

SUMMARY OF BASIX COMMITMENTS	
This is a summary only. Refer to BASIX certificate and documentation for full definitions and requirements.	
COMMITMENTS	
<b>LANDSCAPING</b> (By owner after handover)	
Total area of garden and lawn (m <sup>2</sup> )	130
Area of low-water/indigenous planting within total (m <sup>2</sup> )	0
<b>WATER</b>	
Rainwater tank capacity (L)	3,300
Roof catchment area supplying tank (m <sup>2</sup> )	120
Rainwater tank to supply all toilets	Yes
Rainwater tank to supply laundry cold washer tap	Yes
Rainwater tank to supply at least one outdoor tap	No
Showerheads flow rate	7.5-9L/m
Toilet flushing system minimum rating	4 Star
Taps to kitchen minimum rating	4 Star
Taps to bathroom basins minimum rating	4 Star
<b>THERMAL PERFORMANCE</b>	
Refer to associated NatHERS Certificate	
<b>ENERGY</b>	
Hot water system	Gas Instantaneous - 5 Star
Cooling system to living area	Ceiling fan + 1-phase A/C - EER < 2.5
Cooling system to bedrooms	Ceiling fan
Heating system to living area	1-phase A/C - EER < 2.5
Heating system to bedrooms	None
Bathroom exhaust	Fan Not Ducted, Manual Switch
Kitchen exhaust	Fan Ducted, Manual Switch
Laundry exhaust	None, Natural ventilation
Energy efficient lighting	Throughout, Dedicated fitting
Photovoltaic system output	1.0 kW
Cooktop	Gas
Oven	Electric
Clothesline outdoor	Yes
Well ventilated ref space	No


 Certificate Number: 6E8A07GEK3  
 Assessor Name: Craig Jordan  
 Accreditation number: VIC/BD/AV19/3827  
 Certificate date: 27 Jan 2019  
 Dwelling address: 18 Kotzur Circuit Walla NSW 2699  
 www.nathers.gov.au

Proposed Residence  
Lot 67 Kotzur Circuit  
Walla Walla

SITE PLAN

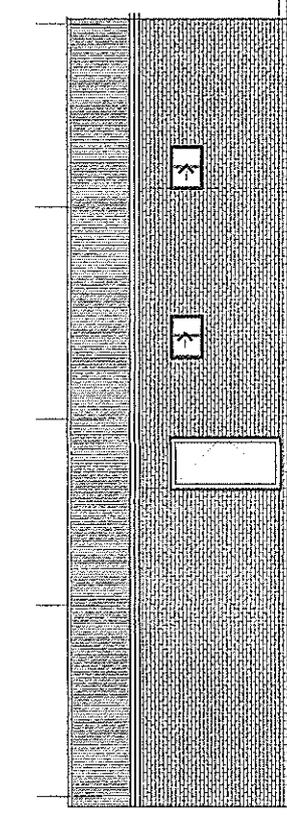


A	21.1.2019
Issue	Revision Date

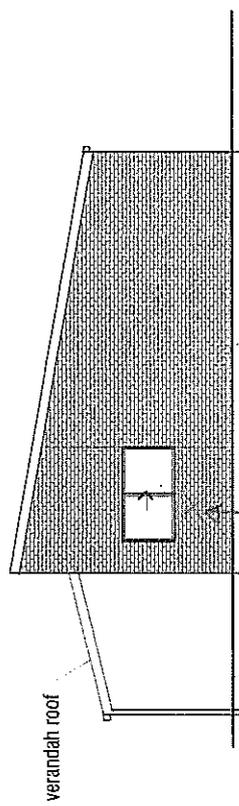
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A3 DRAWING	
DRAWING NO.	4572 / 1

A3 DRAWING

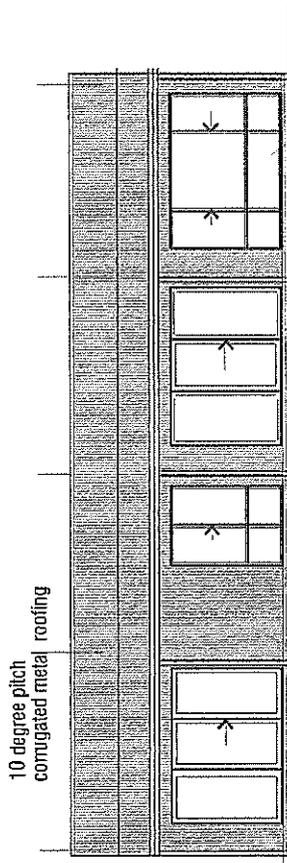
LINDSAY JORDON  
 Building Design  
 24 Nordavan Drive Wodonga  
 BUILDING PRACTITIONER REGISTRATION NO. DP/AD 1851 VIC



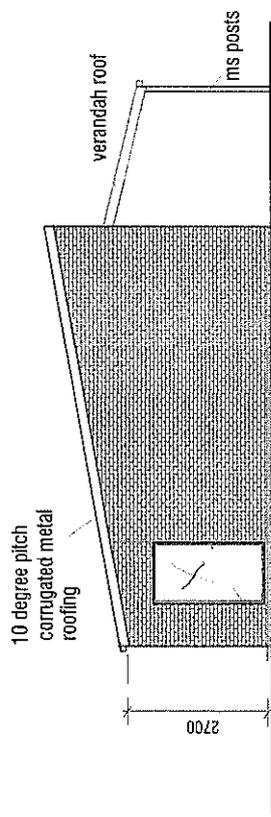
selected face brick  
**SOUTH ELEVATION**



selected face brick  
to be change to a fixed featureless window  
**EAST ELEVATION**



aluminium framed windows powdercoat finish  
**NORTH ELEVATION**



aluminium framed windows powdercoat finish  
selected face brick  
**WEST ELEVATION**

Certificate Number: 27 Jan 2019  
 Assessor Name: [Name]  
 Building Number: 27 Jan 2019  
 Certificate Date: 27 Jan 2019  
 Building Address: 19 Kozur Circuit Walla Walla NSW 2579  
 www.nuthouse.gov.au

SCALE	1:100
A3 DRAWING	
DRAWING NO.	4572 / 3

**ELEVATIONS**

Proposed Residence  
Lot 67 Kozur Circuit  
Walla Walla

- BUSHFIRE ATTACK LEVEL REQUIREMENTS**  
BAL 12.5
- Requirements:**
- External Walls**  
To be fully sarked  
ground level or verandah floor level to be of fire resistant material
  - External Doors**  
To be solid timber minimum thickness 35mm to areas within 400mm of ground line  
Panel Lift Doors to be fitted with suitable sealing maximum 3mm gap
  - Roof**  
Fascias to be sealed to obtain a maximum gap of 3mm  
Provide Anticon vapour blanket to hips, valleys and gutter areas
  - Windows**  
Aluminium framed Glazing shall be Grade A safety glass minimum 4mm to areas within 400mm of ground lines  
Window openings to be screened with an aluminium or steel mesh maximum 20mm aperture  
Windows to have tightly fitted weather seals
  - Water and Gas supply pipes**  
Above - ground, exposed water and gas supply pipes shall be metal
- Vents and Weepholes**  
To be screened with an aluminium mesh with maximum aperture of 3mm

LINDSAY JORDON  
 Building Designer  
 34 Marlborough Street  
 Building Practitioner Registration No. CP49-1621, WS  
 Tel: 08 8464 6558  
 Fax: 08 8464 6559



**HENTY HEALTH SERVICES**

**MULTI FUNCTION  
“SPECIALIST DEMENTIA UNIT”**

**LOOKING TO THE FUTURE**

**OUR AIM**

**Keeping our Community Healthy**

**By**

**Encouraging Healthy Lifestyle Practices**

**And**

**Providing the Best Services and Care for all in Need**

**Henty Community Health Project**

## Dementia.

### Introduction.

The Henty LHAC on behalf of the community is committed to providing a comprehensive and accessible level of care to all within its township and catchment area. Members of the Henty LHACC believe in being proactively progressive and to act as advocates for the health of all.

