



# Greater Hume Shire

To: «Name»

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

**WEDNESDAY, 16 MARCH 2016**

NOTICE is hereby given that an Ordinary Meeting of the Greater Hume Shire Council will be held at 4.30pm at the Walbundrie Sports Ground, Walbundrie.

**Mr Andrew Thomson has listed to speak in the public forum in relation to RMS issues regarding truck parking.**

STEVEN PINNUCK  
GENERAL MANAGER

ORDER OF BUSINESS TO BE CONSIDERED  
REFER OVERLEAF

**ORDINARY MEETING OF GREATER HUME SHIRE COUNCIL**

**WEDNESDAY, 16 MARCH 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. DECLARATIONS OF PECUNIARY INTEREST OR NON-PECUNIARY INTEREST  
(CONFLICT OF INTEREST)**

**4. APOLOGIES**

**5. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

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

**6. ACTION REPORT FROM THE MINUTES**

**7. REPORTS FROM OFFICERS**

**PART A For Determination**

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

**PART B For Information**

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

**PART C For Information**

**8. MATTERS OF URGENCY**

**9. QUESTIONS ON NOTICE**

**10. CONFIDENTIAL SECTION – COMMITTEE OF THE WHOLE**

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

### **GOVERNANCE**

#### **1. PRESENTATION BY MURRAY ARTS**

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

#### **REASON FOR REPORT**

To advise that Murray Arts will be making a presentation to Council on the activities over the past 12 months and future projects.

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

Strategy 5.9 To improve our cultural facilities

Action 5.9.2 Increase the number of people participating in the arts and cultural activities through the promotion of diverse activities in the media.

#### **DISCUSSION**

A request has been received from Karen Gardner, General Manager of Murray Arts to make a short presentation to Council at the March meeting.

#### **BUDGET IMPLICATIONS**

The presentation is being made to secure Council's commitment to membership in the 2016/2017 financial year and beyond.

#### **CONCLUSION**

The partnership with Murray Arts facilitates the achievement of a number of strategies contained within Council's Community Strategic Plan.

#### **RECOMMENDATION**

That standing orders be suspended to allow a presentation by Karen Gardner, of Murray Arts.

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## **ENVIRONMENT AND PLANNING**

1. **DEVELOPMENT CONSENT 235-03/04 – DWELLING & GARAGE – LOT 61  
DP869151 PLUNKETT ROAD BOWNA**

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

### **REASON FOR REPORT**

Council has received correspondence from Habitat Planning on behalf of the owners of the abovementioned property which requests that a section 94A levy of \$4,353 be refunded.

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

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

Strategy 7.6 Ensure Greater Hume Shire Council is financially sustainable.

### **DISCUSSION**

J K Homes has obtained a complying development certificate for a new dwelling and garage at 166 Plunkett Road Bowna. A section 94A levy of \$4353 has been paid in accordance with Council's Development Contribution Plan 2014 (the plan).

Habitat Planning has sent a letter to Council on behalf of the owners requesting a refund of the section 94A levy. The basis for the request is that the owner had obtained development consent 235-03/04 for a dwelling and garage in March of 2004 and had substantially commenced that development.

A review of the development file for development consent 235-03/04 revealed that there had been substantial commencement of that application. Accordingly it would have been possible for the owner to obtain a modification to development consent 235-03/04 and then obtain a Construction Certificate. Such an action would mean that no Section 94A levy would be payable because the plan states:

*The levy is applicable for applications for development consent and applications for complying development certificates.*

### **BUDGET IMPLICATIONS**

Granting a refund will result in Council foregoing \$4,353 that would be used in the provision of capital improvements in the shire.

### **CONCLUSION**

A valid development consent exists that predates the implementation of the plan and so it appears that it is reasonable for Council to refund the paid section 94A levy.

### **RECOMMENDATION**

It is recommended that Council resolve to refund the owner of the abovementioned property the paid Section 94A plan levy of \$4,353.

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**2. UNDERTAKING OF LEACHATE MANAGEMENT WORKS – HOLBROOK WASTE MANAGEMENT FACILITY - TIP ROAD HOLBROOK**

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

**REASON FOR REPORT**

Leachate has been an ongoing issue at the Holbrook Waste Management Facility (the facility). Wet conditions experienced over December and January has resulted in a complaint by a neighbouring landowner which was investigated by the NSW Environment Protection Authority (NSW EPA). This report will describe what action has been implemented to address the issue of leachate emanating from the facility.

**REFERENCE TO DELIVERY PLAN ACTIONS**

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

**DISCUSSION**

An inspection of the facility was undertaken by the NSW EPA on 12 January 2016 to investigate a complaint that leachate was leaving the facility and flowing into a dam on the neighbouring property. As a result of the inspection the officer of the NSW EPA was satisfied that leachate was leaving the facility and he undertook to obtain a sample of the leachate and issued Council with an official caution letter.

The NSW EPA has not released the finding from their sample however the officer advised the author that trace measures of detergents were detectable in the sample. Council staff undertook to sample the water in the facility's leachate dam and the results of that testing failed to detect any trace of pollutants that would likely cause harm to the neighbour's stock.

Despite the absence of pollutants in the leachate, Council staff considers that it is prudent to investigate a permanent solution to the leachate problem as it should not be leaving the site and it may at some point in time contain pollutants. Therefore solutions have been canvassed with the NSW EPA officer and from that exchange it has been decided to build a second lined leachate dam and rework the existing leachate dam.

