



Greater Hume Shire

To:

ORDINARY MEETING OF GREATER HUME SHIRE COUNCIL

WEDNESDAY, 21 SEPTEMBER 2016

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

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

STEVEN PINNUCK
GENERAL MANAGER

ORDER OF BUSINESS TO BE CONSIDERED
REFER OVERLEAF

ORDINARY MEETING OF GREATER HUME SHIRE COUNCIL

WEDNESDAY, 21 SEPTEMBER 2016

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. REPORTS FROM OFFICERS

- Oath and Affirmation
- Mayoral Election
- Deputy Mayoral Election

4. DECLARATIONS OF PECUNIARY INTEREST OR NON-PECUNIARY INTEREST (CONFLICT OF INTEREST)

5. APOLOGIES

6. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

- Minutes of the Ordinary Meeting of Council – 17 August 2016

7. ACTION REPORT FROM THE MINUTES

8. MAYORAL REPORT

9. FURTHER REPORTS FROM OFFICERS

PART A For Determination

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

PART B For Information

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

PART C For Information

10. MATTERS OF URGENCY

11. QUESTIONS ON NOTICE

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OFFICERS' REPORTS – PART A – FOR DETERMINATION

GOVERNANCE

1. INTRODUCTION OF OATH OR AFFIRMATION BY COUNCILLORS

Report prepared by General Manager – Steven Pinnuck

REASON FOR REPORT

Recent changes to the Local Government Act have introduced the requirement for Councillors to take an oath or affirmation.

REFERENCE TO DELIVERY PLAN ACTIONS

Statutory matter.

DISCUSSION

Recent amendments to the Local Government Act, 1993 now require councillors (including Mayors) to take an oath or affirmation. Details of the requirements are outlined in the Office of Local Government Circular No. 16-32 attached as **ANNEXURE 1** for Councillors information.

The oath or affirmation must be taken by each Councillor at the first meeting of a newly elected council or at the newly elected councillors first meeting following a by-election.

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

Oath

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

Affirmation

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

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

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

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

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

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

BUDGET IMPLICATIONS

Nil

CONCLUSION

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

RECOMMENDATION

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

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2. 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 two years.

REFERENCE TO DELIVERY PLAN ACTIONS

Nil.

DISCUSSION

Recent changes to section 230 of the Local Government Act now require a Mayor elected by Councillors to be elected for a two year term. Section 290(1) (a) of the Local Government Act 1993 provides that the election of the mayor by the councillors must occur within 3 weeks after an ordinary election.

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 2** for councillors' information.

Nomination papers are enclosed with this agenda.

BUDGET IMPLICATIONS

Mayoral allowance of \$11,703 per annum has been approved with adoption of 2016/2017 Delivery Plan and Estimates of Income and Expenditure. This includes a payment of \$1,877 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 2016 to September 2018.

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3. 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.

REFERENCE 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.

As outlined in the earlier report a Mayor elected by Councillors must be elected for a two year term, therefore it will be necessary to determine whether the Deputy Mayor is elected for the same term or a shorter term (i.e. 12 months).

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 \$1,877 will be made to the Deputy Mayor from 2016/2017 mayoral allowance of \$11,703.

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. Council determine the length of term for the Deputy Mayor and
2. 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.

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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 projects, events and activity they have been working on over the last twelve 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. |
| Strategy 5.4.2.2 | Provide more activities and facilities for our younger people including: investigating the feasibility of skatepark(s) concerts and movies. |
| Action 5.4.2.2 | Continue to provide a range of youth activities across the shire during Youth Week and school holiday periods. |

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.

BUDGET IMPLICATIONS

Nil

CONCLUSION

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

RECOMMENDATION

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

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ENVIRONMENT AND PLANNING

1. DEVELOPMENT APPLICATION 10.2016.91 – APPLICATION FOR CAFÉ – LOT 7 SEC 19 DP758711 – HERRIOT STREET MORVEN

Report by Director Environment and Planning - Colin Kane

REASON FOR REPORT

Council has received a development application from Rudebeck Super Pty Ltd for the development of a café at Lot 7 Sec 19 DP 758711 Herriot Street Morven (the site). This application is being reported to Council because a submission has been received by Council.

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

Description of Proposal and Location

The proposed development is for a change of use from a colorbond rural shed to a commercial premises operating as a café which will provide cooking and dining facilities. An all abilities toilet will be available for use by staff and patrons, and ample off-street parking will be provided.

The site is rectangular in shape and has an area of 9,000 square metres and is bordered by the crown roads Henty and Herriot Streets and the formed Council sealed Purtell Street. There is a colorbond shed on the property and no vegetation. Approximately 30 metres behind the proposed café is a dwelling and two more dwellings are to the east with the closest being about 90 metres away.

The proposal including the site plan, floor plans, elevations and landscape plans are attached in **ANNEXURE 3**.

CONSULTATION & REFERRAL PROCESS

The application was referred to eight (8) adjoining landowners and Council received a submission which does not object to the proposal, but raises a number of concerns.

The issues raised in the submission is summarised as follows:

- Herriot Street has incorrectly been signposted as a private road which will cause confusion for the café and has previously been raised with Council.
- Herriot Street is unsealed and the writer indicates that the current usage results in a dust nuisance. The additional usage arising from the café will exacerbate the situation and therefore Herriot Street should be sealed.
- The proposed café is to open Wednesday-Friday 6.00am-2.00pm and Saturday-Sunday 9.00am-3.00pm. The submitter is concerned about noise issues from traffic and would like a later opening time for Wednesday-Friday.

Consideration of the issues raised in the submission is made later within this report. A copy of the received submission is attached at **ANNEXURE 4**.

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DEVELOPMENT APPLICATION 10.2016.91 – APPLICATION FOR CAFÉ – LOT 7 SEC 19
DP758711 – HERRIOT STREET MORVEN [CONT'D]

ENGINEERING COMMENTS

Access

- Access to the café should be from a driveway that directly connects with Purtell Street which is to be constructed to Councils Standard Rural Driveway Crossover Detail.

Lighting

- All lighting to be kept within the developed site.

The following represents an assessment of the application as required by Section 79C of the EP&A Act.

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

Local Environmental Plan:

Greater Hume Local Environmental Plan 2012

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

Zoning

The subject land is zoned RU5 Village by the LEP. 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 objectives of the RU5 zone are aimed at encouraging a range of urban development opportunities to support village locations. This proposal will provide a café within Morven, representing a new commercial activity. The potential impact upon amenity is considered elsewhere within this assessment.

The development of a café is permitted with consent in the RU5 zone.

Essential Services

Clause 6.7 of the LEP relates to essential services and states:

Development consent must not be granted to development unless the consent authority is satisfied that any of the following services that are essential for the development are available or that adequate arrangements have been made to make them available when required:

- (a) the supply of water,*
- (b) the supply of electricity,*
- (c) the disposal and management of sewage,*
- (d) stormwater drainage or on-site conservation,*
- (e) suitable vehicular access.*

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DP758711 – HERRIOT STREET MORVEN [CONT'D]

The subject land can be provided with all necessary infrastructure. The method of sewerage disposal will be onsite however the site has adequate area to accommodate this method of disposal.

Development Control Plan

Greater Hume Development Control Plan 2013

The Greater Hume Development Control Plan 2013 ("the DCP") applies to all land within the Shire.

Chapter 4 of the DCP relates to commercial development generally, and sets out relevant considerations. The objectives of this chapter are set out as:

- *encourage orderly and economic development within the Shire having regard to its commercial and retail needs;*
- *accommodate the expansion of retail, commercial, professional services and community facilities for local residents in convenient locations within the Shire;*
- *promote pedestrian movement and connectivity within commercial areas;*
- *encourage the provision of additional parking spaces within any redevelopment to address the current parking deficiency within the centres;*
- *ensure the orderly and safe flow of traffic along main roads by prohibiting direct vehicular access to individual commercial activities;*
- *ensure the integrated shopping centre by reinforcing existing pedestrian movements and creating pleasant and interesting linkage to the extensions;*
- *ensure a safe and comprehensive pedestrian network throughout the expanded centres. Particular attention being paid to the separation of pedestrian access from parking, manoeuvring and loading/unloading areas;*
- *ensure that new or extension to a commercial development is compatible with the character of the area and enhances the streetscape and is compatible with adjoining nearby residences; and*
- *encourage the provision and retention of existing landscaping to be used as a buffer between proposed extension and the existing residential area and to be used to create an attractive streetscape to the main roads.*

The proposal generally responds to these objectives as it represents an economic development outcome for Morven. If the property is accessed directly from Purtell Street than amenity should be maintained for nearby residents.

The development standards of the DCP are considered below.