A Needs Assessment into Dementia occurred in 1996 at Henty and pinpointed an inconsistency and lack of forward planning in the area of clients with cognitive disorder. This presents a social, health and economic crises that is on the increase and requires urgent attention. Recent research indicates that in Albury there is a shortfall for 30 Dementia secured places and in the Wagga area are significant waiting lists at each of their secure facilities.

Contact and referral is often too late for the client as distraught families seek placement into an already overloaded service with the illness treated as just one of the many sub-specialities that are dispersed and added to the mix.

Statistics : – The average life expectancy in Australia is 82.8 years and rising.

- One Australian is diagnosed with Dementia every 6 minutes.
- There are more than 353,000 Australians with Dementia and an estimated 1.2 million people involved in their care.
  
- In NSW there are 115,000 people with Dementia.  
As our population ages and the prevalence of Dementia increases, this is expected to reach 128,000 by 2020. That's an increase of almost 4,000 per year.
- By 2050 it is estimated 900,000 of us could be living with this progressive disease.
  
- Henty has an aging population with **25% of its residents over 65 years compared to the state average of 12%.**
- **From the age of 65 years, 10.9% live alone compared to the state average of 2.8%.**
  
- A report published by the Murrumbidgee Primary Healthcare Network (PHN) November, 2016 deals with all aspects of “health care, the current demographic profile of the Murrumbidgee region and also the projected population profile and future needs.”  
It states that:
  - “18% of people in Murrumbidgee are aged >65 years. This compares with 15% across NSW and 14% across Australia as a whole.
  - Between 2013 and 2031 (an 18 year period) there will be a 41% increase in the population aged >65 years across the Murrumbidgee region.
  
  - Between 2013 and 2031, there will be a **52% increase** in the population aged >65 years in **Greater Hume Shire.**”

People experiencing a cognitive impairment, according to numerous studies, account for between 30-50% of total acute care patient admissions in Australia. (Travers, Bryne, Pachana, Klein & Gray, 2013).

It can be argued, for anyone, that hospitals are an overwhelming place where patients generally feel heightened levels of anxiety, displacement and a loss of belonging to their community.

For a person experiencing a cognitive disorder this is especially true.

Hospitals are clinical, they contain numerous entry and exit points, volume of traffic and staff turnover. All of these are issues that have been proven to increase the angst and stress of a person experiencing cognitive problems such as Dementia. (Flemming & Purandare, 2010).

Further studies also affirm that the odours and noises associated with hospitals can also impact on cognitive processing, increased confusion and agitation among Dementia patients (Hanley, 2004).

Changes in rooms, being forced to conform to the rules and needs of the facility are also significant issues.

Unless delegated to a separate area within Hostels, the above issues for these vulnerable persons remain problematic.

**Aim:**

Henty is looking to proactively address this challenge by requesting funding from the Federal Government for:

- 1/ **A specialist trained therapist for Dementia residents able to be maintained within the community and**
- 2/ **A 20 bed multi function Specialist Dementia Unit with one wing to cater for Aged Dementia, as well as a designated area for young Dementia clients unable to be maintained within the community for varying reasons.  
A second attached wing would cater for those with severe behavioural and psychological symptoms associated with advanced dementia.**

**Appropriate staffing including a Clinical Psychologist and Occupational / Diversional Therapist would also be required.**

**It is anticipated that the Community of Henty and District would assist this project.**

- 
- 1/ **An area within the Henty Community Centre would be utilised as a special Multi- use Function Day Room, providing specific mental stimulating and educational programs, physical activities and new experiences as well as reminiscing therapy and social interaction.**

Times would be allocated for younger clients and for the more elderly clients with Dementia who are still able to live and function within the community and in surrounding towns, villages and farms with the assistance of their carers and friends.

**A specialist trained therapist is required to design and instigate the programs for each group aiming to improve cognitive skills, memory, articulation of speech and motor control skills.**

Using an integrated care approach to provide the foundations for the social needs and health of each individual, participants would be encouraged to attend the Multi use Function room within the Community Centre for specific evidence based programs.

These programs will improve and open channels for improved interaction, communication and understanding in a group / peer supported environment.

Rebuilding past skills and learning new coping strategies will assist each individual. Small achievements over time build purpose, meaning and positive self perceptions. Strategies and an individually centred care approach would be tailored and implemented to improve each client's daily life.

### Home Care:

Henty is a very supportive town which values its people, especially those who are vulnerable and will often redirect or accompany a fragile community member home. Even if the individual is unable to communicate verbally – having their hair done is something familiar and comforting, visiting the coffee shop or just wandering around the shops or park with someone to then guide them home would enhance their wellbeing and value. By addressing this problem in the early stages, assisting to retain as much cognitive health and quality of life within the setting of the individual client's perceived world and by providing practical assistance and regular respite for the carer, permanent care of the client could be delayed for a varying length of time.

Care givers are often invisible sufferers and could also benefit by tapping into information, practical linkages and support programs which focus on their own essential needs, the maintenance of social contacts and 'time out'.

Innovative programs such as Immersive experience (Visual Dementia workshops) can give carers and frontline staff valuable and rare insight and the opportunity to develop greater understanding and empathy for those living with Dementia. Quality support, service and awareness of consistent ongoing care as required would have a profound effect on the contentment and enjoyment of their present life. Emphasis is placed on the necessity of sharing the caring and not feeling guilty in a stressful ongoing situation.

Caregivers for loved ones with dementia experience isolation and lack of social stimulation.

The complexity of this problem affects the dynamics of each family and impacts on relationships. How people deal with the emotional dilemma and trauma can have long term repercussions.

Most people with Dementia prefer to remain in their own homes, connected to their respective carer and within their local community. We need to adapt to a community care model and actively assist carers to cope, in order for this to remain a feasible possibility for as long as possible depending on circumstances.

Couples often have to separate as the one with dementia may fail to recognise his or her carer, take umbrage and reject any assistance with personal care.

**2) The planning, design and building of a secure specialist multi-purpose – A, B and C Dementia facility with appropriate staffing, connected and close to Henty Myoora Hostel**  
to cater for residents suffering with cognitive impairment and specific

unique requirements who cannot be maintained within the community setting.  
This is to provide a person-centred, multidisciplinary approach to care for those unable to be appropriately cared for by mainstream community services.

**Respite beds** within the secure Dementia unit would provide relief for carers and ultimately, when required, a familiar homely environment for the person with Dementia.

This friendly facility would provide a safe, calming and homely environment where staff would interact, assist and work with fragile residents to retain as much cognitive awareness as possible.

An integrated and innovative structured care plan providing personal profiles and tailored to each individual's needs and expectations would be formulated. A visual chart for each resident detailing "What matters to me" could be displayed.

Each resident with assistance from a carer or advocate could list their needs. eg. reading, travel documentation, music choices, personal care and range of movement requirements, outings, food presentation and likes and dislikes, fluid preferences' and other perceived needs which would empower people to connect.

#### **Advanced Care Planning:**

New technology suggested as an important environmental design for integration into the facility include: Residents have keyless access to their own room that automatically opens for them as they approach ensuring privacy.

Visual prompts for bathroom facilities and a night light.

Floor sensors that will show if a residents night time habits change so staff can be alerted and the resident monitored without being disturbed unless necessary.

Recommended lighting is installed, to assist with general feelings of wellness and sleep patterns.

Pictures of residents on the walls and on their doors at a younger age, when they recognise themselves.

Clutter, noise, shadows, reflections and glare would be minimised and quiet areas created to help the person with dementia to relax.

Construction of the facility would encompass curved hallways and garden paths for the residents who are walkers. Plain calm and contrasting colours with limited distractions are recommended within the facility to help the resident determine where the floor finishes and the wall commences. There is also a growing body of research showing natural timbers have positive wellbeing benefits.