The addition of the second lined leachate dam will give Council the ability to achieve greater evaporation of leachate and reworking the leachate dam will prevent leachate infiltrating through the dam wall. Both measures in conjunction with each other shall ensure that leachate does not exit the site.

There is no provision in the 2015-2016 Operational Plan for Council to undertake the abovementioned works however, sufficient funds are available from the Waste Management Reserve.

**BUDGET IMPLICATIONS**

The cost of undertaking the leachate management works is estimated to be \$25,000 and these funds can be drawn from the Waste Management Reserve.

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UNDERTAKING OF LEACHATE MANAGEMENT WORKS – HOLBROOK WASTE MANAGEMENT FACILITY - TIP ROAD HOLBROOK [CONT'D]

**CONCLUSION**

It is essential that Council undertake works to address the leachate management issues at the facility. It is anticipated that the proposed works will greatly assist Council manage leachate at the site.

**RECOMMENDATION**

Council endorse undertaking works to manage leachate runoff from the facility and resolve that \$25,000 for these works be accessed from the Waste Management Reserve.



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## **GOVERNANCE**

### **2. POLICY DEVELOPMENT**

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

#### **REASON FOR REPORT**

To present a new policy on the provision of Council vehicles to Rural Fire Service Brigades.

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

Strategy 1.2 Ensure that we have a succession of volunteers to enable our “can do” attitude and care of the community to continue.

#### **DISCUSSION**

At the December Council meeting the following was resolved.

*“That subject to a rural fire brigade providing a written request to Council, that Council will make available a surplus Council vehicle to that brigade on the basis that the brigade reimburses Council for the value of the vehicle and the brigade is responsible for the ongoing maintenance and operational costs including repairs and all insurances. The vehicle shall remain vested in Council.”*

Following the resolution from the December meeting the writer sought to clarify whether there were any legal impediments particularly potential public liability issues and FBT implications.

#### **Insurance implications**

Advice from Council’s insurers is that provided it is not used for high risk fire activities that coverage could be provided from Council’s insurers.

The resolution requires any fire brigade seeking access to a Council vehicle provide a written request to Council and it is a requirement of the draft policy that any vehicle provided under the policy not be used for fire fighting activities.

#### **Cost implications**

The cost to provide a vehicle very much depends on the make of the vehicle. For example Council has recently received trade quotations for a Ranger vehicle for a value of \$19,000. This is quite unusual however and a trade of \$15,000 - \$17,000 is more the norm for a vehicle of approximately 3 years old and has travelled 150,000 km.

Detailed in Table 1 is the annualised cost of the vehicle assuming it is retained by a brigade until it is 10 years old (a further seven years).

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POLICY DEVELOPMENT [CONT'D]

**Table 1**

<b>Item</b>	<b>Life cost</b>	<b>Annualised</b>
Depreciation/sinking fund for replacement vehicle	\$15,000	\$2,143
Servicing and maintenance (2 services per annum)		\$1,000
Registration and CTP insurance (assumed concessional rego)		\$450
Comprehensive insurance		\$400
Tyres (1 set)	\$1400	\$200
Fuel (5,000km pa @ 12 litres/100km @1.30 pl)		\$780
<b>Total cost</b>		<b>\$4,973</b>

- **Assumes no FBT liability. Cost impacts could be significant if the vehicle is subject to FBT.**

Based on the above table any brigade interested in acquiring a surplus Council vehicle would have to fund operating and replacement costs of at least \$5,000 per annum. It should be remembered that these funds will be provided directly from brigade landholders whereas if these vehicles were provided through the NSW Rural Fire Fighting Fund Council would be liable (and indirectly the ratepayers) for 11.7% of the acquisition and maintenance costs.

**Development of the Provision of Council Vehicles to Rural Fire Brigades Policy**

The Provision of Council Vehicles to Rural Fire Brigades Policy is aimed at reducing the cost of volunteers using their own vehicles for brigade purposes.

The provision of vehicles under the policy to Greater Hume Rural Fire Brigades will be at no cost to Council with a particular brigade to reimburse Council fair market value for the vehicle and be responsible for all operating costs.

A copy of the draft policy is attached as **ANNEXURE 1** for councillors' consideration.

**BUDGET IMPLICATIONS**

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

**CONCLUSION**

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

**RECOMMENDATION**

That the Provision of Council Vehicles to Rural Fire Brigades Policy as included in **ANNEXURE 1** be adopted.

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**3. ANZAC DAY CEREMONIES IN GREATER HUME SHIRE – MONDAY, 25 APRIL 2016**

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

**REASON FOR REPORT**

To report on Anzac Day services across the shire and to determine Council's representation at each ceremony.

**REFERENCE TO DELIVERY PLAN ACTION**

Nil.

**DISCUSSION**

Anzac Day goes beyond the anniversary of the landing on Gallipoli in 1915. It is the day on which we remember Australians who served and died in all wars, conflicts, and peacekeeping operations. The spirit of Anzac, with its human qualities of courage, mateship, and sacrifice, continues to have meaning and relevance for our sense of national identity.

Set out below is a summary of Anzac Day ceremonies to be held in Greater Hume Shire.