Location

Part 4.1 sets out development standards for location of commercial activities. The relevant standards are set out as:

1. *New commercial activities (including retail and office) to be located within the existing commercial centres and those centres identified within the adopted structure plans for each town or village.*

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DP758711 – HERRIOT STREET MORVEN [CONT'D]

2. *Small businesses which principally service local neighbourhoods may be located outside of town centres where it is demonstrated that such services are necessary and appropriate.*
3. *Commercial activities are encouraged in areas accessible to residents and visitors.*

Morven does not have a commercial precinct where a proposed café could locate. The use is permissible in the RU5 zone and the proposal does not derogate from abovementioned development standards.

Appearance and design

Part 4.2 sets out controls in relation to appearance and design, and states the following development standards:

1. *Shopfronts are to be designed to be inviting and active at street level.*
2. *Building facades facing the street are to contribute to the 'main street' commercial character of town centres.*
3. *Large expanse of blank or flat walls along a street frontage will be considered as incompatible with the objectives of these controls.*
4. *Car parking areas and access should be located behind the building frontage wherever possible.*
5. *Development is designed having regard to safety and where possible implements measure for Crime Prevention Through Environment Design.*

The DCP seeks to ensure that commercial developments within the Shire respond appropriately to their context and best practice design principles.

In this instance, the abovementioned development standards are not relevant to the proposal which is a business not located amongst other businesses. It is considered that the proposed modifications to the existing shed will improve the appearance of the structure.

Car parking is located to the east of the structure and some landscaping elements will be provided.

Landscaping

Part 4.3 of the DCP refers to landscaping, and sets out the following development standards for consideration:

1. *Developments that are set back from the street frontage shall incorporate appropriate landscaping with the front setback that enhances the visual quality and character of the street.*
2. *On-site car parking areas in excess of 10 spaces are to be provided with appropriate internal landscaping.*

The development plans indicate that landscaping is to be provided adjacent to the car parking which will be acceptable.

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Heritage

Clause 4.4 of the DCP refers to Heritage generally and sets out the following development standards:

1. *Developments adjoining and in the vicinity of a heritage item are to be designed to complement rather than detract or dominate.*

The proposal is located a considerable distance from the nearest heritage item which is the Round Hill Hotel and Stables. With reference to the criteria of the DCP it is considered that the proposal will not detract or dominate the heritage item.

Signage

Part 4.5 of the DCP refers to signage and states the following development standards:

1. *Signage to be kept to a minimum and appropriate for the type of commercial activity being undertaken.*
2. *Signage to be of a scale in proportion of the building (i.e. must not to dominate the building facade or street frontage).*
3. *Signage not to be a hazard for pedestrians or motorists.*
4. *Moving and/or flashing signs are to be avoided.*

The proposal includes a small sign to be located perpendicular with Purtell Street which will have the name of the business located upon it.

The proposed signage types are considered to be appropriate to the type of development being proposed.

Parking

Part 4.6 of the DCP relates to car parking for commercial development and has the following requirements:

1. *Car parking is to be located to the side or rear of the development.*
2. *Car parking to be provided at the rate required in Chapter 5 of the NSW Roads & Maritime guide, shown in Table 4.1 below.*
3. *Parking spaces should be designed in accordance with Australian Standard 2890.1 and 2890.2.*
 - *Car parks adjoining public land (including a road) shall be provided with a landscape strip at the interface.*
 - *Car parking to be accessible at all times during the business hours of the premises.*
 - *Car parks to be designed to provide pedestrian connectivity and minimise conflicts between vehicles and pedestrians.*
 - *Loading facilities are to be located at the rear or side of the building and not adjacent to any residential property.*
4. *Loading and unloading facilities are to be provided in accordance with the provisions of Policies Guidelines and Procedures for Traffic Generating Development.*

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5. *Loading and unloading areas are to be located separate from other vehicle manoeuvring areas, car parking areas and pedestrian movement areas.*

The development proposes a total of 12 car parking spaces inclusive of a disabled space which complies with the requirements of the DCP.

GREATER HUME SHIRE COUNCIL SECTION 94A PLAN

Council has in place a shire-wide Section 94A plan that requires a developer contribution for most development applications. \$100, 000 is the threshold value for development that attracts a payment under the plan. The cost of establishing the café is beneath this amount.

- **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.**

The following table assesses the likely impacts of the development.

ISSUE	ACCEPTABLE	COMMENT
Context setting &	✓	The subject land is bounded by Purtell, Herriot and Henty Streets Morven. It is centrally located within the village. The site has residential properties in proximity however the café should operate in a manner that will not affect the amenity of nearby residences.
Access & parking	✓	The subject land will have suitable access when a separate access is provided from Purtell Street. Internally, the proposal provides an adequate provision for car parking to accommodate the proposed uses of the building.
Roads & traffic	✓	Councils engineering department is satisfied with the development in relation to the access to the property.
Utilities	✓	All utilities are available to the property, including onsite sewerage disposal, water, electricity, and telecommunications.
Heritage	✓	The subject site does not contain any identified heritage items. The land is also not within any heritage conservation area.
Stormwater	✓	The proposal will comprise hardstand or roof catchments to the minor extent in relation to the site area. At present, the site has minimal vegetation and is unsealed. It is anticipated that there will be a minimal increase in stormwater run-off from the property.

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ISSUE	ACCEPTABLE	COMMENT
Soils & erosion	✓	Potential for erosion is at its greatest during the construction stage of the development. Site stabilisation will be required to prevent sediment run-off or erosion.
Flora & fauna	✓	No impacts from the development of the property.
Flooding	✓	Preliminary investigations on flooding indicate that the site is not unaffected by flooding.
Bushfire	✓	The subject land is not bushfire prone.
Technological hazards	N/A	None.
Safety, security & crime prevention	N/A	None.
Privacy	✓	The proposed café has little potential to affect the privacy at shared residential interfaces. Conditions will be imposed requiring some landscaping to be provided to the eastern and southern property boundaries.
Landscaping	✓	The site is largely devoid of vegetation. The proposal will involve provision of new landscaping.
Overshadowing	✓	No significant overshadowing is likely as a result of the proposed development.
Land resources	N/A	None.

- **79C(c) The suitability of the site for the development.**

The proposed development involves establishing a café and the location of the property is considered to be appropriate for such an activity given its position in the middle of the Morven Village.

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

The application was referred to eight (8) adjoining landowners. Council received a total of (1) submission that raised concerns but did not object to the proposal.

The issues raised in the submissions are summarised as follows:

Noise Impacts

As mentioned the submitter is concerned about the 6.00 am opening time for Wednesday through to Friday. In response it is considered that this opening time could be permitted for the following reasons:

- applicant will be required to provide a separate driveway that should be located a suitable distance from Herriot Street and the submitters home.

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- Noise emanating from the early morning trade is predicted to be minimal and consistent with what might be expected in a residential area where people start cars and leave for work at that time.
- Conditions of consent can be imposed which can be utilised should patrons or the staff of the café create a noise nuisance.

Amenity Impacts

The submitter was concerned about dust issues resulting from the use of Herriot Street for access to the development. The applicant will be required to provide a separate driveway which will ameliorate the issue of raised dust.

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 conditions;
2. defer the application for further information or redesign; or
3. refuse the application.

After considering the requirements of Section 79C of the EP&A Act, the proposal is recommended for approval subject to the following conditions

RECOMMENDATION

Pursuant to section 81(1)(a) of the Environmental Planning and Assessment Act 1979 and subject to the following conditions of consent Council approve the café at Lot 7 SEC 19 DP 758711 Herriot Street Morven:

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.

PRIOR TO THE ISSUE OF A CONSTRUCTION CERTIFICATE

The following conditions of consent must be complied with prior to the issue of a construction certificate by a Certifying Authority. The Certifying Authority can be either Greater Hume Shire Council or an Accredited Certifier. All necessary information to comply with the following conditions of consent must be submitted with the application for a construction certificate.

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DP758711 – HERRIOT STREET MORVEN [CONT'D]

2. The applicant is to submit for further approval of the consent authority details of:
 - a. A driveway connecting the café with Purtell Street which is to be located a considerable distance from the adjacent dwelling on the eastern boundary and connect with the carparking proposed to be located on the east of the café.
 - b. Landscaping in the form of advance trees (1 metre minimum height) to be planted along the eastern and southern boundaries.

PRIOR TO THE COMMENCEMENT OF ANY WORKS

The following conditions of consent have been imposed to ensure that the administration and amenities relating to the proposed development comply with all relevant requirements. A Certifying Authority can either be Greater Hume Shire Council or an accredited certifier. All of these conditions are to be complied with prior to the commencement of any works on site.