Each resident's room doors would be painted in different colours or patterns.

An inside garden with seating and murals, (eg. Post office, supermarket, newsagent and chemist) will take residents back to an era they remember best.

Murals of bookshelves on exit doors is a feature that is seen as impressive and could be adopted.

An outside mural, (eg. Railway / a farm scene) to complement the surrounds and native shrubs, (eg Acacia Paradoxa) that could be planted along a fence to attract bird life.

Examples like these would be developed by the Occupational Therapist or the Clinical Psychologist.

Residents would have the freedom to do what they want, when they want to do it, to develop their own small household chores, engage in a range of day to day household tasks and small activities, eg. some gardening, supervised morning and afternoon tea preparation, washing up, dusting and helping with personal laundry or folding washing.

Reminiscence Therapy – eg. Music, dancing, photos, the sharing of past memories and past achievements, to take residents back to the era they remember best. eg. Children, work, travel and picnics can trigger happier times, reducing anxiety and agitation.

Validation – a technique for communication depending on what the resident needs in their reality at that precise moment, not correcting assumptions that may be incorrect and causing distress unnecessarily.

Enhancing past skills, eg. setting tables, cards, carpet bowls, hobbies, gardens etc. as well as re-learning skills, eg. Painting, craft and other meaningful activity which can relieve stress levels and depression and in turn improve their feeling of wellbeing.

To be able to express their feelings and desires freely and be able to participate as they wish in other activities as well eg. dance, being read to, listening to familiar music and songs, watching videos of nature, eg. rainforests, landscapes and the ocean.

Hand, scalp and foot massages, barbeques and picnics in the garden as well as enjoying pets, or a possible robotic companion to interact, entertain and help lift the mood of residents can demonstrate cognitive improvement for many.

This soul destroying degenerative brain disease not only steals the personality of our loved ones, but leaves the recipient with progressive memory loss, unable to always recognise family and friends, they can become confused, anxious and scared. Communication is impaired as, robbed of the ability to think creatively and deviate from routine they try to navigate a strange, unfamiliar world.

Simple gestures, holding hands, sitting quietly with someone, listening to soft background music and just being close may reduce the feelings of being alone and isolated as each of these individuals gradually lose the ability to perform everyday tasks and slowly withdraw from life.

Despite appearances there is usually some level of understanding and ability to respond. It is often said that the last response to fade is the smile, that flickering reminder of the human spirit within.

**2b./ A small designated area within the proposed Dementia Facility for:**

**Early onset Dementia** residents who are unable to be cared for within their previous environment and require support and stimulating care and encouragement.

Early onset dementia (frontal temporal lobe degeneration) can result from any brain injury, eg. Accidents / sports injuries / workplace injury, toxic consumption or alcohol induced- Korsakoff's syndrome.

Allocated staff would provide a home style setting where residents could choose their own schedule and life-style to fit their needs, working together to help with chores around the home and in outdoor supervised environments eg. gardens, parks, football grounds, farms etc. Physical work has been shown to improve symptoms for many as well as adding value and purpose.

-A quiet nook with access to a "skype" program to promote contact with distant relatives.

The importance of a setting that has a homelike restful environment, a predictable routine with reduced choices and yet some meaningful activity would be expected.

Staff would provide a voice of advocacy, assisting to develop greater freedoms and as much memory retention as possible.

Activities would include: Exercise bike and other equipment within a games room / dancing and music /fishing for yabbies from the nearby Buckingingah creek / outings and picnics to nearby familiar places to encourage positive enjoyment and mental stimulus.

**2c) This purpose built wing within the proposed Dementia Unit in Henty would cater for those with more extreme disruptive behaviours with an emphasis on activities and a games room to assist and absorb the excess energies, anger and anxiety that these residents often exhibit.**

Disruptive behavioural disorders in people regardless of age would benefit from being assessed by an experienced clinical psychologist or other trained Specialist to ascertain the possible root of problematic behavioural issues.

By using scientific measures to test cognitive neuropsychological function, strengths and talents could be identified to build on as well as weaknesses that need intervention.

Taking into consideration any background information, psychologists evaluating psychometric testing could actively assist staff, on an ongoing basis, to steer and guide individual interactive interventions.

Factors which could contribute to the behavioural issues and psychological symptoms include: Past traumatic episodes, infection, pain, partial awareness of diminished brain function, inability to achieve what they expect to achieve and all too often, misinformation from misguided friends and carers.

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UPA, Myoora Hostel's present structure will have some benefits as Accountancy, Maintenance inside and around the Grounds, Cleaning, Laundry, Meals and an accessible Registered Nurse for medical complexities and health problems are already in place.

Staff employed within the community Multi-use Function Room and the Secure Dementia facility would be expected to undertake training courses and ongoing education with the support and polices that are currently in place in the UPA, Shalam Cottage in Albury and in their other facilities.

The staffing mix in the Berrigan Dementia Wing, Amaroo House also appears commendable. Staff flexibility and enthusiasm between their required caring roles would be supported and encouraged.

Consultation with other organisations at the forefront of best practice in terms of social and environmental sustainability such as Hammond Care to inform and enhance detailed design and operation would be beneficial.

### **Conclusion:**

Small rural communities such as Henty and surrounding districts show demographics of a high percentage of residents that are in their senior years, many of whom will succumb to this debilitating illness as age progresses. Concerned members of the community are also becoming aware not only of the incidence of people with younger onset of Dementia but also those with associated severe behavioural and psychological magnifications.

In Greater Hume Shire, we have a population that is ageing faster within our region than the rest of the State or indeed the rest of the country. By building the infrastructure and obtaining the essential support and resources necessary in relation to the existing pressing need and anticipated future demand, we can lay the foundation and link people to the care they need.

A document by Murrumbidgee Local Health District (December, 2016) records "Needs and Priorities identified by Stakeholders" Community (page 16, paragraph 3)  
"A need identified by community members (LHAC) at consultation was for Dementia Specific residential care.

While services are available at The Rock and Albury, these services are in high demand and have very high occupancy.

Henty was thought to be an ideal location to expand Dementia Specific residential care services for the Greater Hume and Lockhart LGA catchment areas.

Myoora Homestead Hostel (UPA) indicated they have been approached to consider this additional service."

Henty is a small village in which residents are close knit and largely aware when cognitive difficulties are being experienced by one of its members. Support and encouragement are given to the vulnerable individual by various friends and community

personnel, especially if they are without available family or a carer, so that they can continue to be involved in related activities and social events for as long as possible. Integrated plans, specific programs and ongoing solutions for each Dementia client could delay the progress of this insidious disease considerably.

As the mind slows, orientation in time and space falters inevitably, giving rise to feelings of helplessness and powerlessness. Their complex needs, lifestyle safety and wellbeing need to be addressed and linked to **accessible ongoing resources**.

As members of Henty LHAC and advocates of a concerned community we are looking for practical financial support from the Government to implement the required functional infrastructure and staffing necessary for the provision of holistic ongoing care.