<p><b>Bowna/Wymah</b> <u>Monday 25 April</u> 6.00am Dawn Service at Wymah Recreation Reserve. <b>Contact:</b> Sarah Waite, T: 02 6020 2036</p>	<p><b>Henty</b> <u>Monday, 25 April</u> 10.00am Assemble at Henty Community Centre in Ivor Street, Henty 10.30am Anzac Day march to Henty Memorial Park 11.00am Wreath laying at the Cenotaph, service at Henty Memorial Park. <b>Contact:</b> Ian Dunn T: 02 6929 3258</p>
<p><b>Brocklesby</b> <u>Monday, 25 April</u> 9.15am Gather to March outside Memorial Hall. 9.30am March/Service at Memorial Hall. Followed by light morning tea for those attending. <b>Contact:</b> Alan Panther T: (02) 6026 5781 E: <a href="mailto:apanther@bigpond.com">apanther@bigpond.com</a></p>	<p><b>Holbrook</b> <u>Monday, 25 April</u> 5.45am Dawn Service at Ten Mile Creek Gardens. 10.30am Assemble for march at corner of Hume and Albury Streets. 10.45am Street march (Albury Street). 11.00am Ceremony at Cenotaph in Ten Mile Creek Gardens. <b>Contact:</b> David Hocking T: (02) 6036 2195</p>

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ANZAC DAY 2015 – CEREMONIES IN GREATER HUME SHIRE TO MARK THE 100 YEAR  
CENTENARY OF THE LANDING ON GALLIPOLI IN 1915 – SATURDAY, 25 APRIL 2015  
[CONT'D]

<p><b>Burrumbuttock</b> <u>Monday, 25 April</u> 12.30pm Service at Memorial Hall. The Scots Pipe Band will be playing. <b>Contact:</b> Janice Beesley, T: 02 6029 3341</p>	<p><b>Jindera</b> <u>Monday, 25 April</u> 5.45am Dawn service at Memorial Park, Jindera Fire Brigade providing breakfast for a gold coin donation. 10.30am Service at the Memorial Park Cnr Dight Street and Urana Road. Followed by morning tea, at School of Arts. Please bring a plate. <b>Contact Dawn Service:</b> Greg Finster, M: 0417 412 639 <b>Contact Morning Service:</b> Denise Osborne, M: 0411 282 320</p>
<p><b>Culcairn</b> <u>Monday, 25 April</u> 10.00am Gather at Coach Terminal Park, Railway Parade. 10.30am March to Culcairn Memorial (ceremony and wreath laying).  <b>Contact:</b> Ken Gardiner, T: 02 6029 8253</p>	<p><b>Walla Walla</b> <u>Monday, 25 April</u> 5.45am Dawn Service at Bicentennial Park; 10.30am Assemble at Walla Walla Hair &amp; Beauty. 10.45am March commences. 11.00am Service and wreath laying in Bicentennial Park. All welcome to attend. Following the service there will be sausage sizzle. <b>Contact:</b> Karen Wenke, T: 02 6029 2316</p>

Greater Hume Shire Council has traditionally been represented at each of the respective Anzac Day ceremonies held on 25 April by a councillor who laid a wreath on behalf of the Council.

**BUDGET IMPLICATION**

Nil.

**CONCLUSION**

Anzac Day is the day we remember all Australians who served and died in all wars, conflicts, and peacekeeping operations. Ceremonies are held in eight towns/villages in Greater Hume Shire to acknowledge the service of our veterans.

Council encourages all residents to not miss the opportunity to attend an Anzac Day centenary ceremony in Greater Hume Shire.

**RECOMMENDATION**

That Council determine its representatives to attend the Anzac Day 2016 ceremonies to be held in Greater Hume Shire.

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## **CORPORATE AND COMMUNITY SERVICES**

### **1. TSR 2187 – JINDERA PUBLIC WATERING PLACE**

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

#### **REASON FOR REPORT**

To provide Council with an update regarding the future use of the TSR 2187 Jindera Public Watering Place.

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

Not applicable.

#### **DISCUSSION**

At the Ordinary Meeting of Council held 21 May 2014 Councillors resolved the following:

- 1. Correspondence be forwarded to Trade & Investment – Crown Lands recommending they further investigate options for the future development of the land.*
- 2. Correspondence be forwarded to Trade & Investment – Crown Lands advising that Council wishes to revoke its status as Trustee for the TSR 2187 Lot 7001 DP 1069408, known as Jindera Public Watering Place.*
- 3. Current lease conditions between Council and Mr Robert Lubke for TSR 2187 Lot 7001 DP 1069408, known as Jindera Public Watering Place, Jindera continue on a month by month basis until 31 December 2014.*

In response to Council's correspondence to Department of Primary Industries dated 11 June 2014, Council has now received a reply advising that "*DPI-Lands are currently investigating the sale of Lot 7001 DP 1069408 at Jindera by public competition which is scheduled for sale in the Departments 2015-2016 Sales Program*".

As Councillors would be aware, Mr Robert Lubke continues to lease the subject land on a month by month arrangement. Mr Lubke has been informed of DPI Lands' plans and advised to not undertake any long term activities which may be affected by the termination of the agreement due to possible impending sale of the property.

Council awaits further advice from the Department of Primary Industries in respect of this matter.

#### **BUDGET IMPLICATION**

Nil.