3. Construction Certificate Required

Prior to the commencement of any works, a construction certificate is required to be issued by a Certifying Authority.

Enquiries regarding the issue of a construction certificate can be made to Council on 02) 6029 8588.

4. Appointment of a Principal Certifying Authority

Prior to the commencement of any works, the person having benefit of a development consent, or complying development certificate must:

- a. appoint a Principal Certifying Authority; and
- b. notify Council of the appointment.

5. Notify Council of Intention to Commence Works

The applicant must notify Council, in writing of the intention to commence works at least two (2) days prior to the commencement of any works on site.

6. Erosion and Sedimentation Control

Prior to the commencement of any works on site, controls shall be implemented prior to clearing of any site vegetation, to ensure the maintenance of the environment and to contain soil erosion and sediment on the property. Erosion and sediment controls shall be maintained until all construction works are completed and all disturbed areas are restored by turfing, paving and revegetation.

Note: On the spot penalties up to \$1,500 will be issued for any non-compliance with this requirement without any further notification or warning.

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7. Toilet Facility

Prior to the commencement of any works on site, a flushing toilet facility is to be provided on site. The toilet must be connected to either a public sewer, or an accredited sewage management facility, or to an alternative sewage management facility (chemical closet) approved by Greater Hume Shire Council.

8. Vehicular Crossing Application

Prior to commencement of works, a vehicular crossing application shall be submitted to and approved by Council. Note: see conditions 2 and 11 for driveway requirements.

9. Sign During Construction

Prior to the commencement of works, a sign must be erected in a prominent position on site during construction:

- a. Stating that unauthorised entry to the work site is prohibited,
- b. Showing the name of the person in charge of the work site and a telephone number at which that person may be contacted outside working hours, and
- c. Showing the name, address and a telephone number of the Principal Certifying Authority for the development.

Note: A \$600 on the spot fine may be issued for non-compliance with this condition.

PRIOR TO OCCUPATION OF THE DEVELOPMENT

The following conditions of consent must be complied with prior to the issue of an Interim Occupation Certificate or Final Occupation Certificate by the Principal Certifying Authority.

10. Interim/Final Occupation Certificate Required

Prior to the commencement of any use and/or occupation of the subject development (whole or part), either an Interim Occupation Certificate or Final Occupation Certificate must be issued.

Prior to the issue of any Occupation Certificate the Principal Certifying Authority must be satisfied that the development (part or whole) is in accordance with the respective Development Consent, Construction Certificate or Complying Development Certificate.

- 11.** Prior to the issue of an Occupation Certificate a new driveway crossover is to be constructed to Council's Standard Rural Driveway Crossover Specifications along Herriot Street.

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DP758711 – HERRIOT STREET MORVEN [CONT'D]

12. GENERAL CONDITIONS

The following conditions have been applied to ensure that the use of the land and/or building is carried out in such a manner that is consistent with the aims and objectives of the planning instrument affecting the land. A Principal Certifying Authority can either be Greater Hume Shire Council or an accredited certifier.

13. Compliance with Construction Certificate

All building works approved in this development consent must comply with the terms of the consent the plans, specifications and any other approved documents relevant to the approved Construction Certificate.

14. Submission of an Annual Fire Safety Certificate

The owner of any building in which fire safety measures are installed, must cause the Council to be given an annual fire safety statement, within 12 months after the last such statement or final fire safety certificate was issued.

The certificate shall certify:

- a. that each essential fire safety measure has been assessed by a properly qualified person and was found, at the date of assessment, to be capable of performing to a standard not less than that required by the current fire safety schedule, and
- b. that a properly qualified person has inspected the building and has certified that, as at the date of inspection, the condition of the building did not disclose any grounds for a prosecution under Division C.

15. During Construction

During the construction period the applicant must ensure that:

- a. There is provision of a trade waste service to ensure that all debris and waste material is removed from the site for the period of construction;
- b. All plant equipment, fencing or materials of any kind is not placed or stored upon any public footpath or roadway; and
- c. Any building work is to be carried out within the following hours;
 - i. Monday – Friday between the hours of 7:00am to 6:00pm and Saturday between 8:00am and 1:00pm in all zones. No work may be carried out on Sundays or public holidays.

Note: On the spot penalties up to \$1,500 for an individual or \$3,000 for a Corporation will be issued for any non-compliance with this requirement.

- 16.** No external sound amplification equipment or loudspeakers are to be used for the purposes of announcement, broadcast, playing of music, ringing of telephones or similar purpose.

- 17.** The finishes of all structures are to be maintained at all times and any graffiti or vandalism immediately removed/repaired.

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- 18.** The approved development must not adversely affect the amenity of the neighbourhood in any way, including:
- a. the appearance of any building, works or materials used;
 - b. the parking of motor vehicles;
 - c. the hours of operation;
 - d. electrical interference;
 - e. the storage of chemicals, gasses or other hazardous materials; or
 - f. emissions from the site.
- 19.** Rubbish skips and the like must not be placed or allowed to remain in the view of the public. Offensive odour must not emit from any rubbish receptacle on the site.
- 20.** All external lighting of the site, including to parking areas and buildings, must be located, directed, baffled and shielded and of such limited intensity that no nuisance or loss of amenity is caused to any person beyond the site.
- 21. Hours of Operation**
The approved hours of operation for the use of the premises are Wednesday-Friday 6.00am-2.00pm and Saturday-Sunday 9.00am-3.00pm.
- 22. Submit a Trade Waste Application**
The applicant is to submit a trade waste application to the Greater Hume Shire Council and upon approval enter into a Trade Waste Agreement with the Greater Hume Shire Council.
- Reason: To prevent damage to Council's Waste Water Treatment Works and subsequent pollution of waterways, to comply with the Local Government (General) Regulation 2005 and to satisfy Section 79C(1)(b) of the Environmental Planning and Assessment Act, 1979, as amended.
- 23. A separate Local Government Act "Activity Approval" is required for the on-site sewerage management system**
A separate approval under the Local Government Act is required for the on-site sewerage management system. The application is to be accompanied by a site plan showing the location of the tank(s), the drainage lines and the irrigation/absorption area in relation to the buildings on the site and the site boundaries. A copy of the manufacturers details for the proposed tank is also required together with an on-site wastewater disposal design in accordance with AS 1547-2000.

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2. DEVELOPMENT APPLICATION 10.2015.136 – HOSPITAL AND AGED CARE FACILITY ALTERATIONS AND EXTENSIONS – 51-57 BALFOUR & 12-22 EDWARD STREETS CULCAIRN

Report by Bradley Peach – Environmental Health & Building Surveyor

REASON FOR REPORT

The purpose of this report is to update Council of amendments to the above development application which is to be reported to the JRPP.

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

DETAILS OF PROPOSAL

Council has received a development application from NSW Health Infrastructure for a major expansion of Culcairn Hospital and Kiltearn House to accommodate a new Inpatient Unit (IPU) and Residential Aged Care (RAC) facility at the existing Multi-Purpose Service (MPS) facility. The proposed development includes 7 inpatient beds, 16 residential aged care rooms, 7 acute care bays and a community health facility. Other facilities include staff zones, staff amenities, store rooms, clinical areas and support and mortuary zones. The proposal will result in the complete demolition and re-construction of the hospital building. An amended plan of the new driveway arrangement is attached as **ANNEXURE 5**.

The property is situated between 51-55 Balfour and 12-22 Edward Streets Culcairn containing Lot: 2-5 Sec: 4 DP: 5523, Lot: 15-20 Sec: 4 DP: 5523, Lot: 1 DP: 878659 & Lot: 1 DP: 862523. The surrounding land is developed with residential dwellings. The subject land is zoned Village RU5 under Greater Hume Local Environmental Plan 2012 (GHLEP 2012) and is identified to be within the Culcairn Flood Study area.

As the proponent for the development is the Crown and the value of the development will exceed \$5 million (\$17,939,114 estimated cost), the Southern Region JRPP will be the consent authority for this application.

Council resolved at its Ordinary Meeting on 17 February 2016:

1. *That Council:*
 - a. *Receive and note the report*
 - b. *Resolve that it has no objection to the proposal and fully support the proposed development subject to the applicant demonstrating adequate provision for deliveries to be made in a manner that ensures that truck movements entering and exiting the site in a safe manner.*
2. *Should the assessment report recommend approval then Council will not reconsider the matter prior to determination by the Southern JRPP.*

The JRPP met on the 13 April 2016 and submissions were heard from the community on the proposed application.

