2.15 Security	Yes	No issues. Additional security provided with proposed fence.
2.16 Energy efficiency	N/A	None.

3 Industrial Development:

Not applicable to this development.

4 Commercial Development:

Not applicable to this development.

5 Township Structure Plans:

Not applicable for this development.

6 Subdivision:

Not applicable for this development.

7 Vegetation:

Not applicable for this development.

8 Flood Liable Land:

Applicable for this development.

Open type fence construction which will not significantly impact on any flood water flows.

9 Heritage Conservation Areas:

Not applicable for this development.

10 Notification Policy:

The development was notified to all adjoining properties. One submission was received from the adjoining neighbours.

11 Site Specific Controls:

Greater Hume Development Control Plan 2013.

12 Developer Contributions Plan:

There is no contribution required pursuant to Council's Contributions Plan.

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DEVELOPMENT APPLICATION 10.2017.110.1 – CONSTRUCT FRONT FENCE – LOT 34 DP 250336 – 130 PIONEER DRIVE JINDERA [CONT'D]

79C(b) The Likely Impacts of that Development, Including Environmental Impacts on Both the Natural and Built Environments, and Social and Economic Impacts in the Locality

ISSUE	ACCEPTABLE	COMMENT
Context & setting	Yes	The proposed fence will be of an open type construction and setback from the allotment front boundary. There are a variety of fence types along both sides of Pioneer Drive.
Access & parking	Yes	Access to the site is available from Pioneer Drive and gates opening inwards will be provided for property access and off street parking.
Roads & traffic	Yes	The existing public road, Pioneer Drive, is suitable to continue to service the development.
Utilities	Yes	All are available to the property.
Heritage	N/A	None.
Stormwater	N/A	None.
Soils & erosion	Yes	No issues.
Flora & fauna	Yes	No impacts.
Flooding	Yes	No issues. Although the allotment is flood prone land, the open construction of the fence with no solid base will be conducive to overland flow of any floodwaters in a flood event.
Bushfire	N/A	None.
Technological hazards	N/A	None.
Safety, security crime prevention	Yes	Additional security provided to the property and access to the site is maintained with the provision of gates.
Privacy	Yes	No issues.
Landscaping	Yes	No additional landscaping is proposed for this development.
Overshadowing	N/A	None.
Land resources	N/A	There are no resources known to exist on the land.

79C(c) The Suitability of the Site for Development

A site inspection has been undertaken confirming that the property is suitable for the development having regard to the nature of the site and the surrounding land use.

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DEVELOPMENT APPLICATION 10.2017.110.1 – CONSTRUCT FRONT FENCE – LOT 34 DP 250336 – 130 PIONEER DRIVE JINDERA [CONT'D]

79C(d) Any submissions made in accordance with this Act or the regulations

One submission received in relation to this development application with the issues discussed below:

Objection Raised	Response
<ul style="list-style-type: none"> Pool type fencing not in keeping with the existing streetscape; 	Various types of fencing are prevalent in the area and pool fencing is a typically used for front fencing
<ul style="list-style-type: none"> The height and aesthetics of the fence were not specified; 	The height of the fence was not specified in the plans notified to the neighbour. It was clarified that the height of the fence is to be 1.8 metres. As the fence is open in appearance this height will not be excessive.
<ul style="list-style-type: none"> The fence is within the 7 metre setback 	All front fences are in the building setback.
<ul style="list-style-type: none"> Belief that the proposed fence will devalue the adjacent properties. 	Devaluation of property is not a consideration of the planning process.

79C(e) The Public Interest

The public interest is a broad consideration relating to many issues. It is believed that this proposal is not in conflict the public interest and is still an appropriate use of the land.

BUDGET IMPLICATIONS

Nil.

CONCLUSION

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

1. Approve the application, subject to the conditions,
2. Defer the application for further information or redesign, or
3. Refuse the application

In summary, the proposal does satisfy the objectives of the Greater Hume Local Environmental Plan 2012. This assessment has given consideration to the matters listed where relevant. This planning assessment was undertaken in accordance with section 79C of the Environmental Planning and Assessment Act 1979.

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DEVELOPMENT APPLICATION 10.2017.110.1 – CONSTRUCT FRONT FENCE – LOT 34 DP 250336 – 130 PIONEER DRIVE JINDERA [CONT'D]

RECOMMENDATION

Pursuant to section 81(1)(a) of the Environmental Planning and Assessment Act 1979 Council consent be granted to Development Application 10.2017.110.1 for the construction of a proposed front fence at Lot 34 DP250336, 130 Pioneer Drive Jindera.

RECOMMENDED CONDITIONS:

APPROVED PLANS

1 Compliance with Plans and Conditions

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

2 Time Period of Consent

This consent will lapse five (5) years from the date of determination unless the approved building, engineering or construction work has been physically commenced in accordance with this consent.