#### **CONCLUSION**

It appears that the sale of TSR 2187 Jindera Public Watering Place by DPI-Lands is progressing.

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TSR 2187 – JINDERERA PUBLIC WATERING PLACE [CONT'D]

**RECOMMENDATION**

That the report be received and noted.

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**2. TERMS OF REFERENCE – MANAGEMENT COMMITTEES**

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

**REASON FOR REPORT**

For Council to consider and endorse the revised Draft Terms of Reference for the committees as listed in the table below.

**REFERENCE TO DELIVERY PLAN ACTION**

Nil.

**DISCUSSION**

Reference is made to the report presented at the Ordinary Council Meeting held 17 February 2016 in which it was recommended that a further review be undertaken of the tabled Terms of Reference and presented to this meeting.

A further review of the Terms of Reference has been undertaken providing for identical requirements for Membership and Terms of Office for those committees managing like facilities ie recreation reserves, halls and cemeteries.

Accordingly, a copy of the Draft Terms of Reference for the following Management Committees has been attached as **ANNEXURE 2** for approval by Council:

Brocklesby Public Hall Management Committee	Holbrook Submarine Museum Committee
Brocklesby Recreation Reserve Management Committee	Jindera & District Swimming Pool Committee
Bungowannah Cemetery Management Committee	Jindera Recreation Reserve Management Committee
Bungowannah Recreation Reserve Management Committee	Jindera School of Arts Management Committee
Burrumbuttock Cemetery Management Committee	Jindera Sports Stadium Committee
Burrumbuttock Hall Management Committee	Lankeys Creek Hall Committee
Burrumbuttock Recreation Reserve Management Committee	Little Billabong Hall Committee
Carabost Hall Management Committee	Moorwatha Cemetery Management Committee
Cookardinia Cemetery Committee	Morven Tennis Court Committee
Cookardinia Hall Committee	Mullengandra Cemetery Committee
Culcairn Museum Committee	Walbundrie Hall Committee
Culcairn Sportsground Committee	Walbundrie Recreation Ground Committee
Culcairn Swimming Pool Committee	Walla Walla Community Hall Committee
Culcairn Tennis Court Committee	Walla Walla Sportsground Committee

**TERMS OF REFERENCE – MANAGEMENT COMMITTEES [CONT'D]**

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Goombargana Cemetery Management Committee	Walla Walla Swimming Pool Committee
Henty Memorial Swimming Pool Committee	Woomargama Hall Committee
Holbrook Sporting Complex Board	Wymah Public School Management Committee

**BUDGET IMPLICATION**

Nil.

**CONCLUSION**

Whilst the Terms of Reference are typically generic, it provides a guideline on the responsibilities of each committee.

The adoption of the Terms of Reference will ensure that all Management Committees are operating under direction of Council and subsequently within the Local Government Act.

It is recommended that Council approve the Draft Terms of Reference, as presented.

**RECOMMENDATION**

That the Greater Hume Shire Council Draft Terms of Reference for Management Committees as presented in the report be adopted.



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**3. SALE OF LAND FOR UNPAID RATES UNDER SECTION 713 OF THE LOCAL GOVERNMENT ACT 1993.**

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

**REASON FOR THE REPORT**

Council sought quotations from auctioneers and solicitors with a physical presence in the shire to provide professional associated with the Sale of Land for Unpaid Rates scheduled for the 3 June 2016.

**DISCUSSION**

Quotations have been sought from suitable firms with a physical business presence within Greater Hume Shire for an auctioneer to act on Council's behalf at upcoming Sale of Land for Unpaid Rates, therefore the following were invited to submit quotations:

- Landmark Pitzen – Holbrook
- Ag'n'Vet – Henty
- Elders Real Estate – Holbrook

At the close of the quotations the following were received:

<b>Company</b>	<b>Quotation</b>
Landmark Pitzen – Holbrook	\$3,250 + GST (flat fee)
Ag'n'Vet – Henty	2.2% (inclusive of GST) Commission on all sales applies.

Council has appointed Landmark Pitzen based on the cost and past performance of marketing the previous sale of land for unpaid rates in 2007 and 2011.

**BUDGETARY IMPLICATION**

Nil. All costs are recoverable under Section 718 of the Local Government Act, 1993.

**CONCLUSION**

In accordance of Section 716 of the Local Government Act, 1993, sale of land has to be by Public Auction and Council is required to appoint an auctioneer.

**RECOMMENDATION**

That the report be received and noted.

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**4. BURRUMBUTTOCK BULLETIN COMMITTEE**

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

**REASON FOR REPORT**

To seek Council endorsement of a resolution of the Burrumbuttock Public Hall Management Committee in relation to the appointment of the Burrumbuttock Bulletin Committee.

**REFERENCE TO DELIVERY PLAN ACTION**

Strategy 1.4 Improve leadership capability within the shire

Action 1.4.3 Improve leadership in community groups that manage Council's assets.

**DISCUSSION**

As councillors would be aware, the Burrumbuttock community produce a community newsletter titled The Burrumbuttock Bulletin. The newsletter is produced by a group of volunteers and distributed within the Burrumbuttock area.