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ALTERATIONS AND EXTENSIONS – 51-57 BALFOUR & 12-22 EDWAROAD STREETS CULCAIRN
[CONT'D]

The Panel resolved unanimously:

1. That the Development Application be deferred for additional information that provides details of a servicing facility that provides for vehicles to enter and leave in a forward direction and that are of a size that meets the servicing needs of the facility.
2. That on submission of the additional information that a memo be prepared for the Panel's consideration including proposed conditions as agreed with NSW Health Infrastructure.
3. The amended recommended conditions of consent should also add the following sentence to the condition regarding the Demolition/Waste Management Plan: "Prior to certification of the Demolition/Waste Management Plan, the Certifier must obtain the agreement of Council where it is the intention to dispose of waste materials in a Council managed facility."
4. That the application be determined at an electronic meeting.

Representatives of Health Infrastructure (HI) met with the General Manager, Director of Environment and Planning and the Environmental Health and Building Surveyor to discuss proposed alterations to the Culcairn Hospital and Aged Care Facility on 9 August 2016 and additional information was provided to address the concerns expressed by Council and the Panel with regard to the initial design of the vehicle turning area and loading/un-loading area.

Amended plans addressing those concerns relating to turning circles of vehicles and their ability to leave the property in a forward motion have been submitted and are deemed satisfactory for the development. This has been possible following the purchase of the adjoining property (to the east). Refer **ANNEXURE 5**.

Amendments to the condition relating to the Demolition/Construction Waste Management Plan have been undertaken as per the JRPP requirements above.

NOTIFICATION AND REFERRAL PROCESS

The amendments were advertised in the Border Mail for the information of the general public and the immediately effected neighbours notified of the proposal in writing.

The application was re-notified from 22 August to 5 September acknowledging that the JRPP has the function of determining the application.

No submissions have been received following the above process.

BUDGET IMPLICATIONS

Nil. No change.

ASSESSMENT

Essentially no change to other areas of the development. Issues relating to Access and Parking have been satisfied with amended plans provided by HI.

Conditions relating the eastern and western lanes remain unchanged.

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ALTERATIONS AND EXTENSIONS – 51-57 BALFOUR & 12-22 EDWAROAD STREETS CULCAIRN
[CONT'D]

CONCLUSION

Reference is made to the Assessment Report and conclusion details in the previous Report to Council.

HI concurs with the draft conditions of consent and those conditions are recommended to the JRPP for development consent.

RECOMMENDATION

That Council receive and note the update report on the Culcairn Hospital and Aged Care Facility.

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GOVERNANCE

Items 1,2 and 3 dealt with earlier in the agenda.

4. 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 2016 to September 2017.

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 2015/2016 year, the November meeting was held at Jindera and the March meeting was held at Walbundrie.

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 Gerogery in November 2016 and Burrumbuttock in March 2017.

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 2017 as has been the practice for several years.

This year it will be necessary to defer the October meeting to the fourth week due to the Local Government NSW Conference. It is proposed that the October meeting be held on Wednesday 26 October 2016.

BUDGET IMPLICATIONS

Adequate allocations have been made within the 2016/2017 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 the January 2017 and October 2016 meetings.
2. no ordinary meeting of Council be scheduled for January 2017. Should a matter of urgency arise, the Mayor shall call an extraordinary meeting in accordance with Council's Code of Meeting Practice.
3. The October 2016 meeting be held on Wednesday 26 October 2016.
4. the venue for meetings shall rotate between Culcairn and Holbrook except for the November 2016 meeting which will be held at Gerogery and the March 2017 meeting which will be held at Burrumbuttock.

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5. 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

Annually Council determines its delegates to a number of internal and external Committees for the ensuing 12 months, with the exception of Riverina Water County Council where delegates are appointed for the four year term of Council.

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.

ORGANISATION/COMMITTEE	DELEGATE(S) 2015/2016	DELEGATE(S) 2016/2017
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	
Apprentices Trainees Employment Limited (ATEL) Board	Cr Schoff	Now an individual appointed and not required to be appointed by Council.
Australia Day Committee	Crs O'Neill, Schilg, Osborne (Cr Wilton ex officio)	
Culcairn/Henty/Holbrook Floodplain Risk Management Committee	Cr Wilton (Chair)	
General Manager's Performance Review Committee	Mayor, Deputy Mayor, Cr Schilg	Note 1
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	Recommend that appointment to this Committee be deferred pending a review of the Committee structure.

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APPOINTMENT OF DELEGATES [CONT'D]

ORGANISATION/COMMITTEE	DELEGATE(S) 2015/2016	DELEGATE(S) 2016/2017
Greater Hume Shire Tourism Advisory Committee	Crs Schoff, Schilg Quinn (alternate Cr Meyer)	Recommend that appointment to this Committee be deferred pending a review of the Committee structure.
Holbrook Submarine Museum Committee	Cr Wilton (alternate Cr Heriot)	
Audit Risk and Improvement Committee (formally Internal Audit)	Crs McInerney and Schoff <i>Advise all crs when this committee is meeting.</i>	
Jindera Floodplain Risk Management Committee	Cr Osborne (Chair)	
Joint Regional Planning Panel (Greater Hume Shire representatives)	Cr Osborne & Brent Livermore	Appointment of Brent Livermore has expired therefore a further report will need to be brought before Council.
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 Osborne) and Director Corporate and Community Services	
Riverina Water County Council	Appointed for a 4 year term. Crs McInerney and Meyer	
Rural Fire Service Bushfire Management Committee.	Cr Osborne (alternate Cr Schoff)	

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APPOINTMENT OF DELEGATES [CONT'D]

ORGANISATION/COMMITTEE	DELEGATE(S) 2015/2016	DELEGATE(S) 2016/2017
Softwoods Working Group	Cr Wilton (alternate Cr McInerney)	
Squirrel Glider Local Area Management Plan Project Committee	Cr Annette Schilg	
Walla Walla Floodplain Risk Management Committee	Cr Schoff	

Note 1: General Manager's Review Committee

At the July 2013 Council meeting, the structure for the General Manager's Performance Review Committee was determined as follows:

"That the General Manager's Performance Review for the assessment of performance to 30 June 2014 be conducted by a General Manager's Performance Review Committee (in accordance with the Guidelines) comprising Mayor, Deputy Mayor, one other councillor and a further councillor nominated by General Manager (if he deems it necessary) and that the Committee to provide a report to full council."

To this point the General Manager has not deemed it necessary to nominate a Councillor.

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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6. 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 and section 335, 337(2) and 380 of the Local Government Act.

REFERENCE TO DELIVERY PLAN ACTIONS

Statutory matter.

DISCUSSION

Section 377 (2) 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.

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.

Details of 44 community committees with functions previously delegated by Council are included as **ANNEXURE 7**. As these Committees are pivotal to the delivery of services and facilities in those communities it is recommended that these delegations be approved for a further four years.

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 under section 377 (2) of the Local Government Act, Council approve delegations to the:

1. Mayor and General Manager the functions listed in the respective instruments of delegation attached as **ANNEXURE 6** and
2. Community Committees as detailed in **ANNEXURE 7**.

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7. LOOSE FILL ASBESTOS INSULATION UPDATE

Report prepared by General Manager – Steven Pinnuck

REASON FOR REPORT

To update Council on the number of positive tests with respect to loose fill asbestos within the shire and additional support mechanisms that have been put in place or proposed.

REFERENCE TO DELIVERY PLAN

Strategy 3.1 To improve quality of life and sustain our populations.

DISCUSSION

As at 6 September 1,745 households within the Shire had been registered for free testing under the State Government's Loose Fill Asbestos Testing Program. Of these registrations 74 properties will not be tested as they do not fit the guidelines (i.e. constructed after 1980).

To date 496 properties have been tested with 27 testing positive for the presence of Loose Fill Asbestos Insulation. All the aforementioned properties are in Holbrook and Council is aware of another property that has tested positive in Holbrook making a total of 28.

Whilst it is highly probably that the number of affected properties will continue to rise, it is difficult to put a number on just how many properties will be affected across the Shire and particularly in Holbrook.

As it is most likely that all affected properties will be acquired by the State Government and demolished it has the potential to significantly impact the viability and vitality of Holbrook if not managed correctly.

To this end Council has established a support group which has been attended by Senior Staff and the Mayor. To date two meetings of the support group have been held.

Council has developed an excellent relationship with the Office of Fair Trading and has been proactive in developing solutions to issues raised by affected residents. From the last meeting on 8 September two major issues raised were; the delay in valuations being undertaken following advice of positive tests and the lack of storage facilities in Holbrook for those wishing to rebuild.

Council is liaising with the Office of Fair Trading regarding the valuation process and working with affected residents to develop solutions to storage issues.

At the meeting held on 8 September, Richard Bull representing Holbrook Rotary advised that Rotary would be willing to assist in any way possible.