Development consent for the use of land does not lapse if the approved use of any land, building or work is actually commenced prior to the date on which the consent would otherwise lapse.

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GOVERNANCE

1. GENERAL MANAGER'S LEAVE

Report prepared by General Manager – Steven Pinnuck

REASON FOR REPORT

To advise Council of the appointment of Colin Kane, Director Environment and Planning as Acting General Manager for the period Monday, 6 November to Sunday, 19 November 2017 by the Mayor in accordance the Mayoral delegation.

REFERENCE TO DELIVERY PLAN ACTIONS

Statutory matter.

DISCUSSION

At the May meeting Council was advised that the Mayor has approved annual leave for the General Manager for the following dates:

- Monday 3 July – Sunday 16 July – 10 working days
- Thursday 24 August – Sunday 3 September – 7 working days
- Monday 6 November – Sunday 19 November – 10 working days

Following discussions with the General Manager the Mayor has appointed Council Director Engineering, Greg Blackie to act in the position of General Manager for the periods Monday, 3 July to Sunday, 16 July 2017 and Thursday, 24 August to Sunday, 3 September 2017. Due to other staff leave the period of leave from Thursday, 24 August to Sunday, 3 September was reduced from 7 days to 2 days.

On the General Manager's recommendation Colin Kane has been appointed Acting General Manager for the period from Monday, 6 November to Sunday, 19 November 2017.

BUDGET IMPLICATIONS

Nil, as allowances are made within recurrent budgets for additional payments for acting roles.

CONCLUSION

This is an information report is in accordance with the Mayoral delegation.

RECOMEMDATION

That the report be received and noted.

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**2. REVIEW OF VISITOR INFORMATION CENTRE/ SUBMARINE MUSEUM
HOURS OF OPERATION**

Report prepared by General Manager – Steven Pinnuck

REASON FOR REPORT

To enable a report to be considered by Council on the appropriateness of hours of operation for the Visitor Information Centre/Submarine Museum at Holbrook.

REFERENCE TO DELIVERY PLAN ACTIONS

Strategy – Increased number of visitors enjoy our shire

DISCUSSION

Background

The increasing cost of operating the Visitor Information Centre (VIC) at Holbrook has been under scrutiny for some time, however any changes to operating hours at the VIC has two major issues:

1. Access to the Submarine Museum is only available when the VIC is open and
2. Any reduction of hours will put at risk the Level 2 Accreditation under the Accredited Visitor Information Centre (AVIC) Network.

Currently the VIC is open 7 days a week (excluding Christmas Day and Good Friday) between the hours of 10am to 4.30pm, the minimum days and hours required to retain Level 2 accreditation for a AVIC.

There is one full time employee at the VIC from Monday to Friday supported by casual staff for leave coverage and volunteers at weekends.

Key duties for the full time employee have included:

- First point of contact for visitors/enquiries at the VIC and Submarine Museum
- Assisting in the production of brochures, maps, event calendars and other tourist information including updating Greater Hume Council's website and social media platforms.
- Assisting the Executive Assistant – Tourism and Promotion to undertake a range of activities including promotion of the Council area as a desirable tourism location and manage, train and provide information to the Visitor Information Point Network (VIPs) and
- Implementing actions/outcomes relating to the Greater Hume Shire Visitor Information Centre Business Plan and Greater Hume Shire Council Visitor Experience Plan.

In addition the VIC at Holbrook supports a network of nine VIPs across the Shire. These VIPs are located at:

- Burrumbuttock General Store
- Culcairn, Red Cross Craft Shop
- Henty, Doodle Cooma Craft Shop
- Gerogery Supply Store
- Jindera Pioneer Museum
- Walbundrie Co-Op
- Walla Store
- Holbrook, Woolpack Inn Museum and
- Woomargama Post Office

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REVIEW OF VISITOR INFORMATION CENTRE/ SUBMARINE MUSEUM HOURS OF OPERATION
[CONT'D]

Generally these business or organisations report that the presence of the VIC increases foot traffic and has a positive impact on turnover. It is therefore seen as a beneficial addition to their operations.

Table 1 below outlines the income and expenditure of the VIC/Submarine Museum over the past three financial years.

Table 1

Year	Income \$	Expenditure \$	Net Cost \$
2014/2015	24,652	152,768	\$128,116
2015/2016	22,331	159,488	\$137,157
2016/2017	25,832	167,041	\$141,209

The net cost of providing the Visitor Information Centre at Holbrook has, to some extent, been contained as a result of a decision taken during the 2014/2015 budget deliberations to place a greater reliance on volunteers on weekends.

It is a decade since Council co-located the VIC with the Submarine Museum in an effort to provide paid staff at the VIC and with the aim of enhancing the visitor experience to both the VIC and the Submarine Museum. The biggest challenge for Council has been that original income projections from Submarine Museum admissions were grossly overstated and at best has only reached approximately 50% of the estimate and now sit at about 35% of the original estimate.