Much of the work undertaken in producing the newsletter is undertaken at the Burrumbuttock Hall and many of the volunteers involved are members of the Burrumbuttock Public Hall Management Committee. That being the case, the Management Committee is seeking Council approval to appoint a Burrumbuttock Bulletin Committee and that such committee be a sub-committee of the Burrumbuttock Public Hall Management Committee. A resolution to this effect was passed at their December 2015 meeting of the hall committee and a copy of the relevant minutes are included as **ANNEXURE 3**.

**BUDGET IMPLICATION**

Nil.

**CONCLUSION**

The appointment of a Burrumbuttock Bulletin Committee as a sub-committee of the Burrumbuttock Public Hall Management Committee is a logical request and formalises an existing operational arrangement.

**RECOMMENDATION**

That Council endorse the appointment of the Burrumbuttock Bulletin Committee as a sub-committee of the Burrumbuttock Public Hall Management Committee.

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## **ENGINEERING**

### **1. INSTALLATION OF BOLLARDS – ALBURY STREET, HOLBROOK**

**Report prepared by Road Safety Officer – Shelagh Merlin**

#### **REASON FOR REPORT**

To consider a request for the installation of bollards outside 68 Albury Street, Holbrook

#### **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**

Council has received correspondence from Mr Bruce Quick of 68 Albury Street Holbrook complaining about the noise of trucks parking outside his residence in Albury Street. A copy of Mr Quick's correspondence is attached in **ANNEXURE 4**.

Council erected bollards on both sides of Albury Street as part of the Holbrook streetscape works. As 68 Albury Street was a commercial premises housing a Chinese restaurant at the time the Holbrook streetscape was being implemented, bollards were not installed in front of this business in order to allow patrons to park there.

Mr Quick purchased the premises after completion of the Holbrook streetscape and this building has now become his private residence. He is requesting the installation of bollards to prevent noise from trucks parking outside the house at night.

The Local Traffic Committee considered this request at its meeting held 11 February 2016 and has recommended that the matter be endorsed but referred it to Council for consideration due to its association with the Holbrook Streetscape project that was recently implemented.

As Councillors would be aware there was significant discussion on the streetscape during its development and installation. Whilst there may be some hesitation to make any changes, a clear strategy of the implementation of the works was to ensure appropriate areas of Albury Street were made more amenable by the restriction of truck parking to prevent disturbance to residential areas and motels especially during the night. As the previously commercial property has changed to a residential property, in keeping with the strategy it is logical that truck parking be restricted in this location. It is considered that the loss of a small number of truck parking bays is not significant since the proposed Caltex Service Centre at the southern end of Albury Street is under construction and will provide parking for trucks in Holbrook in the near future.

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INSTALLATION OF BOLLARDS – ALBURY STREET, HOLBROOK [CONT'D]

**BUDGET IMPLICATION**

Minor financial cost associated with purchasing and installing the bollards.

**CONCLUSION**

Bollards outside 68 Albury Street Holbrook were not included in the original Holbrook Streetscape because that was a commercial premise at the time. There would be a minor financial cost to Council if bollards are purchased and installed now.

**RECOMMENDATION**

That Council agree to purchase and installation of bollards outside 68 Albury Street Holbrook in line with bollards installed outside other premises within the Holbrook CBD.

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**2. WALLA WALLA RECREATION GROUND TOILET FACILITY UPGRADE**

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

**REASON FOR REPORT**

To request Council to endorse a funding option for the upgrade and refurbishment of the toilet facility at the Walla Walla Recreation Ground.

**REFERENCE TO DELIVERY PLAN ACTION**

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

**DISCUSSION**

As part of the normal budget, Council undertakes the upgrade of one its major toilet facilities a year. This year the project is to refurbish and upgrade the toilet facility at the Walla Walla Recreation Reserve. The toilet facility is an integral part of the reserve and its users as well as being the major public toilet for the town of Walla Walla.

Funding of \$40,000 per year is allocated by Council with any carry forward funding maintained in the toilet upgrade budget for future years, as projects differ each in size and complexity on a year to year basis. This year \$18,989 was a carried forward, giving a budget of \$58,989 to complete the Walla upgrade. The Walla Walla project was always considered to have a cost at the higher end of the budgetary scale due to the required work to be undertaken as a result of the age of the facility and requirement to add a disabled toilet cubicle.

Quotes were requested from local builders as per Council's Purchasing Policy, however only one completed quotation was received from C Witney Constructions for a price of \$67,575.78. Other builders requested to quote did not provide quotes which is quite disappointing. Discussions were immediately undertaken to see if savings could be entertained from the builder who submitted the quote to reduce the costs, which were provided, however management considered them to impact too greatly on the work proposed. Following this other sources of funding within the budget were then investigated to make up the shortfall. Three sources were identified:

1. Walla Walla Town Improvement Fund	Balance - \$3,910
2. Walla Walla Streetscape Budget	Balance (as of 8/3/16) - \$13,300
3. Walla Walla Sportsground Reserve	Balance - \$194,214

It is to be noted that the quoted cost received was higher than expected partly due to the need to remove the asbestos sheeting in the roof which must be managed appropriately due to the risk involved.

Other costs for the project are \$1,800 design cost and \$2,000 for supply and maintenance of temporary toilets for the duration of the construction.

**WALLA WALLA RECREATION GROUND TOILET FACILITY UPGRADE [CONT'D]**

**ORDINARY MEETING OF GREATER HUME SHIRE COUNCIL  
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Therefore the additional funding required = \$67,575.78 – (\$58,989 + \$1,800 + \$2,000) = \$12,387.