BUDGET IMPLICATIONS

At this time no further budgetary impacts to those outlined at the June meeting.

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LOOSE FILL ASBESTOS INSULATION UPDATE [CONT'D]

CONCLUSION

It is considered most appropriate that Council continue to provide assistance and support to residents that have the misfortune to own a property with loose fill asbestos. Management is firmly of the view that the support group meetings and assistance provided to date will likely ease the stress and inconveniences that they will experience.

RECOMMENDATION

That the report be received and noted.

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8. HOLBROOK SUBMARINE MUSEUM COMMITTEE

Report prepared by Tourism and Promotions Officer – Kerrie Wise

REASON FOR REPORT

To advise Council on the results on the action taken to fill a vacancy on the Holbrook Submarine Museum Committee.

REFERENCE TO DELIVERY PLAN ACTIONS

Strategy 5.9	To improve our cultural facilities.
Action 5.9.2	Raise the profile of cultural assets and activities in the shire both locally and outside the shire.

DISCUSSION

Two vacancies have occurred over the previous three months for the Holbrook Submarine Museum Committee, expressions of interest through ongoing advertising and community liaison for two community representatives to serve on the Committee have now been received.

Council received three nominations for the two vacant positions. At the 9 August meeting the Holbrook Submarine Museum Committee recommended Mrs Cathie Mann and Mr Dale Turner as the most suitable applicants.

BUDGET IMPLICATIONS

Nil.

CONCLUSION

The Committee is an active Committee of Council providing a valuable service to the shire on the preservation of the artefacts within the Submarine Museum.

RECOMMENDATION

That Mrs Cathie Mann and Mr Dale Turner are appointed to the Holbrook Submarine Museum Committee for the term of the new Council.

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CORPORATE AND COMMUNITY SERVICES

**2. 2015/2016 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 2016, which require certification and referral to Council's external auditors, Hill Rogers.

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. A copy of the required Statements are included as **ANNEXURE 8**.

3. Section 413(3) – The general purpose financial report must be prepared in accordance with the Act and the regulations and the requirements of:
4.
 - 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.
5. 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.
6. 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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2015/2016 ANNUAL AND SPECIAL PURPOSE FINANCIAL STATEMENTS – CERTIFICATE BY COUNCIL [CONT'D]

7. 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. 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

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.

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2015/2016 ANNUAL AND SPECIAL PURPOSE FINANCIAL STATEMENTS – CERTIFICATE BY COUNCIL [CONT'D]

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.

Detailed below is a snapshot of Council's financial position as at 30 June 2016 (subject to Audit)

	2015/2016 \$,000	2014/2015 \$,000
Operating Income	\$34,736	\$28,718
Operating Expenditure	\$28,146	\$27,398
Result from Continuing Operations	\$6,590	\$1,320
Capital Grants and Contributions	\$5,097	\$2,518
Net Gain / (Loss) on Disposal of Assets	(\$37)	(\$104)
Result Surplus/(Deficit) from Ordinary Activities	\$6,590	\$1,320
Operating Result from Discontinued Operations	0	0
Net Surplus for Year	\$6,590	\$1,320
Capital Expenditure (Net of disposals)	\$15,267	\$9,479
Total Current Assets	\$27,383	\$29,508
Total Current Liabilities	\$6,079	\$7,004
Total Non-Current Assets	\$466,320	\$459,593
Total Non-Current Liabilities	\$5,455	\$5,348
TOTAL EQUITY	\$482,169	\$474,749

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2015/2016 ANNUAL AND SPECIAL PURPOSE FINANCIAL STATEMENTS – CERTIFICATE BY COUNCIL [CONT'D]

External/Internal Restrictions (Reserves)

Council has maintained strong externally restricted reserves of \$6,054,897 (includes \$158,104 held in Trust) and internal restrictions of \$13,518,586.

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.

An amount of \$3,305,892 has been restricted for uncompleted works across the Shire.

PERFORMANCE RATIOS		
	2015/2016	2014/2015
Unrestricted Current Ratio Assesses the adequacy of working capital and the ability to satisfy obligations in the short term the unrestricted activities of Council. (Benchmark > 2:1)	6.09:1	4.80:1
Debt Service Cover Ratio Assesses the availability of operating cash to service debt including interest, principal and lease payments.	9.27:1	7.69:1
Rates and Annual Charges Outstanding Percentage To assess the impact of uncollected rates and charges on Council's liquidity and the adequacy of recovery efforts.	6.87%	8.71%
Building and Infrastructure Renewals Ratio Accesses the rate at which assets are being renewed against the rate at which they are being depreciated	178.69%	102.77%

Minor Funds

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

FUND	\$ `000
Greater Hume Shire Council Sewerage Fund	\$2,794
Greater Hume Shire Council Water Fund	\$1,377
TOTAL	\$4,171

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2015/2016 ANNUAL AND SPECIAL PURPOSE FINANCIAL STATEMENTS – CERTIFICATE BY COUNCIL [CONT'D]

Audit Committee Review

A meeting of the Greater Hume Shire Council Internal Audit Committee was held on Wednesday 7 September 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 on all aspects of the statements.

Following review by the Audit Committee, the following resolution was passed:

RESOLVED [Schoff/Quinn]

That:

- 1. The Internal Audit Committee Report to Council that it has reviewed the draft Annual Financial Statements, being the general purpose reports, special purpose reports and special schedules, and has received all the information and explanations that it has requested.*
- 2. That the Committee has formed the tentative opinion that it is not aware of any matter that would prevent Council from executing the certificates required by section 413 of the Local Government Act 1993 (as amended).*
- 3. That, upon completion of the audit, Committee members will receive the following documents and will further consult by email: details of changes to the draft statements as reviewed by the Committee, Auditors Report to Audit Committee and 2 draft Audit Reports.*
- 4. That, upon completion of the further consultation, the Chairman is authorised to communicate the result of its deliberations to the General Manager and Director, Corporate and Community Services.*
- 5. That the Committee commends the Chief Financial Officer and his staff on the preparation of the draft financial statements.*

The external auditor will present the 2015/16 financial statements to Council at the ordinary meeting to be held on 26 October, 2016.

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 2015/2016 General Purpose and Special Purpose Financial Statements .

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2015/2016 ANNUAL AND SPECIAL PURPOSE FINANCIAL STATEMENTS – CERTIFICATE BY COUNCIL [CONT'D]

RECOMMENDATION

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

1. The Annual Financial Statements for the year ended 30 June 2016 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 2015/2016 General Purpose and Special Purpose Financial Statements.
3. The Annual Financial Statements for the year ended 30 June 2016 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 2016 Council Meeting.

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3. JINDERA MULTI PURPOSE COMMUNITY CENTRE (MSO) PROJECT

Report prepared by Director Corporate & Community Services – David Smith

REASON FOR REPORT

To present tenders received for the Jindera Multi Purpose Community Centre project.

REFERENCE TO DELIVERY PLAN ACTION

Strategy 5.5	To maintain our health and aged care services.
Strategy 5.7	To improve the availability of childcare services and services within the shire.
Strategy 5.9	To improve our cultural facilities.

DISCUSSION

A comprehensive report on the Jindera Multi Purpose Community Centre was submitted to the May 2015 meeting of Council whereby the following resolution was passed:

RESOLVED [McInerney/Osborne]

That:

- 1. Council reaffirm its support for the proposed Jindera Multi-Purpose Centre.*
- 2. Management continue to develop design plans for the Jindera Multi-Purpose Centre and that a design be submitted to Council for approval prior to the commencement of an external tender process.*
- 3. undertake the required capital expenditure review and conduct a Council workshop at an appropriate time.*

In accordance with Section 23A of the *Local Government Act 1993* and Office of Local Government guidelines, a Capital Expenditure Review has been completed and submitted to the Office of Local Government for the proposed project. Advice has been received confirming that, after reviewing the information provided, the Office of Local Government has been determined that Council has satisfactorily addressed the required capital expenditure criteria.

Over the ensuing months, the design plans for the project were amended and finalised. Rather than conducting a Council workshop to review the final design plans as detailed in the May 2015 resolution, it was considered more appropriate that a formal report on the project be submitted to the December 2015 Council Meeting for consideration. The December 2015 report included as Annexures the Capital Expenditure Review submitted to the Office of Local Government together with the final design plans for the project.

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JINDERA MULTI PURPOSE COMMUNITY CENTRE (MSO) PROJECT [CONT'D]

Following consideration of the report, the following resolution was passed:

4255 RESOLVED [O'Neill/Osborne]

That Council:

1. *approve the Jindera Multi-Service Centre Project Capital Expenditure Review.*
2. *approve the final design plans for the Jindera Multi-Service Centre Project.*
3. *invite tenders via the open tendering method for the construction of the Jindera Multi-Service Centre.*

In accordance with the above resolution, tenders were called for the construction of the Jindera Multi Purpose Community Centre with submissions closing on Wednesday 14 September 2016.