**Appendix:**

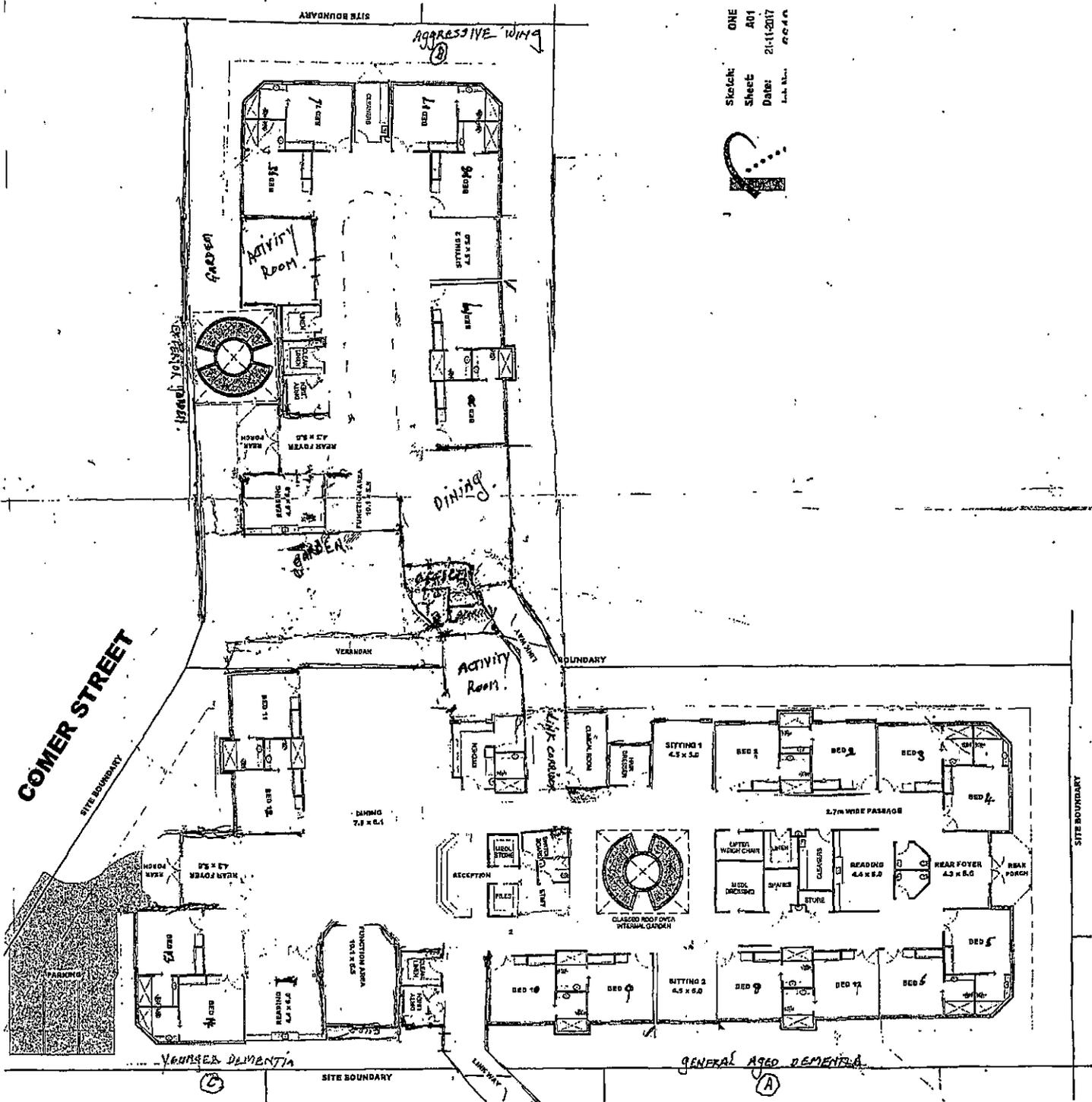
Professor Paul Finucane FRCPI FRACP  
Senior Staff Specialist Geriatrician  
Conjoint Professor, University of New South Wales  
Adjunct Professor, University of Notre Dame, Australia  
Professor Emeritus, University of Limerick, Ireland

Has written in support of this submission saying –

“I firmly believe that on-going dementia care is best delivered in the person’s own community and close to the person’s former home. It is therefore essential that places like Henty have the resources to accommodate people from the area with a dementing illness.”

“As stated, I’d be happy to do what I can to support you with this important initiative.”

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Sketch: ONE  
 Sheet: A01  
 Date: 21-11-2017  
 L.A. No. 2224



FLOOR PLAN  
 1:200

AREA TABULATION APPROX AREAS (SULDER...)	
NAME	AREA
1-BUILDING	1321.7 m <sup>2</sup> 1321.7 m <sup>2</sup>



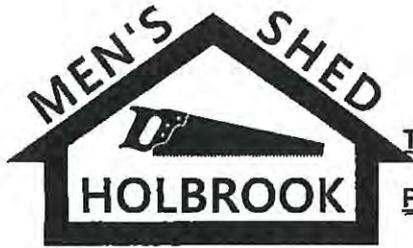
Aerial Imagery copyright NSW LPI Accuracy of data subject to change

20 m

8-Mar-2019



20 DEC 2018



**FUNDING SUBMISSION**  
**TO GREATER HUME SHIRE COUNCIL**  
**FROM THE HOLBROOK MEN'S SHED**

**20th DECEMBER 2018**

The Secretary  
 Rod Peters  
 29 Young Street  
 Holbrook 2644

The Holbrook Men's Shed operate in an old railway goods shed in Wallace St. built in 1901.

The shed is 18 x 8mtrs without sewerage and running water, it does have a galvanised iron rainwater tank installed by the members. We have 2 wood lathes, a sander, a router table, a large bench, and a large cracked old cast iron wood burner in the workshop area. In the smaller room we have a hot water urn a sink that is not connected to any plumbing or drainage and seating for about 9 people, this area is our kitchen dining room/meeting room, so with our full complement of 17 members some must go into the workshop area or outside for morning tea.

We have obtained a grant from AMSA (Australian Men's Shed Association) for a 40-foot shipping container for storage of tools and equipment out of the workshop area, however if more than 8 members are working in the workshop it is very cramped.

Option 1. The perfect solution would be to have our own block with an already constructed shed on it, after researching sheds for sale in the Holbrook area none are available at this time.

Option 2. Would be a block of land in the industrial area in Holbrook with power and plumbing services available, that a suitable shed could be built on.

Ten Mile Engineering are agents for FairDinkum Sheds in Holbrook who are a major sponsor of Men's Shed Australia and would build a suitable shed at a discounted price.

Some of the problems we have other than the lack of space, are uneven floors, we have a wheel chair ramp but with the uneven floors and lack of maneuvering room it would be impractical for a wheelchair bound person to attend the shed. Other problems that we have are one member that needs crutches and another that uses a wheelie walker to get around. We also have members that are mentally disabled although they are physically able, all this as well as hygiene issues due to the lack of running water and toilet facilities does put people off from joining our group.

The Men's Shed serves the Holbrook community well with jobs like cubby houses for Saint Patricks school currently under construction, a portable counter/bar for the football net ball club, fixing and refurbishing indoor and outdoor furniture, and numerous woodworking and maintenance jobs for widows, families and others who can't afford to pay for trade prices. As well as looking after the health and well being of the members of the shed.