As shown the additional funding can be obtained from the other funding sources which all have relevance to the project. It is therefore considered that the additional funding be provided by:

Walla Walla Town Improvement Fund	\$3,910
Walla Walla Streetscape Fund (Leaving balance of \$9,300 as of the 8/3/16)	\$4,200
Walla Walla Sportsground Reserve	\$4,277
<b>Total</b>	<b>\$12,387</b>

In order to complete the project prior to the commencement of the football and netball seasons, the quotation has been accepted.

**BUDGET IMPLICATION**

As shown adequate funds are available from the three reserves to provide the additional funds required to have the Walla Walla toilet upgrade project completed.

**CONCLUSION**

As advised it is management's view that funding the additional cost of the project from the three reserves is preferable to reducing the scope of the project that would impact in its usability and its long term maintenance costs.

**RECOMMENDATION**

That Council endorse the additional funding required of \$12,387 for the Walla Walla Recreation Reserve Toilet upgrade from:

Walla Walla Town Improvement Fund	\$3,910
Walla Walla Streetscape Fund (Leaving balance of \$9,300 as of the 8/3/16)	\$4,200
Walla Walla Sportsground Reserve	\$4,277
<b>Total</b>	<b>\$12,387</b>

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

### **GOVERNANCE**

#### **1. OFFICE OF LOCAL GOVERNMENT CIRCULARS**

##### **REASON FOR REPORT**

To ensure councillors are updated with changes to legislation or the strategic direction of Local Government in NSW.

##### **DISCUSSION**

**ENCLOSED SEPARATELY** with the agenda is a listing of OLG Circulars 16/03. Copies of OLG Circulars are available from the website [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au) or alternatively by contacting Council.

##### **BUDGET IMPLICATIONS**

Nil.

##### **CONCLUSION**

For councillors' information.

#### **2. LOCAL GOVERNMENT NEW SOUTH WALES (LGNSW) – WEEKLY CIRCULARS**

##### **REASON FOR REPORT**

To ensure councillors are updated with changes to legislation or the strategic direction of Local Government in NSW.

##### **DISCUSSION**

**ENCLOSED SEPARATELY** is a listing of Table of Contents of LGNSW Weekly Circulars and 06 to 09/2016. Copies of LGSA Weekly Circulars are available from the website [www.lgsa.org.au](http://www.lgsa.org.au) or alternatively by contacting Council.

##### **BUDGET IMPLICATIONS**

Nil.

##### **CONCLUSION**

For councillors' information.

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**3. TOURISM AND PROMOTIONS OFFICER'S REPORT**

**Report by Tourism and Promotions Officer – Kerrie Wise**

**REASON FOR REPORT**

To update councillors regarding working projects undertaken by the Tourism and Promotions Officer.

**DISCUSSION**

Attached, at **ANNEXURE 5** is the report on projects being undertaken by the Tourism and Promotions Officer, Kerrie Wise.

**BUDGET IMPLICATIONS**

Nil.

**CONCLUSION**

For councillors' information.

**4. ECONOMIC DEVELOPMENT QUARTERLY REPORT**

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

**REASON FOR REPORT**

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

**DISCUSSION**

Attached, at **ANNEXURE 6** is the report regarding progress on initiatives being undertaken during the period 9 December 2015 to 9 March 2016.

**BUDGET IMPLICATIONS**

Nil.

**CONCLUSION**

For councillors' information.



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**5. ALBURY STREET, HOLBROOK HISTORIC PRECINCT – REQUEST FOR EXTERNAL REPAINTING OF HOLBROOK COURT HOUSE BUILDING AND FRONT FENCE**

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

**REASON FOR REPORT**

To advise Council of correspondence received in relation to the dilapidated exterior of the Holbrook Court House building and front fence Albury Street, Holbrook.

**DISCUSSION**

Council received an information report in relation to the matter at the December meeting.

Following a request from a business proprietor in Albury Street, Holbrook, Council wrote to Senior Registrar at the Albury Local Court and Greg Aplin, MP, Member for Albury to raise the issue of the dilapidated exterior of the historic Holbrook Court House building and front fence, asking that the repainting of the exterior of the building be undertaken.

Council has now received correspondence from the Member for Albury, Greg Aplin, MP, who has received advice from Parliamentary Secretary for Justice, the Hon. David Clarke MLC, which indicates that the work does not appear on this year's priority list, but that consideration will be given for the works to be undertaken when the Department generates next year's priority list.

**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 29 FEBRUARY 2016**

Attached, in **ANNEXURE 7** are the statements of bank balances and investment report as at 29 February 2016.

### **3. HUMAN RESOURCES REPORT**

#### **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**

No staff commenced duties with Council during the period 1 February 2016 to 29 February 2016.

The following staff ceased duties with Council during the period 1 February 2016 to 29 February 2016.

<b>Staff Member</b>	<b>Position</b>
Thomas Bugden	Casual Pool Lifeguard - Jindera

#### **BUDGET IMPLICATION**

Nil.

#### **CONCLUSION**

For councillors' information.