Raising the profile of the Greater Hume Visitor Information Centre at Holbrook has been successful with the Centre being a finalist in the 2015 and 2016 Inland Tourism Awards, receiving an Encouragement Award in 2015 and a High Commended Award in 2016.

In recent years, however, foot traffic through the VIC has decreased dramatically from approximately 33,000 in 2010/2011 to approximately 20,000 in the last financial year. During the same period numbers through the Submarine Museum have held up quite well, peaking in the 2011/2012 financial year and declining only slightly year on year since that time.

A graph outlining presentations to the VIC and Submarine Museum is included in **Part B** with the Tourism and Promotions Report.

A review of admission fees in 2016/2017 for families (\$10 - \$12) and pensioners (\$4 - \$5) has resulted in increased revenue of \$3,501 (16%).

As councillors are aware, it has been highlighted in customer satisfaction surveys and other direct representations to Council and Councillors that our consultation and communication with residents and ratepayers needs to be improved.

The resignation of the Visitor Information Centre Officer, Lauren Ryan in June of this year provided an opportunity to review how some efficiencies could be generated across these functional areas.

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REVIEW OF VISITOR INFORMATION CENTRE/ SUBMARINE MUSEUM HOURS OF OPERATION
[CONT'D]

Options for improved efficiency

The writer is of the view that there is potential to derive greater benefit from the VIC Officer position in communication and community engagement.

With this outcome in mind and light of falling attendances at the VIC consideration has been given to either closing the VIC (and as a consequence the Submarine Museum) on two quieter days a week (Tuesday/ Wednesday) or opening on these days with volunteers.

If either of the above outcomes were achieved, it was proposed that the VIC Officer work from the Holbrook Office two days a week (Tuesday/Wednesday) to form a small communication team with the Executive Assistant – Governance and Economic Development and Executive Assistant – Tourism and Promotion. The remaining three days a week, the VIC Officer would continue to work from the VIC.

A meeting was held with the Submarine Museum Committee along with the Mayor and Executive Assistant Tourism and Promotion on 26 July 2017. The initial response from the Committee at the meeting was one of resistance and an opportunity was provided to the Committee to consider the proposal in depth and make a submission to Council.

A submission from the Holbrook Submarine Committee has now been received by Council and is included as **ANNEXURE 3**.

The writer also attended a recent meeting of the Holbrook RSL Sub-Branch where similar sentiments were expressed to those included in the submission. A copy of a letter received from the RSL Sub-Branch is also attached in **ANNEXURE 3**.

The submission raises eight major issues which have been précised in Table two below:

Table 2

	Issue	Response
1.	Retrograde step for tourism and businesses within the shire (e.g. motel and other accommodation, restaurants, cafes, fuel outlets, service stations, museums, etc.) Holbrook is the gateway to the shire for people travelling along the Hume Highway.	Agree, however any changes to staffing levels would need to be supported by other activities or services. If volunteers are not an option perhaps smart terminals or similar would need to be considered.
2.	A significant number of visitors to the VIC do not currently access information from laptops, smart phones etc. and rely on face to face interactions for information.	Noted but electronic retrieval of information is ever increasing and there is a movement away from VICs even within the Murray Regional Tourism Region (e.g. Wodonga).
3.	Visitations increase significantly during summer months and many coach groups tend to visit the VIC on the days proposed to close.	Noted however if coach groups were to seeking a booking on Tuesdays or Wednesday this could be accommodated.
4.	It has been very difficult to recruit volunteers in the recent past and relying on volunteers 4 days a week is not a solution.	Noted

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REVIEW OF VISITOR INFORMATION CENTRE/ SUBMARINE MUSEUM HOURS OF OPERATION
[CONT'D]

	Issue	Response
5.	In addition to the volunteers who work on weekends, many additional hours are worked by volunteers to perform "back of house" tasks in the museum.	Agreed that many volunteer hours are contributed to maintaining and expanding the exhibition.
6.	It is possible that by closing one or two days a week it could lead to the perception that it is never open.	As noted at 1. above any decision to close would need to be complimented by the introduction of other technologies.
7.	A recent program has been developed to increase school children's awareness for naval and especially submarines and submariners in World War 1. Closing on two days of a possible five where these programs could be rolled out is counterproductive.	Noted see 3. above
8.	The Submarine Museum relies heavily on obtaining funding through third parties (e.g. donations, grant funding etc.) and closing two days a week could reduce the attractiveness of the submissions for funding.	Acknowledged

In conclusion the Submarine Museum Committee submission contends that the VIC officer can continue to provide communications and other support to Council during quieter times at the VIC.

Whilst the aforementioned is true there is certainly a lot happening in the Visitor Information Services area.

The yellow "i"



is actually trademarked to the Victorian State Government and made available to other States through a licence agreement who have recently undertaken a review of the minimum requirements to obtain the yellow "i". The outcome of this review is now being considered by other states including NSW.