At the close of the tender period, the following tenders were received

TENDERER	PRICE (EX GST) IN ASCENDING ORDER
Premier Building & Construction	\$1,545,379
Q1 Constructions	\$1,652,423
Joss Construction	\$1,682,694
Connelly Constructions	\$1,710,670
Magi-Build Contractors	\$1,787,920
Burton Constructions	\$1,814,189
Hanel & Sons	\$2,006,398
Brownrite Building Group	\$2,240,790

Following the close of tenders, tender evaluations were conducted by Director Corporate & Community Services, David Smith, Community Health & Wellbeing Coordinator, Jody Whitley, and Project Architect, Euan Pickett.

The review panel utilised a comprehensive evaluation matrix whereby each tender was assessed against pre-determined criteria of Previous Performance, Technical Compliance, Capacity/Resource Plan, Programming and Price.

Given that all tenders submitted exceeded the budget allocation for the project it is recommended that Council not accept any tender and, in accordance with Clause 178 (3)(e) of the Local Government Regulations 2005, enter into negotiations with Premier Building and Construction as the lowest priced tenderer with the aim of amending design parameters of the project to reduce the overall cost and maintain budget integrity.

The tender process undertaken by Council attracted submissions from a number of well qualified and experienced contractors. That being the case, Management are of the view that the calling of fresh tenders is unlikely to result in an improved tender being submitted by an alternate contractor.

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JINDERA MULTI PURPOSE COMMUNITY CENTRE (MSO) PROJECT [CONT'D]

BUDGET IMPLICATIONS

Costs associated with the construction of the proposed Jindera Multi Purpose Community Centre will be met from existing funds held in reserve following the sale of the Jindera Aged Care facility. As at the 30 June 2016 a total of \$1,537,034 remains in reserve.

A full financial analysis of the project was undertaken as part of the Capital Expenditure Review.

CONCLUSION

The tender process for the Jindera Multi Purpose Community Centre attracted a number of submissions from experienced contractors. However given that all tenders submitted exceeded the budget allocation for the project it is recommended that Council not accept any tender and, in accordance with Clause 178 (3)(e) of the Local Government Regulations 2005, enter into negotiations with Premier Building and Construction as the lowest priced tenderer with the aim of amending design parameters of the project to reduce the overall cost and maintain budget integrity

RECOMMENDATION

That:

1. In accordance with Clause 178 (1)(b) of the Local Government Regulations 2005 Council decline to accept any tenders for the Jindera Multi Purpose Community Centre project. The reason for declining to invite fresh tenders being that the tender process undertaken by Council attracted submissions from a number of well qualified and experienced contractors and as such the calling of fresh tenders is unlikely to result in an improved tender being submitted by an alternate contractor
2. In accordance with Clause 178 (3)(e) of the Local Government Regulations 2005 Council nominate Premier Building and Construction Pty Ltd as the preferred tenderer for the Jindera Multi Purpose Community Centre project and that Council enter into negotiations with Premier Building and Construction Pty Ltd with the aim of amending design parameters of the project to reduce the overall cost and maintain budget integrity. The reason for entering into negotiations with Premier Building and Construction Pty Ltd is that Premier Building and Construction Pty Ltd are the lowest priced tenderer by a considerable margin and as such it is unlikely that the cost savings required to maintain budget integrity could be obtained through negotiations with any of the other tenderers.

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4. TREATMENT OF LONG SERVICE LEAVE FOR SUPERANNUATION PURPOSES

Report prepared by Director Corporate & Community Services – David Smith

REASON FOR REPORT

To seek Council's consent to the adoption of revised provisions for the treatment of excess accrued Long Service Leave (LSL) under Clause 14 of the Local Government (State) Award 2014 (the Award).

REFERENCE TO DELIVERY PLAN ACTION

Not Applicable – Staffing matter

DISCUSSION

Pursuant to section 17 of the Industrial Relations Act 1996, the United Services Union (with the consent of the other parties to the Award), made an application to vary Clause 14 of the Award. The variation was ratified by the New South Wales Industrial Relations Commission on 1 July 2016. The variation takes effect on and from this date.

The variation allows eligible employees, with the consent of the employer, to have some or all of their excess long service leave (that being long service leave that an employee has accrued under the Award that is in excess of the long service leave that the employee would have accrued if covered by Section 4 of the Long Service Leave Act 1955), paid out at the employee's ordinary time rate of pay prior to termination.

Eligible employees who have excess long service leave paid out will be required to enter into a Salary Sacrifice Arrangement (as defined in the Award) for the equivalent amount to be paid into the Local Government Superannuation Scheme as ordinary time earnings.

Following is an example of how the amendments to the Award will operate.

A full-time employee with 10 years' continuous service with the employer accrues 13 weeks LSL under the Award, whereas they would have only accrued 8 weeks LSL if covered by s4 of the LSL Act. After 10 years' service, the employee would have up to 5 weeks Excess LSL which may, with the consent of the employer, be cashed out by way of a voluntary contribution to their superannuation account with Local Government Super.

Local Government Super has prepared a Fact Sheet explaining how the new arrangements will operate. A copy of the Fact Sheet is included as **ANNEXURE 9**.

The amendment to the Award requires Council's consent be granted to allow employees to participate in the arrangement. The benefit for Council is that the Award variation provides the opportunity for Council to reduce the amount of leave liability carried on the balance sheet, while at the same time, allowing employees to receive the benefit in a tax-effective manner.

BUDGET IMPLICATIONS

No direct budget implication however the proposal, if adopted by employees, would enable Council to reduce its overall long service leave liability.

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TREATMENT OF LONG SERVICE LEAVE FOR SUPERANNUATION PURPOSES [CONT'D]

CONCLUSION

The amendment to Clause 14 of the Award provides the opportunity for Council to reduce the amount of leave liability carried on the balance sheet, while at the same time, allowing employees to utilise their excess long service leave in a tax-effective manner.

RECOMMENDATION

That Council consent to eligible employees cashing out excess Long Service Leave for superannuation purposes in accordance with Clause 14 of the Local Government (State) Award 2014.

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5. CLOSURE AND SALE OF UNUSED ROAD RESERVE – JOBSONS ROAD AND HOFFMANS ROAD

Report prepared by Manager Corporate Services – Suzanne Klemke

REASON FOR REPORT

For Council to consider closing and disposing two separate sections of unused road reserve.

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

Council has received correspondence from Simon Wilksch wishing to purchase two separate portions of unused road reserve adjacent to their property being Lot 2 DP 554393 & Lot 46 DP 753751. A copy of the plan indicating both locations is attached in **ANNEXURE 10**.

Council may close a public road, as the road authority, under Section 34 of the Roads Act 1993.

The process to sell a portion of unused road is a two stage process with Council first required to endorse to close the road reserve to the public and secondly the proposal to sell will then proceed through NSW Department of Industry (Crown Lands Division).

Consultation with NSW Department of Industry has been undertaken and given that the land subject to this report has not been constructed or maintained by Council, it would appear that upon closing, the land would vest in Crown Lands.

Accordingly, the closure and sale of the road reserve will be managed by NSW Department of Industry (Crown Lands Division). Objections to the closure and sale will be managed as part of the second stage of the process. Thereby landowners have not been contacted by Council.

Council staff have inspected the site and considered the road reserve is excess to Council requirements and not required for any current or future road extensions of Councils road network.

Access to existing properties will be unaffected, with all current accesses contained in areas of the road reserve that is not to be sold.

Council has no assets within the road reserve and there is no formed road present. The land is heavily vegetated and protection of the existing vegetation will be through current environmental controls.

Following an on-site visit, staff see no issue if the road reserve is sold as it is surplus to council requirements, and it would allow the landholder to maintain the land with more surety of ownership.

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CLOSURE AND SALE OF UNUSED ROAD RESERVE – JOBSONS ROAD AND HOFFMANS ROAD
[CONT'D]

BUDGET IMPLICATION

No cost to Council.

CONCLUSION

The section of unused road reserve requested to be purchased by Simon Wilksch is surplus to Council needs and will have no impact on access to surrounding properties. It is therefore considered appropriate for Council to endorse the closure of the road reserve.

RECOMMENDATION

That:

1. Council endorse the closure of part of the road reserve adjoining Lot 2 DP 554393 on Hoffmans Road as detailed on attached maps, and
2. Council endorse the closure of part of the road reserve adjoining Lot 46 DP 753751 on Jobsons Road as detailed on attached maps, and
3. The Mayor and General Manager be authorised to execute associated documents under the Common Seal of Council.