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## **ENGINEERING**

### **1. REPORT OF WORKS – FEBRUARY 2016**

#### **Grants Program**

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

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

1.4km road reconstruction on MR 78 (Olympic Highway) has commenced approximately 6km south of The Rock. The first stage has been completed and the second stage is now due to be completed by Easter 2016.

Shoulder grading and shoulder resheeting on various sections of MR 78 (Olympic Highway) between Culcairn and The Rock has been completed.

Minor patching/stabilisation works have been completed on MR 284 (Tumbarumba Rd).

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

Road widening and realignment under the Black Spot Program MR 331 (Culcairn Holbrook Rd) near Billabong Bridge has recommenced, following Telstra cable relocation.

Road reconstruction is continuing on MR 370 (Howlong Kywong Rd) from Courtney Ln to Kenya Rd which includes widening through the cutting and full width road reconstruction. Road sealing and guard rail installation is due to be completed by mid March.

Council's Reseal Program is continuing, with sealing undertaken at various rural locations.

#### **Local Roads**

##### **Sealed:**

Minor drainage works – culvert & table drain maintenance has been carried out.

Pavement maintenance on local roads throughout the Shire is ongoing.

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REPORT OF WORKS [CONT'D]

**Unsealed:**

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

Coach Rd	Rockville Rd
Morgans Rd	Ryan Rd
Orange Flat Ln	Weeamera Rd
River Rd	Wenkes Rd

Gravel resheeting has been completed on Bloomfield Rd, Elmsley Ln, Lemke Rd, Caringa Rd and Trigg Rd.

**Urban Streets:**

Miscellaneous footpath renewal, kerb and channel remedial works and installation of pram crossings is approximately 40% complete in Commercial St, Walla Walla.

**General:**

Linemarking has continued on various locations throughout the shire in February.

Works is continuing on the reconstruction of Jingellic Rd (MR331) at Yarara Gap.

Due to the hot dry weather conditions, watering has been undertaken of the turfed naturestrips in Young St, Holbrook.

Tree watering program for the summer period is continuing.

General maintenance of parks and public toilets is ongoing.

**Monthly Works Maintenance Expenditure:**

Local Roads Program	Original Budget	Amended Budget (September Budget Review)	YTD Budget	YTD Expenditure	YTD Variance
Urban Local Roads	\$540,000.00	\$540,000.00	\$360,000.00	\$312,143.76	\$47,856.24
Urban Roads Unsealed	\$90,000.00	\$90,000.00	\$60,000.00	\$41,684.20	\$18,315.80
Rural Roads Sealed	\$500,000.00	\$493,866.00	\$329,244.00	\$309,703.37	\$19,540.63
Rural Roads Unsealed	\$1,025,000.00	\$1,025,000.00	\$683,333.33	\$859,633.69	-\$176,300.36
Street Tree Maintenance	\$202,180.00	\$202,180.00	\$134,786.67	\$162,349.58	-\$27,562.91

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REPORT OF WORKS [CONT'D]

Regional Roads Program	Original Budget	Amended Budget (September Budget Review)	YTD Budget	YTD Expenditure	YTD Variance
Maintenance	\$535,477.00	\$535,477.00	\$356,984.67	\$445,772.48	-\$88,787.81
Traffic Facilities	\$131,000.00	\$131,000.00	\$87,333.33	\$42,149.21	\$45,184.12

Sportsgrounds, Parks & Public Toilets	Original Budget	Amended Budget (September Budget Review)	YTD Budget	YTD Expenditure	YTD Variance
Sportsground Maintenance	\$170,835.00	\$170,835.00	\$113,890.00	\$121,526.79	-\$7,636.79
Parks & Gardens Maintenance	\$295,610.00	\$295,610.00	\$197,073.33	\$219,695.66	-\$22,622.33
Public Toilets Maintenance	\$185,090.00	\$185,090.00	\$123,393.33	\$108,747.82	\$14,645.51

NB : Sportsground Maintenance excludes annual GHSC contribution payment

## **2. WATER & SEWER REPORT – FEBRUARY 2016**

### **Capital Works Program:**

- New bearing assemblies installed at Henty STW.
- Additional safety handrails installed on walkways & rotors at Henty STW.
- Jindera south sewer extension to Industrial Estate nearing completion.
- New Jindera sewer pump station at Industrial Estate has gone out to tender.

### **Operation & Maintenance:**

- 2 - Sewer chokes cleared at Holbrook.
- 1 - Sewer choke cleared at Henty.
- 2 – Water service repairs Culcairn.
- 2 – Water service repairs VWS.
- 2 - New water services installed at Jindera.
- 2 - Water main repair for the VWS.

### **Drinking Water Monitoring Program:**

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

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WATER AND SEWER REPORT [CONT'D]

**Quarterly Waste Water Sampling:**

- Waste water samples taken for analysis in the month of February 2016 for Sewerage Schemes have all complied with EPA licence requirements.

**Upcoming Month:**

- Village Water Scheme, water main maintenance.
- Culcairn, water main maintenance.
- Ongoing tree removal over water main along Jindera Walla Road, Glenellen Road and Beelawong Road (suspended until the end of fire season)
- Meter reading.
- Additional safety handrails to be installed at Culcairn STW.
- Upgrade water main & meter at Culcairn recreation ground.

## **ENVIRONMENT AND PLANNING**

1. **DEVELOPMENT APPLICATIONS PROCESSED FOR THE MONTH OF FEBRUARY 2016**

Attached, as **ANNEXURE 8** is the schedule of development applications processed for the month of February 2016.