Further Murray Regional Tourism has developed a Visitor Information Futures Discussion Paper on how visitor information will be accessed and delivered in the future. In our local area Wodonga Council has already determined to move away from a physical VIC towards smart technology delivery methods.

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REVIEW OF VISITOR INFORMATION CENTRE/ SUBMARINE MUSEUM HOURS OF OPERATION
[CONT'D]

The challenge for Greater Hume Council is that the VIC and the Submarine Museum are inextricably linked and museum most likely can't open if the VIC is also not open.

Given the issues raised by the Submarine Museum Committee and changes potentially afoot nationally and state wide it may be premature to make any change to operating hours until Council can evaluate what is happening across the industry. This will also give Council the opportunity to work with the Submarine Museum Committee on volunteer recruitment for the museum and potentially the VIC as well.

It is recommended that a review of foot traffic through the VIC and Museum be undertaken for the period 1 July 2017 to 28 February 2018 prior to a further report being prepared for Council in the lead up to the 2018/2019 Budget deliberations.

BUDGET IMPLICATIONS

It is proposed that any changes to operating hours at the VIC/Submarine Museum will not have any bottom line impact on the annual budget as the staff resources would be deployed to other community engagement/communication activities.

CONCLUSION

The proposal to close the VIC (and as a consequence the Submarine Museum) on two quieter days a week (Tuesday/ Wednesday) or opening on these days with volunteers has met with significant opposition from the Submarine Museum Committee and the Holbrook RSL Sub Branch.

With changes potentially afoot nationally and state wide it may be premature to make a change to operating hours until Council can evaluate what is happening across the industry. This will also give Council the opportunity to work with the Submarine Museum Committee on volunteer recruitment for the museum and potentially the VIC as well.

It is recommended that a review of foot traffic through the VIC and Submarine Museum be undertaken for the period 1 July 2017 to 28 February 2018 prior to a further report being prepared for Council in the lead up to the 2018/2019 Budget deliberations.

RECOMMENDATION

That a review of foot traffic through the VIC and Submarine Museum be undertaken for the period 1 July 2017 to 28 February 2018 prior to a further report on operating hours and industry trends being prepared for Council in the lead up to the 2018/2019 Budget deliberations.

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3. DISCLOSURE OF INTEREST RETURNS

Report prepared by General Manager – Steven Pinnuck

REASON FOR REPORT

The report contains the tabling of disclosure of interest returns in accordance with section 450A of the Local Government Act.

REFERENCE TO DELIVERY PLAN ACTION

Statutory matter.

DISCUSSION

The Register of Disclosures, containing completed Disclosures by Councillors and Designated Persons for the period 1 July 2016 to 30 June 2017 for elected representatives as at 30 June 2016, and designated officers (excluding David Smith (who is currently on extended leave)) is tabled as required by Section 450A of the Local Government Act 1993.

BUDGET IMPLICATIONS

Nil.

CONCLUSION

A procedural matter only.

RECOMMENDATION

That the report be received and noted.

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CORPORATE AND COMMUNITY SERVICES

1. LEASE – LOT 5 DP 250901 BAIRD STREET, CULCAIRN

Report prepared by Manager Corporate Services – Suzanne Klemke

REASON FOR REPORT

To seek Council's approval to commence advertising for Expressions of Interest to lease Lot 5 DP 250901, Baird Street, Culcairn. Plan attached at **ANNEXURE 4**.

REFERENCE TO DELIVERY PLAN ACTION

DISCUSSION

The property has been under a lease arrangement for the past three years which has now been terminated. It would be appropriate that Council seek Expressions of Interest to lease Lot 5 DP 250901 for the purposes of grazing for a further period of 24 months.

The land is not currently used for Council purposes and leasing will optimise the use of the land for the benefit of the community. The terms and conditions of the agreement provides for maintenance and control of weeds and pests, which if the property remains unleased is the responsibility of Council.

BUDGET IMPLICATION

As the potential lease payments are modest, any future lease agreement will have a minor impact on Council's revenue.

CONCLUSION

This report seeks Council's endorsement to advertise for Expressions of Interest to lease Lot 5 DP 250901 for the purposes of grazing for a period of twenty four months and in accordance with the terms and conditions of the previous lease.

RECOMMENDATION

That Council seek Expressions of Interest for the lease of Lot 5 DP 250901 for the purpose of grazing for a period of twenty four months in accordance with Council's terms and conditions as outlined in the Agreement and a subsequent report to Council be presented.

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2. HOLBROOK MOTOR VILLAGE – INCLUSION OF ADDITIONAL PARCELS OF LAND

Report prepared by Manager Corporate Services – Suzanne Klemke

REASON FOR REPORT

To seek Council's consent to a proposed variation to the lease with T & S Liddell Services Pty Ltd, operators of the Holbrook Motor Village.

REFERENCE TO DELIVERY PLAN ACTION

Nil.