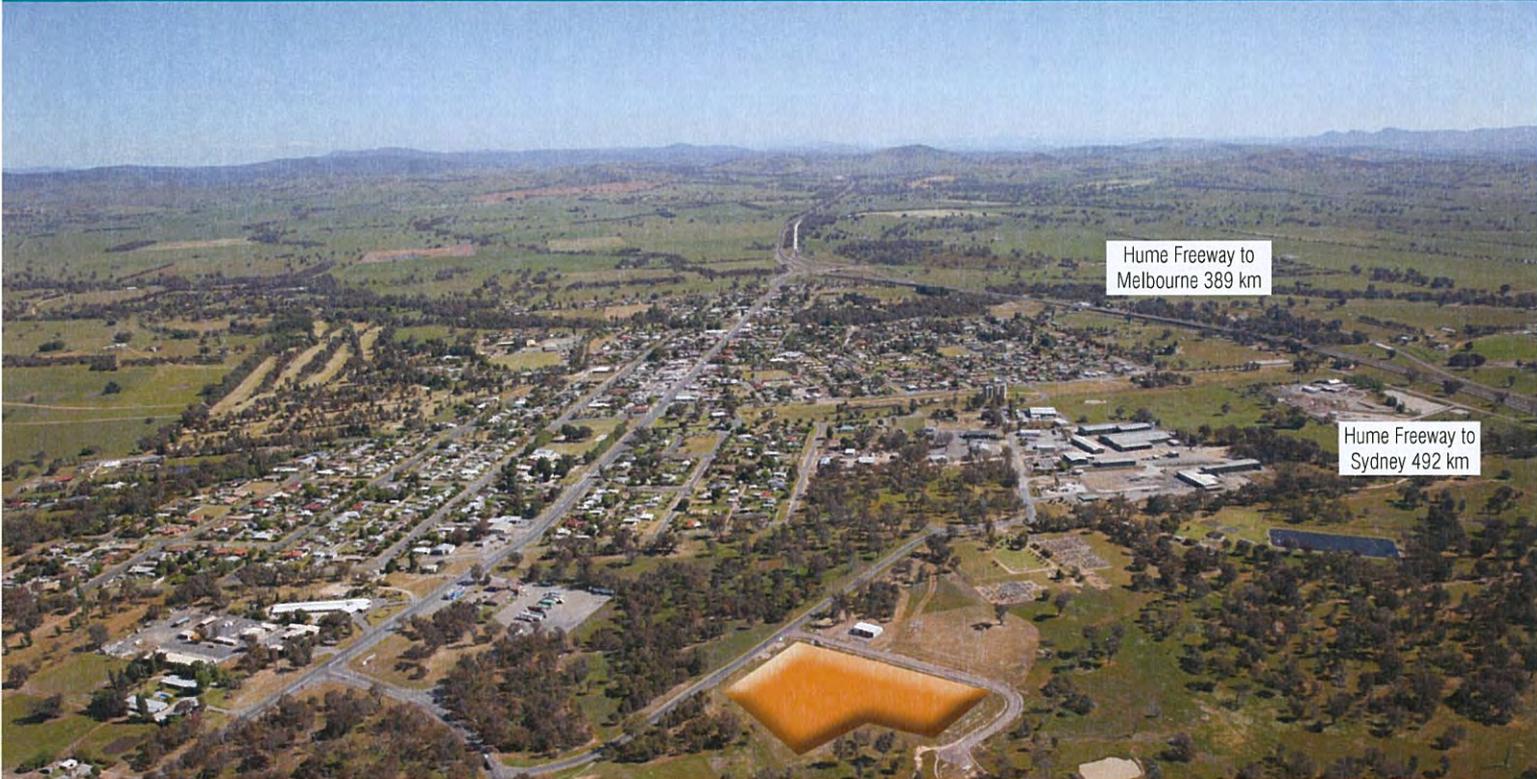
In our present situation we are restrained from encouraging new members to join our organisation because of our lack of space, we believe that a grant from the funds left over from the loose fill asbestos funding would help us to achieve our aim of a community group for all men in the Holbrook area.

Rodney G. Peters



**Australian Men's Shed Association**  
 SHOULDER TO SHOULDER

# Holbrook Industrial Estate



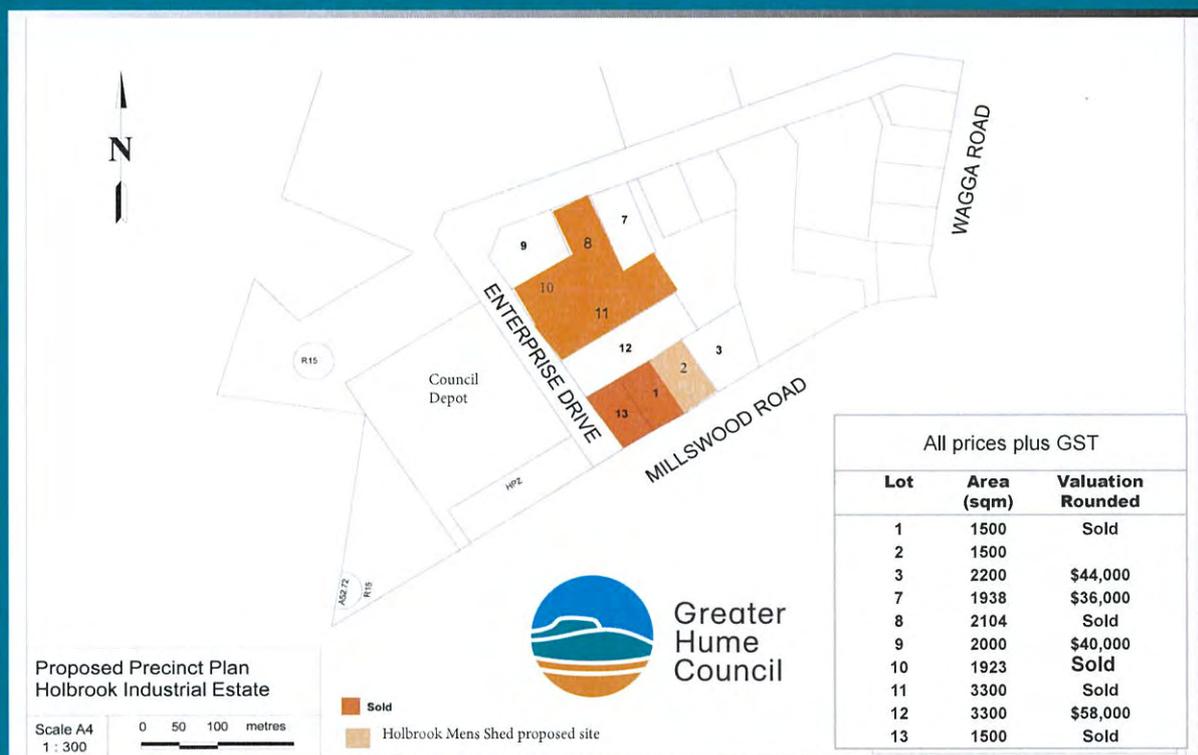
Hume Freeway to  
Melbourne 389 km

Hume Freeway to  
Sydney 492 km

## Holbrook Industrial Estate

Fully serviced industrial land available. Close proximity to Hume Freeway on/off ramps at Holbrook. Industrial lots sized 1,938 sq m to 3,300 sq m and larger lots available. Priced from \$17.60/ sq m plus GST.

Enquiries - contact Steven Pinnuck, General Manager, T: (02) 6036 0100 or E: [spinnuck@greaterhume.nsw.gov.au](mailto:spinnuck@greaterhume.nsw.gov.au)



## UV Radiation Safety Procedure

### 1. Purpose

The purpose of this procedure is to minimise the risk of excessive Ultra Violet (UV) radiation exposure to Greater Hume Council workers by identifying at risk activities and implementing appropriate control measures to protect worker health and safety.

### 2. Scope

This procedure applies to all Council workers including contractors and volunteers who work outdoors for an extended period during daylight hours or are exposed to other types of UV radiation during the course of their work.