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**2. SENIOR WEEDS OFFICER'S REPORT – MARCH 2016**

Inspections and follow up inspections have continued for Sweet Briar and Blackberry. Properties are also being inspected for Silverleaf Nightshade and Prairie Ground Cherry. Control work on Blackberry along MR284, Humula Road and Downfall Road has been completed by contractors. The road from Carabost to the Tumbarumba boundary had a lot of new germinations.

All cemeteries have been sprayed with a residual herbicide prior to the upcoming Easter break. Landfills have also been sprayed to reduce the fire risk around the buildings and fence lines.

Follow up work has been carried out on a small infestation of Spiny Burrgrass on Rankins Lane at the Hume Highway intersection.

The new NSW Biosecurity Information System (BIS) is now operational and Local Control Authorities (LCAs) play a key role in the collection of weed management information that can be used for planning at the regional, state and national scale. This is a requirement of the NSW Biosecurity Act and is a key deliverable of the NSW Weeds Action Program. All LCAs must be providing compliant data by 5 August 2016.

**3. RANGER'S REPORT - FEBRUARY 2016**

**COMPANION ANIMALS**

<b>No. of Complaints Received 21</b>		<b>Including: 4 barking dogs, 13 roaming dogs and dealing with 1 excessive number of animals kept. 4 Infringements and 3 Nuisance Dog Orders issued.</b>	
No. of dog attacks:	1	Location: Morven	Cattle chased one injured, no dogs found with investigation continuing
Comments:			
		<b>Dogs</b>	<b>Cats</b>
<b>In Council's Facility at Beginning of Month</b>			
<b>Captured &amp; Returned to Owners</b>		4	2
<b>Captured &amp; Impounded</b>		7	10
<b>Released from Pound to Owners</b>		7	1
<b>Surrendered by Owners</b>			
<b>Rehomed</b>			
<b>Euthanased</b>			9
<b>Remaining in Council's Facility at End of Month</b>			

One injured old dog taken to vet and euthanased - not identified and no one claimed.

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RANGER'S REPORT [CONT'D]

**FERAL CATS**

<b>No. of Complaints:</b>	5
<b>No. Feral Cats caught:</b>	9

**LIVESTOCK**

	<b>Cattle</b>	<b>Sheep</b>	<b>Horses</b>	<b>Goats</b>	<b>Other</b>
<b>No. of Reports of Stock on Roads</b>	2	5			
<b>Instances - Returned to owners</b>	2	5			
<b>Impounded</b>					
<b>Vehicle accidents involving stock</b>					

**OTHER LIVESTOCK, WILDLIFE COMPLAINTS**

One injured kangaroo euthanased on roadway in the Holbrook area.

**ABANDONED VEHICLES**

Six vehicles remain impounded.

Two vehicles removed by owner in Jindera and Holbrook area.

**POLLUTION AND ENVIRONMENTAL INCIDENTS**

<b>Inspection conducted: Overgrown Vegetation Unsafe Land</b>	Compliance and new overgrown inspections started. Notice of intentions issued. Orders issued. Final notice letters sent. Blocks mown by owners. 23 inspections conducted.
<b>Pollution: Noise</b>	Holbrook, Jindera, Culcairn – barking dogs – owner spoken to and addressing the issue. Holbrook - smell from livestock and truck owner moved. Jindera – roosters – inspection for compliance for rooster removal. Jindera – dust from motor vehicle operation and residents spoken to.
<b>Pollution: Waste</b>	Gerogery - waste on roadway removed by Council - owners not identified. Walla – asbestos and garden waste removed by Council - owners not identified. Bungowannah - household waste dumped - removed by Council employee.il



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RANGER'S REPORT [CONT'D]

**ON-SITE SEWERAGE MANAGEMENT SYSTEMS**

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

**URANA SHIRE COUNCIL OVERVIEW**

None.

**OTHER WORKS CONDUCTED**

- Companion Animal Registrations continuing to come in from the letters sent out and follow up.
- Menacing dog compliance checks.
- Microchipping dogs and cats.
- Assisting the RSPCA with excessive number of animals kept.
- Dust issue at Jindera, owners stopped activity.
- Dust issue Brocklesby being addressed.
- Holbrook pound fencing work conducted on southern fence.
- Henty show amusement compliance inspection conducted.
- Ranger training conducted by SDIRO on Council updates.

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**RECOMMENDATION**

That Part B of the Agenda be received and noted.

**PART C – COMMITTEE AND DELEGATE REPORTS**

Attached, in **ANNEXURE 9**, are minutes/notes of the following meeting:

- Minutes of the Murray Darling Association Inc. Region 1 Ordinary Meeting held on 27 November 2015
- Minutes of the Greater Hume Youth Advisory Committee Extraordinary Meeting held on 28 January 2016
- Minutes of the Greater Hume Youth Advisory Committee Meeting held on 4 February 2016
- Minutes of the General Meeting of the Riverina and Murray Regional Organisation of Councils (RAMROC) held on 2 March 2016
- Minutes of the Riverina Eastern Regional Organisation of Councils Board Meeting held on 8 December 2015.

**DELEGATES REPORTS**

Nil.

**RECOMMENDATION**

That Part C of the Agenda be received and noted.