DISCUSSION

Council has received a request from T & S Liddell Services Pty Ltd as Lessee of the Holbrook Motor Village to consider the inclusion of additional parcels of land to the existing lease.

The original lease includes Lot 9 DP 1156130, however the Lessee believe that the inclusion of additional land would be beneficial to the operations and will provide for additional room for improvements at the caravan park.

As the lease of the Holbrook Motor Village is based on turnover, the lease payments of the additional land has the potential to benefit the Lessee and Council.

The Lessees are requesting for the inclusion of Lots 7 & 8 DP 1156130 and Lot 4 DP 260516 approx. 7,348 sqm to the leased area. An aerial map of the proposed land inclusion is attached as **ANNEXURE 5**.

Discussions between the Lessee and staff in respect of park planning and improvements have finalised with improvement works nearing completion. The works undertaken will ensure the land is suitable for future use of the park moving forward.

The land in question is surplus to Council's requirements. It is the opinion of staff that leasing of the additional land will be beneficial taking into consideration the costs to Council to undertake the ongoing maintenance and control of weeds and pests associated with the land.

In addition, at the Ordinary Meeting of Council held 22 June 2016 a report was presented to Council seeking approval to extend the term of the lease.

Council resolved that:

"That Council accede to the request from Trevor and Sharon Liddell to extend the lease on the Holbrook Motor Village by ten (10) years from 2033 to 2043."

Given that discussions regarding park planning and improvements were being undertaken, a Variation of Lease was not prepared at the time of the resolution of Council to include the extended term.

Accordingly, a Variation of Lease will now be prepared to include the extended term of ten years and the provision to extend the land area to include Lots 7 & 8 DP 1156130 and Lot 4 DP 260516, if approved.

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HOLBROOK MOTOR VILLAGE – INCLUSION OF ADDITIONAL PARCELS OF LAND [CONT'D]

BUDGET IMPLICATION

The Lessee is responsible for all costs associated with the preparation of the Variation of Lease. Income from the lease is provided in the Estimates of Income and Expenditure.

CONCLUSION

It is the recommendation of staff that the proposed variation to the lease should be approved in accordance with the terms and conditions, as identified.

RECOMMENDATION

That:

1. Council approve the variations to the lease between Greater Hume Shire Council and T & S Liddell Services Pty Ltd, as provided.
2. the Mayor and General Manager be authorised to sign the lease to T & S Services Pty Ltd under the Common Seal of Council.

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3. POLICY REVIEW - GREATER HUME CHILDREN SERVICES POLICIES

Report prepared by Greater Hume Children Services Manager - Ester Vanhinnisdael

REASON FOR REPORT

To present the Greater Hume Children Services policies for adoption.

REFERENCE TO DELIVERY PLAN ACTION

Statutory matter.

DISCUSSION

Following a review of all policies it was determined that as a business unit of Greater Hume Shire Council it was appropriate for all Greater Hume Children Services policies to transition to the Council template. Apart from reformatting, no changes have been made to the content of the policies included in **ANNEXURE 6**, which are listed as follows:

- Engagement and Registration of Family Day Care Assistants Policy
- Fit and proper assessment of Family Day Care Educators, Assistants and adults residing at Family Day care Residence Policy
- Interest Free Loan Policy
- Provision of Information Assistance and Training to Family Day Care Educators Policy
- Social Media Policy
- Visitors to Family Day Care Educators Policy

Greater Hume Children Services provides care for children from six weeks of age; whilst in care children require the opportunity for sleep and rest.

BUDGET IMPLICATIONS

There are no foreseen implications to the budget.

CONCLUSION

Greater Hume Children Services is required under the National Law and Regulations (comprising the Education and Care National Law and the Education and Care Services National Regulations), to hold policies and procedures relating to the care and safety of registered children in care.

As a business unit of the Greater Hume Shire Council it is appropriate to have all policies uniform with those of Council.

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POLICY REVIEW - GREATER HUME CHILDREN SERVICES POLICIES [CONT'D]

RECOMMENDATION

That Council adopt the following *reformatted policies* as follows:

- Engagement and Registration of Family Day Care Assistants Policy
- Fit and proper assessment of Family Day Care Educators, Assistants and adults residing at Family Day care Residence Policy
- Interest Free Loan Policy
- Provision of Information Assistance and Training to Family Day Care Educators Policy
- Social Media Policy
- Visitors to Family Day Care Educators Policy.

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ENGINEERING

1. WALLA WALLA FLOODPLAIN RISK MANAGEMENT STUDY & PLAN – ADOPTION

Report prepared by Manager Traffic & Infrastructure – Michael Oliver

REASON FOR REPORT

For Council to consider adopting the Walla Walla Floodplain Risk Management Study and Plan.

REFERENCE TO DELIVERY PLAN ACTION

Strategy 8.3 To provide appropriate infrastructure to cater for our population.
Action 8.3.5.2 Develop floodplain risk management plans for Council's towns.