### 3. Definitions

Term	Definition
<b>Council</b>	Greater Hume Council (GHC) ABN: 44970 341 154
<b>Heat stress</b>	A potentially harmful medical condition that occurs when the body is unable to cope with heat. Signs and symptoms include heat cramps, heat rash, heat exhaustion and heat stroke.
<b>Other sources of UV radiation</b>	Other sources of UV radiation (excluding solar) include but are not limited to: welding, UV lights, blacklights, UV lamps, curing lamps, solariums and UV lasers.
<b>Photosensitiser</b>	Substances that can induce an abnormally high sensitivity to UV radiation. Examples include certain medications (e.g. chemotherapy drugs) and some plants, oils and fragrances. Also included are some industrial chemicals (e.g. coal tars and derivatives, certain dyes and chlorinated hydrocarbons).
<b>Risk</b>	The likelihood of harm occurring from exposure to a hazard and the likely consequences of that harm.
<b>Risk Assessment</b>	The overall process of estimating the level of risk of a particular task, activity or process.
<b>Risk Control Measures</b>	Measures that eliminate or minimise a risk so far as is reasonably practicable, using the 'hierarchy of control'.
<b>Skin cancer</b>	Basal cell carcinoma (BCC) is the most common type of skin cancer. It grows slowly over months and years and may damage nearby tissues and organs if left untreated. Squamous cell carcinoma (SCC) is a less common skin cancer than BCC, but it grows faster. It may spread to other parts of the body if left untreated. Melanoma is the least common but most dangerous type of skin cancer. It is often fast growing and can spread to other parts of the body where it can form a new cancer. Most skin cancer deaths are from melanoma.
<b>Sun Protection Factor (SPF)</b>	Measure of the amount of protection provided by a sunscreen against solar UV radiation.
<b>Solar radiation</b>	Types of solar radiation include infrared radiation (IR) and ultraviolet radiation (UV-A and UV-B). IR radiation is felt as heat and is not related to UV radiation levels. UV radiation (UVR) cannot be seen or felt as heat so temperature cannot be reliably used to indicate when sun protection is needed. Peak solar UV radiation occurs between 10:00 and 14:00 (or 11:00 and 15:00 daylight saving time).
<b>Worker</b>	A person who carries out work in any capacity for Council. This includes an employee, contractor, subcontractor or volunteer.

#### 4. Responsibility

<b>General Manager and Directors</b>	<ul style="list-style-type: none"> <li>• Ensure that adequate resources are available to effectively manage the risks associated with all sources of UV radiation identified in the workplace;</li> <li>• Ensure Council processes are in place to meet WHS legislative requirements for the effective management of risks related to sun exposure and other sources of UV radiation identified in the workplace;</li> <li>• Ensure processes are in place to monitor the implementation and effectiveness of the UV Radiation Safety process;</li> <li>• Ensure that adequate resources are available to provide appropriate training sun safety and other sources of UV radiation identified in the workplace; and</li> <li>• Ensure that processes are in place for the review of this procedure every two years.</li> </ul>
<b>Managers</b>	<ul style="list-style-type: none"> <li>• Ensure the identification, assessment and control of UV radiation exposure risks are adequately conducted within their areas of responsibility;</li> <li>• Review and monitor all outdoor work activities and other work activities involving other sources of radiation in their area of responsibility;</li> <li>• Ensure that UV Radiation exposure risk assessments are conducted as required for tasks in their areas;</li> <li>• Ensure that the Work &amp; Safety Coordinator is notified of all identified UV radiation exposure risks in their areas of responsibility;</li> <li>• Ensure all workers in their area of responsibility are informed of UV radiation risks and are provided with sufficient information, instruction, training and supervision to ensure their health and safety.</li> </ul>
<b>Supervisors</b>	<ul style="list-style-type: none"> <li>• Identify activities involving UV radiation exposure, assess the risks and implement effective control measures in their area of responsibility;</li> <li>• Consult with workers and other duty holders when conducting UV radiation exposure risk assessments and identifying controls;</li> <li>• Monitor and review the implementation and effectiveness of controls through audits, inspections and communication with workers and revise controls where necessary;</li> <li>• Ensure training, information and supervision is provided to all workers undertaking outdoor work;</li> <li>• Liaise with the Risk &amp; Safety Coordinator for assistance in managing risks associated with excessive UV radiation exposure; and</li> <li>• Where applicable, ensure contractors performing outdoor work and/or activities involving other sources of radiation have received adequate training regarding UV radiation exposure risks and comply with sun safety requirements.</li> </ul>
<b>Risk &amp; Safety Coordinator</b>	<ul style="list-style-type: none"> <li>• Develop, review and distribute this procedure;</li> <li>• Ensure that UV radiation exposure risks are included in Council's WHS Risk Register;</li> <li>• Consult with key stakeholders in the management of risks associated with sun exposure;</li> <li>• Oversee the system and processes for the management of risks</li> </ul>

	<p>associated with UV radiation; and</p> <ul style="list-style-type: none"> <li>• Assist Managers and Supervisors to manage the risks associated with UV radiation.</li> </ul>
<b>Workers</b>	<ul style="list-style-type: none"> <li>• Follow the requirements of this procedure;</li> <li>• Participate in the identification, risk assessment and control of UV radiation risks;</li> <li>• Use protective clothing and equipment provided by Council to minimise hazardous UV radiation exposure; and</li> <li>• Carry out outdoor work activities in accordance with any information, instruction and training provided.</li> </ul>
<b>Risk &amp; Work Health Safety (RWHS) Committee</b>	<ul style="list-style-type: none"> <li>• Participate in the identification of UV radiation risks and control measures, where required; and</li> <li>• Participate in reviewing the effectiveness of controls implemented for the management of risks associated with UV radiation exposure.</li> </ul>

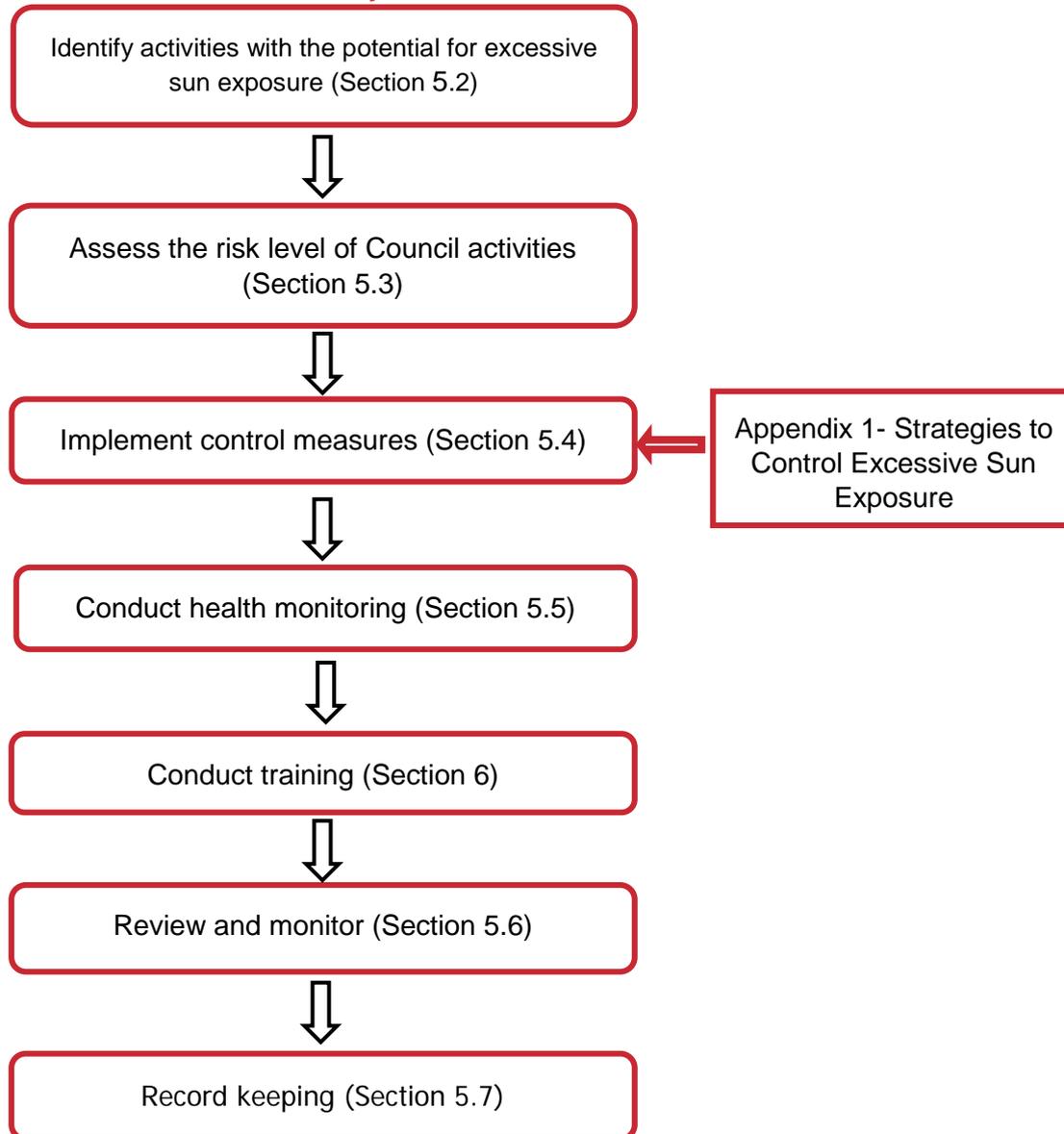
## 5. Procedure Instruction

### UV Radiation Safety

Excessive UV radiation exposure can lead to a variety of health disorders including skin cancer, eye injuries, skin rashes as well as heat stress

Council will ensure that work activities that involve UV radiation exposure are identified and appropriate controls implemented to protect workers. The process to be used is summarised in the flowchart below.