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ENGINEERING

1. CULCAIRN - HOLBROOK ROAD LAND ACQUISITION (ROACH)

Report prepared by Director Engineering – Greg Blackie

REASON FOR REPORT

To finalise the land purchase required for the widening of the Culcairn – Holbrook Road west of the Billabong Creek Bridge.

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

DISCUSSION

In early 2016 Council completed the realignment and widening of a section of the Culcairn Holbrook Road west of the Billabong Creek Bridge to eliminate an accident black spot.

The works involved the realignment and widening of part of the existing road onto an adjoining property. As such this required a minor land acquisition to take place. Agreement on the land purchase was completed with the owners prior to construction work and this report is the finalisation of the land purchase requiring Council to sign and seal the associated documentation for the acquisition. Refer **ANNEXURE 11**.

BUDGET IMPLICATION

Minor cost associated with the purchase and associated survey and legal costs will be accommodated in Councils current budget.

CONCLUSION

Approval is now sought from Council for the Deed of Agreement and associated documentation for the purchase of the land to be executed by the Mayor and General Manager under the Common Seal of Council.

Upon finalisation the acquired section of land, being part crown allotment 38 and 130 in DP753330, will be dedicated as public road under Section 10 of the Roads Act 1993.

RECOMMENDATION

That the Mayor and General Manager be authorised to sign the Deed of Agreement and all other documentation associated with the acquisition of part crown allotment 38 and 130 in DP753330 under the Common Seal of Council.

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2. NAMING OF THE RECLASSIFIED ROAD 3.6 KM WEST OF HOLBROOK

Report prepared by Manager Assets – Andrew Vonarx

REASON FOR REPORT

To complete the process commenced at the June 2016 Council meeting by naming and gazetting the reclassified road

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 Ensure that a quality rural road network is provided and maintained throughout the shire.

DISCUSSION

At the June meeting of Council the following resolution was passed by Council:

- "1. Reclassify the 350m of road accessing three properties off the Culcairn Holbrook approximately 3.6km from Holbrook from a Class 8 to a Class 6 Road in Council's Road Strategy*
- 2. Commence the naming process for this section of road."*

The reclassification has since been completed and residents have been contacted regarding the naming of the road with the following names suggested:

- Paljac Lane was suggested being the property name at the end of the Lane. This has been rejected by the people who own the property as they intend to change this name.
- Teds Lane was suggested but this does not fit within the naming guidelines being a first name.
- Gunyah Lane was considered not appropriate as it is the name of one of the properties and there are three properties that access from the lane.
- Yellow Box Lane and Firetail Lane being the other names on the list suggested and as Yellow Box Lane was suggested by two of the residents and Firetail lane by only one then Yellow Box was considered the most appropriate.

Correspondence has since been sent to the landowners with Yellow Box as the suggested name and no objections have been received.

This information is now presented to council for approval and following endorsement by Council the new name will be advertised for two weeks and if no objections are received the name will then be gazetted.

Notification is then required to be sent to Australia Post, Registrar-General, Surveyor-General, NSW Police, Ambulance Service of NSW, State Emergency Service, New South Wales Fire and Rescue, NSW Rural Fire Service and Relevant property owners.

Included in **ANNEXURE 12** is a map showing location and extent of area being renamed, examples of letters to residents and replies from residents.

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NAMING OF THE RECLASSIFIED ROAD 3.6 KM WEST OF HOLBROOK [CONT'D]

BUDGET IMPLICATION

Cost of naming and gazettal will be met within current budget allocations.

CONCLUSION

The approval process is being followed and naming of this road will resolve addressing issues for those properties which are essential for service deliveries and emergency services.

RECOMMENDATION

That approval is given for the lane located 3.6 km west from Holbrook that commences at Culcairn Holbrook Road and continues 350 metres to the north be named Yellow Box Lane and this change be advertised, and then if there are no objections be gazetted with all relevant authorities notified and the signage erected.

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**3. RECONSTRUCTION OF RAYMOND STREET AND SUBMARINE PRECINCT
CARPARK, HOLBROOK**

Report prepared by Works Engineer – Andrew Walls.

REASON FOR REPORT

To consider tenders for the reconstruction of Raymond St and carpark at the submarine precinct, Holbrook.

REFERENCE TO DELIVERY PLAN ACTION

- 11.1.2.3 Review, renew and refresh Visitor Information Point network throughout the Shire.
- 11.3.2.1 Upgrade streetscapes in all major towns within the Shire.

DISCUSSION

Raymond Street and the submarine precinct form an integral and highly visible tourist attraction within the Shire.

Raymond Street and the existing carpark do not currently cater for the number of tourist vehicles visiting during the peak period of the school holidays and long weekends.

Advertisements were placed in the Sydney Morning Herald, Border Mail and on Tenderlink. Tenders closed on Wednesday 3 August. Five tenders were received via the Tenderlink portal.

Submitted prices ranged from \$383,363.30 to \$549,945.90. All prices are inclusive of GST.

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

NO	NAME	TENDERED AMOUNT (exc GST)
1.	Belmur P/L	\$525,087.77
2.	Excell Gray Bruni	\$477,969.00
3.	Hurst Earthmoving	\$549,945.90
4.	LongfoRoad Civil	\$474,901.87
5.	Sanananda Contracting	\$383,363.30

The tender submitted by Sanananda Contracting was checked and is mathematically correct. Referees were contacted and all gave positive feedback regarding breadth of personnel experience, quality of workmanship and professional conduct.

Sanananda Contracting attended a post-tender interview where they confirmed that they were satisfied with the price as submitted and have the experience and equipment to complete the project to the required standard in a safe and timely manner.

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RECONSTRUCTION OF RAYMOND STREET AND SUBMARINE PRECINCT CARPARK,
HOLBROOK [CONT'D]

The submitted price was calculated with the following restrictions in order to minimise disruption within the tourist precinct during school holidays;

1. Any work on Raymond St Stage 1 and the Carpark that commences after Monday 10 October must be to a stage of practical completion prior to Friday 16 December, 2016. This includes sealing of all pavement areas.
2. No work to Raymond St Stage 1 or the Carpark may be undertaken between Friday 16 December 2016 and Monday 30 January 2017 (NSW school holidays).
3. Work on Raymond St Stage 2 may be undertaken during the school holiday period however no construction vehicle access is permitted from Albury Street and access is only permitted via Bond Street.

Work in all areas is permissible between Monday 30 January 2017 and Friday 7 April, 2017.

A map of the scheme and a table of the apportionment used to assess the five tenders are included in **ANNEXURE 13**.

BUDGET IMPLICATION

The tendered price on \$383,363.30 (exc GST) is within the remaining budget of \$481,000. The tendered price does not include the possibility of provisional items which in any case would be expected to amount to less than 5% of the tender price.

CONCLUSION

Five tenders were received for the reconstruction of Raymond Street and Carpark at the submarine park precinct project. All five tenders were considered. The tender submitted by Sanananda Contracting has been assessed and there is no technical or practical reason to conclude that Sanananda Contracting is not capable of completing the contract to the required standard and within the allotted timeframe.

RECOMMENDATION

1. That the tender submitted by Sanananda Contracting of \$383,363.30 (exc GST) be accepted.
2. That the unsuccessful tenderers be notified.
3. That the General Manager and the Mayor be authorised to sign Contract documentation with Sanananda Contracting.

**ORDINARY MEETING OF GREATER HUME SHIRE COUNCIL
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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 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 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 14** is the report on projects being undertaken by the Tourism and Promotions Officer, Kerrie Wise.

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 2016

Attached, in **ANNEXURE 15** are the statements of bank balances and investment report as at 31 August 2015.

3. HUMAN RESOURCES REPORT FOR AUGUST 2016

Report prepared by Director Corporate & Community Services – David Smith

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

The following staff commenced duties with Council during August 2016

Trent Brown	Water and Sewer Operator - Jindera
-------------	------------------------------------

No staff resigned or retired from Council during August 2016.

Union Picnic Day will be held on Tuesday, 4 October 2016.

BUDGET IMPLICATION

Nil.

CONCLUSION

For councillors' information.

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ENGINEERING

1. WORKS REPORT – AUGUST 2016

Grants Program

State Roads Maintenance (RMCC):

Maintenance works on state roads under the RMCC with the Roads and Maritime Services is continuing. This has increased recently due to wet weather conditions.

Roadside spraying and slashing has commenced on MR 78 (Olympic Highway).

Regional Roads Block Grant:

General maintenance on Regional roads throughout the shire is continuing. This has increased due to wet weather conditions.