DISCUSSION

Works commenced in February 2017 on the development of the Walla Walla Floodplain Risk Management Study and Plan following the completion of the Walla Walla Flood Study. The Walla Walla Floodplain Risk Management Committee (with the same members who were on the Walla Walla Flood Study Committee) oversaw the development of the study and plan by Consultants GHD Pty Ltd.

The completed Study and Plan was endorsed by Council at the August 2017 monthly meeting of Council and then placed on public exhibition where no submissions were received.

An email including the internet link to the Walla Walla Floodplain Risk Management Study and Plan has been provided to Councillors for their information. **Also the plan can be accessed via <http://bit.ly/2fYwklo> or via Council's website.**

The main objective of the floodplain risk management studies and plans is to identify floodplain risk, test amelioration strategies for the management of risk and to put forward priorities and approximately costed recommendations in regards to flood risk mitigation.

Council requires consideration of a range of management options to effectively manage existing, future and continuing flood risks at Walla Walla. The outcomes from the Walla Walla Floodplain Risk Management Study and Plan will also assist the SES in preparing a Local Flood Plan for Walla Walla.

BUDGET IMPLICATIONS

Funding was obtained for the completion of the Floodplain Risk Management Study and Plan. Completion and adoption of the studies and plans is a requirement for approval of any future funding for infrastructure to ameliorate flood risks within the Greater Hume Shire Council area.

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WALLA WALLA FLOODPLAIN RISK MANAGEMENT STUDY & PLAN – ADOPTION [CONT'D]

CONCLUSION

The Walla Walla Floodplain Risk Management Committee met on Tuesday 25 July 2017 at the Walla Walla Memorial Hall and approved the Walla Walla Floodplain Risk Management Study and Plan. The study and plan is now forwarded to Council to be considered for adoption.

Extensive consultation and work has been undertaken in the development of the Walla Walla Floodplain Risk Management Study and Plan and it is considered appropriate that it is now adopted.

RECOMMENDATION

That Council adopt the Walla Walla Floodplain Risk Management Study and Plan.

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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 Circulars 26 to 29/2017. Copies of OLG Circulars are available from the website www.olg.nsw.gov.au.

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 36 - 39/2017. Copies of LGSA Weekly Circulars are available from the website www.lgsa.org.au.

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

The report on projects being undertaken by the Tourism and Promotions Officer is attached at **ANNEXURE 7**.

BUDGET IMPLICATIONS

Nil.

CONCLUSION

For councillors' information.

4. ECONOMIC DEVELOPMENT QUARTERLY REPORT

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

REASON FOR REPORT

To provide an update regarding the progress of projects undertaken during the quarter.

DISCUSSION

The report on projects being undertaken is attached at **ANNEXURE 8**.

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 30 SEPTEMBER 2017

The statements of bank balances and investment report as at 30 September 2017 are attached at **ANNEXURE 9**.

3. HUMAN RESOURCES REPORT FOR SEPTEMBER 2017

REASON FOR REPORT

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

DISCUSSION

The following staff commenced duties with Council during the September 2017 period.

- Natalie Mayne Casual Customer Service Officer

The following staff ceased duties with Council during September 2017:

- Robert Harding Plant Operator Walla Walla Parks

BUDGET IMPLICATION

Nil.

CONCLUSION

For Councillors' information.

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4. CHRISTMAS/NEW YEAR OFFICE CLOSURE

Report prepared by Manager Corporate Services – Suzanne Klemke

REASON FOR REPORT

To provide councillors with information on the dates for the 2017/18 Christmas/New Year office closure.

DISCUSSION

As councillors would be aware, Council's offices and customer service centres have traditionally closed for the period between Christmas and New Year.

The 2017/18 closure period will see Council's offices will close from 4pm Friday 22 December 2017 and reopen at 8.30am Tuesday 2 January 2018.

Closure dates will be advertised in Council's regular Public Notice advertisement and notices will be displayed at all customer service centres so as to fully inform residents and ratepayers of the office closure period.

CONCLUSION

For councillors' information.

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ENGINEERING

1. SEPTEMBER 2017 REPORT OF WORKS

Grants Program

State Roads Maintenance (RMCC):

Maintenance works and sign replacement on State Roads under the RMCC with the Roads and Maritime Services is continuing.

Regional Roads Block Grant:

General maintenance including guide posts, culvert and headwall repairs and potholes is continuing on all Regional Roads.

Heavy patching on Lockhart Rd (MR370) approximately 2km north of Walbundrie to repair rough road surface over culvert.

Tree pruning and removal on Urana Rd (MR125), Daysdale Rd (MR331) and Wagga Rd (MR211) has been carried out to reduce traffic hazards.

Local Roads

Sealed:

Reconstruction and widening of Hueske Rd, Jindera from Urana Rd to the brickworks has commenced.