#### 5.1 Overview of the Sun Safety Process



#### 5.2 Identifying UV Radiation Exposure Hazards

The Risk & Safety Coordinator in conjunction with the relevant supervisors will identify workers at risk of excessive UV radiation exposure by:

- reviewing activities that involve regular UV radiation exposure (e.g. gardeners, road crews, welders etc.)
- reviewing injury reports and the results of skin checks
- consultation with workers

### 5.3 Assessing the Risk Level

Priority will be given to those jobs with the highest risk of sun exposure. To assess the risk level, the Risk & Safety Coordinator and relevant supervisor(s) will consider factors such as:

- the work practices (including breaks)
- the time of day and how often tasks are carried out
- any shade provided in the environment where the work is performed
- exposure to solar UV radiation from reflective surfaces
- risk assessments must be reviewed when changes to work procedures may result in an increase in exposure to VU radiation.

### 5.4 Implementing Control Measure to Minimise VU radiation Exposure

Council will implement control measures to eliminate excessive sun exposure where possible, or if that is not practicable, to minimise the risk of harm from sun exposure as much as possible.

The relevant Supervisor, with assistance from the Risk & Safety Coordinator, will consider the suitability of control measures (either alone or in combination) for the activity. This may include:

- organising work to occur outside of peak UV radiation times
- working outside for only short periods at a time
- working in shaded areas such as in the shade of a building or under a temporary shade
- wearing protective clothing, including sunglasses
- wearing sunscreen
- providing access to appropriate sources of hydration
- using appropriate screens to provide protection from VU radiation
- ensuring that persons required to be in an area in which there is a risk of exposure to VU radiation are wearing appropriate PPE
- ensuring that persons who are not carrying out activities involving exposure to other sources of radiation i.e. welding are not permitted to enter an area in which the risk of exposure to VU radiation and that adequate signage to warn of the hazard are provided.

For further information on control measures, please refer to Appendix 1: Strategies to Control Excessive UV Radiation Exposure.

### 5.5 Conducting Health Monitoring / Skin Examinations

Council will arrange for skin examinations will be by an external provider for employees at risk of excessive exposure to UV radiation. These skin examinations will be conducted in line with requirements outlined in Council's Employee Health Monitoring Procedure.

Workers will also be encouraged to conduct self-examinations of their skin on a regular basis to help identify any signs of skin cancer. (See Appendix 2: Skin Self-examination).

### 5.6 monitoring & Review

The effectiveness of the UV Radiation Safety Procedure will be reviewed at least every two (2) years, including a review of:

- compliance and implementation of the UV Radiation Safety Procedure;
- related injuries and skin test results; and
- the suitability and effectiveness of risk control measures for UV Radiation exposure

In addition, this procedure will be reviewed if:

- it becomes apparent that the UV Radiation Safety process is not adequate to protect workers;
- there are legislative changes that affect the requirements for UV radiation safety including sun safety;
- there are any new or revised outdoor work processes; and
- additional information on UV radiation safety becomes available that should be considered.

## 6. Training

Council will provide both new and existing workers with UV radiation training to raise awareness of the risks associated with excessive UV radiation exposure and the protective measures to be taken.

Training will be included in inductions for new employees as well as being covered in periodic and on-the-job training for existing employees.

## 7. Links to Policy

Work Health & Safety Policy  
Workplace Health & Injury Management Policy  
Employee General Health & Wellbeing Policy

## 8. Links to Other Procedures

Employee Health Monitoring Procedure  
PPE Procedure  
Risk & WHS Responsibility, Authority & Accountability Procedure

## 9. Links to Forms

UV radiation Exposure Risk Assessments

## 10. References

- SafeWork NSW: *Five Steps to Keeping Workers Safe in Heat*
- Safe Work Australia: *Guide on Exposure to Solar Ultraviolet Radiation*
- Safe Work Australia: *Guidance Note for the Protection of Workers from the Ultraviolet*
- Cancer Council NSW (e.g. SunSmart)
- Australian Radiation Protection and Nuclear Safety Agency: *Radiation in Sunlight*
- Australian Radiation Protection and Nuclear Safety Agency: *Radiation Protection Standard for Occupational Exposure to Ultraviolet Radiation Annex 2 (2006)*
- Australian Radiation Protection and Nuclear Safety Agency: *Solar UV Radiation and the UV Index*
- Australian Radiation Protection and Nuclear Safety Agency: *The Australian UV Index Reports*
- AS 2604: *Sunscreen Products - Evaluation and Classification*
- AS 1337: *Eye Protectors for Industrial Applications*
- Bureau of Meteorology website (SunSmart UV Alert) <http://www.bom.gov.au>

## 11. Relevant Legislation

NSW WHS Act 2011  
NSW WHS Regulation 2017

## 12. Associated Records

- UV radiation exposure risk assessments
- Related Safe Work Method Statements
- Health monitoring records
- Related training records

## Appendix 1: Strategies to Control Excessive UV Radiation Exposure

### Exposure to Solar UV Radiation

The following strategies should be considered to minimise workers' risk of injury /illness related to excessive exposure to solar radiation (the sun):

#### 1. Provide Shade

Reduce exposure to solar radiation by using:

- natural or existing shade (e.g. from trees and shrubs, existing buildings)
- temporary structures (e.g. shade cloths, canopies, awnings, tents, umbrellas)
- shaded or indoor area for tea breaks and lunch
- fitted shade canopies for vehicles and machinery (e.g. tractors and mowers), if possible
- solid, tightly woven fabrics such as canvas or sailcloth provide effective barriers against UV radiation. Some heavy textiles give up to 97% UV protection from the sun. Check the UPF (ultraviolet protection factor) rating for fabrics and portable structures before purchase.

Shade can reduce, but not necessarily eliminate exposure to solar UV radiation. Bright surfaces in the environment may reflect UVR onto workers.

#### 2. Change Work Hours

Review work practices so that outdoor work is organised around the temperature and peak UV radiation times by:

- starting work earlier in the day (7am or earlier in summer)
- planning to work outdoors early in the morning or later in the afternoon when UV radiations levels are lower
- scheduling indoor work during peak UV radiation times (10am - 2pm, or 11am and 3pm daylight saving time);
- sharing outdoor tasks and rotate staff so that outside work is shared
- taking morning tea and lunch breaks in the shade
- checking the daily UV forecast.

#### 3. Follow the SunSmart UV Alert

The UV Index is a rating system describing the amount of UV radiation in sunlight that reaches the earth's surface. The higher the number, the stronger the levels of UV radiation and the less time it takes for skin damage to occur.

Damage to the skin can occur when the UV index is at 3 and above. A SunSmart UV Alert is issued by the Bureau of Meteorology whenever the UV index is expected to reach 3 or above. The Cancer Council website has a SunSmart UV Index app that can be downloaded to a smart phone or website.