Local Roads

Sealed:

Road rehabilitation and widening through the cutting, including tree trimming on Fairbairn Road has been completed with sealing and linemarking works to be undertaken, which will finalise project.

Pavement maintenance on local roads throughout the Shire is ongoing. This has increased significantly due to wet weather conditions.

Unsealed:

Sealing works on Balldale Walbundrie Road from Corowa boundary has been completed.

Gravel repairs on a number of unsealed roads have been undertaken due to damage caused by recent weather conditions.

Gravel resheeting has been carried out on Bahrs Road, Coach Road, Balldale Walbundrie Road, River Road and Yambla Road

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

Back Henty Road	Klinberg Road
Beckett Road	Lieschkes Road
Bendermeer Road	Mirrabooka Road
Bowlers Road	Mitchells Road
Bunn Road	Moorwatha Road
Coach Road	Mullers Road
Coppabella Road	Munyaplah Boundary Road
Courtney Lane	Munyaplah Settlement Road
Echerina Road	Newton Road
Fanning Lane	River Road
Ferndale Road	Shippards Road
Four Mile Lane	Vile Lane
Harrison Road	Woodland Road
Howlong Goombargana Road	Wymah Road
Kendalls Road	Yarra Yarra Road
Kleemans Road	Yenschs Road

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WORKS REPORT – AUGUST 2016 [CONT'D]

Urban Streets:

Drainage works have been undertaken in various urban areas due to consistent rainfall.

General:

Street/park furniture has been upgraded at Gerogery Park

Installation of the new toilet block in Gerogery has been completed.

General sign maintenance has been carried out on rural roads throughout the Shire.

General maintenance of all parks and public toilets within the shire is ongoing.

Monthly Works Maintenance Expenditure:

LOCAL ROADS PROGRAM	ORIGINAL BUDGET	YTD BUDGET	YTD EXPENDITURE	YTD VARIANCE
Urban Local Roads	\$530,000.00	\$88,333.33	\$50,925.13	\$37,408.20
Urban Roads Unsealed	\$60,000.00	\$10,000.00	\$5,315.97	\$4,684.03
Rural Roads Sealed	\$600,000.00	\$100,000.00	\$87,281.95	\$12,718.05
Rural Roads Unsealed	\$1,050,625.00	\$175,104.17	\$292,624.40	-\$117,520.23
Street Tree Maintenance	\$247,235.00	\$41,205.83	\$28,234.71	\$12,971.12

REGIONAL ROADS PROGRAM	ORIGINAL BUDGET	YTD BUDGET	YTD EXPENDITURE	YTD VARIANCE
Maintenance	\$799,360.00	\$133,226.67	\$115,495.10	\$17,731.57
Traffic Facilities	\$133,933.00	\$22,322.17	\$6,716.44	\$15,605.73

SPORTSGROUNDS, PARKS & PUBLIC TOILETS	ORIGINAL BUDGET	YTD BUDGET	YTD EXPENDITURE	YTD VARIANCE
Sportsground Maintenance	\$208,766.00	\$34,794.33	\$69,214.99	-\$34,420.66
Parks & Gardens Maintenance	\$321,028.00	\$53,504.67	\$55,815.13	-\$2,310.46
Public Toilets Maintenance	\$189,822.00	\$31,637.00	\$28,364.61	\$3,272.39

NB : Sportsground Maintenance excludes annual GHSC contribution payment

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2. WATER AND SEWER REPORT – AUGUST 2016

Capital Works Program:

- Completion of new sewer pump station - Jindera Industrial Estate
- Completion of new sewer main - Dickson St Woomargama
- Work in progress – new effluent pump at Burrumbuttock STW

Operation & Maintenance:

- 1 – Sewer choke cleared at Jindera
- 1 - New water service installed at Jindera
- Clean sewer mains at Holbrook Caravan Park
- Water service to Culcairn STW repaired
- Water meter reading completed

Drinking Water Monitoring Program:

- 8 - Water samples for Microbial Water Analysis submitted in the month of August 2016 for Villages and Culcairn Water Supply have all complied with the Australian Drinking Water Guidelines.

Upcoming Month:

- Village Water Scheme, water main maintenance
- Culcairn, water main maintenance
- Complete works for new effluent pump at Burrumbuttock STW
- Water meter replacements

ENVIRONMENT AND PLANNING

1. DEVELOPMENT APPLICATIONS PROCESSED FOR THE MONTH OF AUGUST 2016

Attached, as **ANNEXURE 16** is the schedule of development applications processed for the month of August 2016.

**ORDINARY MEETING OF GREATER HUME SHIRE COUNCIL
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2. SENIOR WEEDS OFFICER'S REPORT – AUGUST 2016

The abnormally wet winter has seen a reduction in the amount of spraying along roadsides.

There has been some road shoulder work carried out for firebreak and vegetation control on regional roads.

There have been further inspections along the Billabong Creek for Green Cestrum plants and African Boxthorn plants. Most of these are growing under peppercorn trees where the birds have dropped the seed.

Inspections have been ongoing for African Boxthorn. Roadsides have been inspected for Coolatai grass and Serrated tussock. High risk areas are being inspected at the present time. These include most of the regional roads and state roads.

Some elm leaf beetle control carried out on elm trees in the towns.

RECOMMENDATION

That this report be received and noted.

**ORDINARY MEETING OF GREATER HUME SHIRE COUNCIL
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3. RANGER'S REPORT – AUGUST 2016

COMPANION ANIMALS

No. of Complaints Received 18	Including: 5 barking dogs, 12 roaming dogs, and dealing with 1 aggressive dog warning issued. Infringements issued.		
No. of dog attacks:	2	Location: Bungowannah	1 dog attacked another dog. Nuisance dog orders and infringements issued.
		Henty	1 dog attacked another dog. Nuisance dog orders and infringements issued.
Comments:			
		Dogs	Cats
In Council's Facility at Beginning of Month		1	2
Captured & Returned to Owners		5	
Captured & Impounded		7	5
Released from Pound to Owners		7	
Surrendered by Owners		1	1
Rehomed		1	3
Euthanised		1	4
Remaining in Council's Facility at End of Month			1

FERAL CATS

No. of Complaints:	3
No. Feral Cats caught:	1

LIVESTOCK

	CATTLE	SHEEP	HORSES	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

Nil.

ABANDONED VEHICLES

- Nine vehicles remain impounded.
- One vehicle impounded from Holbrook.
- One vehicle removed by owner in Jindera.

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RANGER'S REPORT – AUGUST 2016 [CONT'D]

POLLUTION AND ENVIRONMENTAL INCIDENTS

Inspection conducted: Overgrown Vegetation Unsafe Land	Jindera and Holbrook – unsightly and overgrown properties orders and infringements issued.
Pollution: Noise	Jindera– barking dogs – owners spoken to and addressing the issue. Sound meter installed. No further barking complaints received. Jindera – roosters – removed by the owner. Henty – roosters – removed by the owner. Holbrook - lambs in town excessive noise.
Pollution: Waste	Holbrook – household items. No owner identified. Council to remove. Henty - garden and building waste no owner identified. Removed by Council. Culcairn – water pollution. Not found upon inspection.

ON-SITE SEWERAGE MANAGEMENT SYSTEMS

Inspection Type	No.	Compliance	Work's required	Order Issued	Re-Inspection Required
OSMS Compliance Inspections	4	1	2	2	4
Pre-Purchase Inspections	1		1		1
OSMS Compliance Orders	1	1			

URANA SHIRE COUNCIL OVERVIEW

NSW Companion Animal register pound survey completed.

OTHER WORKS CONDUCTED

- Companion Animal registrations continuing to come in from the letters sent out and follow up.
- NSW Companion Animal register pound survey completed.
- Menacing and dangerous dog compliance checks.
- Microchipping dogs and cats.
- Assisting the RSPCA with excessive number of animals kept.
- RID online (Report Illegal Dumping online) updating with data entry.
- NSW Companion Animal register upgrades webinars attended.
- Customer service training with new Companion Animal register.
- Training - first aid and Aerated Waste Water Treatment Systems (AWTS).
- All plumbing and septic inspection forms upgraded for compliance.

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RECOMMENDATION

That Part B of the Agenda be received and noted.

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PART C – COMMITTEE AND DELEGATE REPORTS

Attached, in **ANNEXURE 17**, are minutes/notes of the following meeting:

- Minutes of the Greater Hume Youth Advisory Committee Meeting held on 4 August 2016.
- Minutes of the Culcairn Development Committee held on 16 August 2016.

DELEGATES REPORTS

RECOMMENDATION

That Part C of the Agenda be received and noted.