Slashing and weed spraying has commenced on rural local roads throughout the shire.

General maintenance is continuing on Council's local sealed roads.

Unsealed:

Gravel resheeting on Blights Rd West, Cook Rd, Funk Rd, Nioka Rd, Cunningham Rd, Elsinore Rd and Five Chain Rd has been undertaken during the month of September.

Tree pruning of overhanging low limbs has continued to improve traffic movement on numerous roads, sealed and unsealed throughout the shire.

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REPORT OF WORKS [CONT'D]

Maintenance grading has taken place on the following roads in September:

- Anderson Rd
- Bahrs Rd
- Beach Road West
- Bloomfield Rd
- Brocklesby Balldale Rd
- Brooklyn Rd
- Drumwood Rd
- Glenview Rd
- Granite Hill Rd
- Hamdorf Rd
- Hillside Rd
- Hore Rd
- Hovell Rd
- Jerraluen Rd
- Kendalls Rd
- Klinberg Rd
- Kreuzbergers Rd
- Lindner Rd
- Lubkes Rd
- Luther Rd
- Majors Creek Rd
- Maloney Rd
- Mullers Rd
- Newton Rd
- Orelida Siding Rd
- Ortlipp Rd
- Quartz Hill Rd
- Riders Rd
- River Rd
- Rock Rd
- Scholz Rd
- Severins Rd
- Shippards Rd
- Stony Park Rd
- Vile Ln
- Woods Rd

Urban Streets:

Construction works to replace kerb and chanel in Young St, Holbrook adjacent to the Holbrook pool complex has been completed.

Reconstruction of Hopetoun St, between Gordon and Melville Sts, Culcairn has commenced. This includes kerb and chanel on the southern side.

Drainage and kerb and chanel works in Sladen Street, Henty is continuing as part of the Streetscape Project.

General:

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

General maintenance of public toilets and parks is continuing.

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REPORT OF WORKS [CONT'D]

Monthly Works Maintenance Expenditure:

Local Roads Program	Original Budget	YTD Budget	YTD Expenditure	YTD Variance
Urban Local Roads Maintenance	\$500,000.00	\$125,000.00	\$119,509.71	\$5,490.29
Rural Roads Sealed	\$650,000.00	\$162,500.00	\$164,460.10	-\$1,960.10
Rural Roads Unsealed	\$1,071,638.00	\$267,909.50	\$418,189.17	-\$150,279.67
Street Tree Maintenance	\$252,000.00	\$63,000.00	\$34,288.34	\$28,711.66

Regional Roads Program	Original Budget	YTD Budget	YTD Expenditure	YTD Variance
Regional Roads Maintenance	\$946,698.00	\$236,674.50	\$304,967.33	-\$68,292.83

Sportsgrounds, Parks & Public Toilets	Original Budget	YTD Budget	YTD Expenditure	YTD Variance
Sportsground Maintenance	\$114,802.00	\$28,700.50	\$25,936.88	\$2,763.62
Parks & Gardens Maintenance	\$226,129.00	\$56,532.25	\$57,328.03	-\$795.78
Public Toilets Maintenance	\$159,308.00	\$39,827.00	\$31,479.78	\$8,347.22

NB : Sportsground Maintenance excludes annual GHSC contribution payment

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2. WATER & SEWER REPORT – SEPTEMBER 2017

Capital Works Program:

- Culcairn Reuse dosing pump replacements - Completed

Operation & Maintenance:

- Replace frost damaged meters – VWS
- 1 x Water service repair – Culcairn
- 1 x Water main repair - Culcairn
- New water services – Brocklesby and Jindera area
- Raising sewer manhole lids in Culcairn, Henty & Holbrook
- Manhole maintenance – Holbrook
- Sewer choke – Railway St Walla Walla
- Sewer choke – Henty East St Culcairn
- Sewer choke – Welton St Holbrook
- 3 x Water services flushed due to discoloured water quality complaints

Drinking Water Monitoring Program:

- 8 - Water samples for Microbial Water Analysis submitted in the month of September 2017 for Villages and Culcairn Water Supply have all complied with the Australian Drinking Water Guidelines.

Water Quality

- 3 x Water quality complaints Jindera area – Discoloured water issues

Upcoming Month:

- Village Water Scheme, water main maintenance and new services
- Culcairn, water main maintenance
- Sterilise water main - Pomegranate Estate
- Relocate sewer point - Market St Walla Walla
- Clean Jindera Gap and Culcairn WTP reservoirs
- Xylem contractors to start preventive maintenance checks on all water & sewer assets

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ENVIRONMENT AND PLANNING

1. DEVELOPMENT APPLICATIONS PROCESSED FOR THE MONTH OF SEPTEMBER 2017

The schedule of development applications processed for the month of September 2017 is attached at **ANNEXURE 10**.

2. SENIOR WEEDS OFFICER'S REPORT – SEPTEMBER 2017

Roadside spraying on all sealed roads within the shire has been completed. Follow up on MR78 and 284 are yet to be finalised.

Swimming pool areas have been sprayed with a broadleaf chemical in preparation for the season opening.

The waste depots have had a knockdown herbicide applied to kill off all vegetation and provide an adequate fire break.

The cemeteries have had follow up spraying to prevent any spring growth.

Inspections for Chilean Needle Grass and Coolatai Grass have commenced along all road reserve areas in the south west of the shire. Where there are infestations on these roads, adjacent properties will be inspected for any possible outbreaks.

The weeds staff will be attending legal training in the coming weeks to comply with the introduction of the new Biosecurity Act that has commenced. Two will be completing the full week long course whilst the Senior Weeds Officer will be only required to complete a bridging course over 3 days. This will allow all staff to be able to carry out inspections when required and to complete the appropriate weed notices as per the new Act.

Council's Senior Weeds Officer and rangers from the Local Land Services are inspecting some of the Travelling Stock Reserves with the possibility of closing some reserves to stock if there are weed infestations present. This will prevent stock spreading weeds such as Chilean Needle Grass around the shire's road reserves.

The Henty Field Days weed shed was again well attended this year, with emphasis on the new Biosecurity Act. Many questions were raised about the deleting of the word "noxious" from the act and the introduction of the wording "General Biosecurity Duty" which includes all weeds.

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3. RANGER'S REPORT – SEPTEMBER 2017

COMPANION ANIMALS

No. of Complaints Received 14		Including: 3 barking dogs, 9 roaming dogs, and dealing with 2 aggressive dogs.	
No. of dog attacks: 1		Location: Walla Walla	A dog rushed out of a property and bit a dog being walked. Investigations continuing.
Comments:			
		Dogs	Cats
In Council's Facility at Beginning of Month		2	
Captured & Returned to Owners		4	
Captured & Impounded			3
Released from Pound to Owners		1	1
Surrendered by Owners			
Rehomed		1	
Euthanased			2
Remaining in Council's Facility at End of Month			

FERAL CATS

No. of Complaints:	3
No. Feral Cats caught:	11

LIVESTOCK

	Cattle	Sheep	Mule	Goats	Other
No. of Reports of Stock on Roads	3	1			
Instances - Returned to owners	3	1			
Impounded					
Vehicle accidents involving stock					

OTHER LIVESTOCK, WILDLIFE COMPLAINTS

Little Billabong and Culcairn Road – kangaroos euthanized.

ABANDONED VEHICLES

Jindera and Henty – removed by owners.

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RANGER'S REPORT – SEPTEMBER 2017 [CONT'D]

POLLUTION AND ENVIRONMENTAL INCIDENTS

Inspection conducted: Overgrown Vegetation Unsafe Land	2 owners spoken with, blocks mown. Inspections being conducted.
Pollution: Noise	Culcairn and Henty. Barking dogs - owners spoken to and ongoing monitoring. Holbrook – shop refrigeration unit noise assessment and monitoring continuing.
Pollution: Waste	Holbrook – household waste. Council removed. Owner identified and infringement issued. Culcairn – household materials. Council removed. Culcairn – asbestos waste dumped in 2 locations removed by Council employee.

ON-SITE SEWERAGE MANAGEMENT SYSTEMS

Inspection Type	No.	Compliant	Works required	Order Issued	Re-Inspection Required
OSMS Compliance Inspections	2			1	1
Pre-Purchase Inspections	1		1		1
OSMS Orders Compliance Inspections	3	2			1
Local Government Approval Inspections	5	4	1		1
OSMS Approvals To Operate Issued					

OTHER WORKS CONDUCTED

- Companion Animal Registrations continuing to come in from the letters sent out and follow up.
- Menacing and dangerous dog compliance checks.
- Microchipping dogs and cats.
- Assisted the RSPCA with welfare and trapping of excessive numbers of cats kept on a resident's property.
- RID online (Report Illegal Dumping online) updating with data entry.
- Noise monitoring.
- Woodcutting permit checks.
- OSMS Policy and file compliance updating.
- Culcairn Show amusement devices inspections.
- Walbundrie public toilets assistance with unblocking and arranged pumping out.
- Repairs to Mullengandra transfer station fence.

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RECOMMENDATION

That Part B of the Agenda be received and noted.

PART C – COMMITTEE AND DELEGATE REPORTS

Attached, in **ANNEXURE 11**, are notes of the following meeting:

- Minutes of the Greater Hume Shire Council Audit, Risk and Improvement Committee held on 12 September 2017
- Minutes of the Greater Hume Youth Advisory Committee Meeting held on 7 September 2017
- Minutes of the Culcairn Community Development Committee Meeting held on 12 September 2017.

DELEGATE REPORTS

Cr Heather Wilton Delegate Report is also attached in **ANNEXURE 11**.

RECOMMENDATION

That Part C of the Agenda be received and noted.