The SunSmart Index and recommended actions are shown below:

SunSmart Index	SunSmart Action
11+ Extreme	<ul style="list-style-type: none"> <li>• Extra protection required</li> <li>• Avoid being outside during midday hours</li> <li>• Seek shade</li> <li>• Shirt, sunscreen and hat are a must</li> </ul>
8 – 10 Very High	<ul style="list-style-type: none"> <li>• Extra protection needed</li> <li>• Avoid being outside during midday hours</li> <li>• Seek shade</li> </ul>

SunSmart Index	SunSmart Action
6 – 7 High	<ul style="list-style-type: none"> <li>• Shirt, sunscreen and hat are a must</li> <li>• Extra protection required</li> <li>• Avoid being outside during midday hours</li> <li>• Seek shade</li> <li>• Slip on a shirt, slop on some sunscreen, and slap on a hat</li> </ul>
3 – 5 Moderate	<ul style="list-style-type: none"> <li>• Protection needed</li> <li>• Seek shade during midday hours</li> <li>• Slip on a shirt, slop on some sunscreen, and slap on a hat</li> </ul>
1 – 2 Low	<ul style="list-style-type: none"> <li>• No protection required</li> <li>• Most people can safely stay outside</li> </ul>

The SunSmart UV Alert is reported daily on the Bureau of Meteorology website and on the weather page of all Australian daily newspapers.

#### 4. Provide Protective Clothing and Equipment

##### 4.1 Clothing

Clothing should be loose-fitting, allow sweat to evaporate and cover as much of the skin as possible (e.g. long-sleeved shirts with collars to protect the neck, fingerless gloves).

Fabrics should be lightweight, of close weave, breathable and light in colour. Purpose-made protective clothing is available and has Ultraviolet Protection Factor (UPF) ratings of 40, 45, 50 or 50+ (the higher the UPF the better). UPF 50+ is recommended.

Other hazards should be considered when selecting clothing so that secondary hazards are not introduced (e.g. low visibility; loose fitting clothing while operating machinery, etc.).

##### 4.2 Hats

Hats should always be worn when outdoors and should:

- shade the face, head, ears and neck
- be broad brimmed, bucket or legionnaire style
- if broad brimmed, have a brim of at least 6.5cm
- be made of tightly woven material of light colour (check the UPF rating); and
- be comfortable.

Hard hats or helmets should have broad brim and neck flap attachments. If the wide brim poses secondary hazard, the safety function of the hat should take priority and other control measures implemented to offer sun protection.

##### 4.3 Sunscreen

Sunscreens should be:

- compliant with AS 2604 *Sunscreen Products - Evaluation and Classification*
- broad spectrum and water resistant
- SPF (sun protection factor) 30+
- generously applied to clean, dry skin (including ears and back of neck) at least 20 minutes before exposure to the sun
- wiped onto the skin, rather than rubbed in
- reapplied every 2 hours or more often when sweating
- used in conjunction with other protective measures such as clothing

- stored in an easily accessible and cool place, and used within its expiry date.

A SPF 30+ lip balm or zinc cream should be used to protect the lips.

#### 4.4 Sunglasses

Sunglasses should:

- meet AS 1067: Sunglasses and Fashion Lenses. Categories 2, 3 or 4 with a good UV protection description are recommended
- be EPF9 or EPF10 (eye protection factor)
- be glare resistant, lightweight, comfortable and close-fitting. Wrap around styles provide the best protection
- Fit-overs should be provided for workers wearing prescription glasses, as tinted prescription glasses are excluded from AS/NZS 1067. Further advice should be sought from the worker's optometrist.
- Other hazards in the workplace may need to be considered when selecting appropriate eye protection (e.g. projectile hazards, infection control, chemicals and industrial applications). See AS 1337 *Eye Protectors for Industrial Applications*.

### Exposure to Other Sources of UV Radiation in the Workplace

The following strategies should be considered to minimise workers' risk of injury /illness related to excessive exposure to other sources of UV radiation in the workplace (not including the sun):

#### 1. Provide Screens

Reduce exposure to other sources of UV radiation by using:

- Using/installing appropriate screens to provide protection from UV radiation

#### 2. Provide Protective Clothing and Equipment

- Ensuring that persons required to be in an area in which there is a risk of exposure to VU radiation are wearing appropriate PPE see Safe Work Method Statements (SWMS) for individual activities.

#### 3. Isolation

- Ensuring that persons who are not carrying out activities involving exposure to other sources of radiation i.e. welding are not permitted to enter an area in which the risk of exposure to VU radiation and that adequate signage to ward of the hazard are provided

### Education and Training

Training and education programs should:

- increase and improve awareness of the risks of exposure to UV radiation;
- promote safe working practices;
- provide information on self-screening for skin cancer
- be on-going;
- be included in the induction of new workers;
- be developed in consultation with workers.

Information and resources for workplace education and training packages can be obtained from Cancer Council NSW.

## Appendix 2: Skin Check – Self Examination

Outdoor workers and workers exposed to other sources of UV radiation should check their skin for changes at least every three months. This is because early detection is vital to successfully treating skin cancer.

Key areas to check include the skin on the back, neck, ears, arms and hands. The use of fixed and hand-held mirrors can assist.

### What to Look for - A B C D E:

The Cancer Council SunSmart information sheet *Early Detection and Treatment of Skin Cancer* advises that medical attention should be sought if any of the following skin changes are found:

- **ASYMMETRY:** One half of the spot doesn't match the other



- **BORDER:** The edges are irregular, ragged, notched or blurred.



- **COLOUR:** The colour is not the same all over and may include shades of brown or black, red, white or blue



- **DIAMETER:** The spot is larger than 6 mm across or is growing larger



- **EVOLUTION & /OR ELEVATION:** The spot may enlarge and a flat spot may become raised in a matter of a few weeks.



Other important signs are any mole or freckle that:

- New moles
- changes over a period of months
- grows in size
- changes shape
- becomes mottled in colour
- has a persistent itch
- a spot that becomes raised or develops a lump within it
- Moles that bleed or weep
- The Surface of a mole becomes rough, scaly or ulcerated
- Looks different from other spots.

Photographs of any suspicious areas can be useful to record any changes. If any skin changes are found, medical advice should be sought.

### Is it a Mole or Skin Cancer?

Almost all of us have moles. Moles are not normally present at birth, but appear in childhood and early teenage years. By the age of 15, Australian children have an average of more than 50 moles.

Normal moles usually look alike. See your doctor if a mole looks different or if a new mole appears after the age of 25. The more moles a person has, the higher the risk of melanoma.

- Harmless coloured spots that range from 1mm to 10mm.
- Uniform in shape and even coloured. May be raised.
- The more moles or freckles you have the higher your risk of skin cancer.
- May have uneven borders and multiple colours like brown and black.
- Observe moles carefully for any sign of change.

Although you may notice one or more skin changes, it does not necessarily mean that you have skin cancer, however it is important that you visit your GP to have them investigated further.

Your GP can discuss your skin cancer risk and advise you on your need for medical checks or self-examination.

It can be difficult to know whether something on your skin is a harmless mole or normal sun damage, or a sign of cancer. When in doubt, speak to your GP.

### Types of Skin Cancer



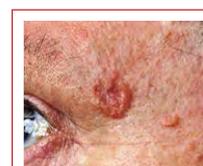
**Melanoma**



**Modular  
Melanoma**



**Modular  
Melanoma**



**Basal Cell  
Carcinoma**



**Squamous Cell  
Carcinoma**

### Appendix 3: Heat Stress

Heat Stress is a potentially harmful medical condition that occurs when the body is unable to cope with heat. Signs and symptoms include:

- Heat Cramps: caused by heavy sweating which depletes the body of salt & water.
- Heat Rash: an itchy rash which can cover the body caused by a hot & moist environment.
- Heat Exhaustion: weakness, fatigue, dizziness, visual disturbance, feelings of intense heat and thirst, nausea, vomiting, tingling & numbness of fingers and toes after exposure to a hot environment.
- Heat Stroke: a life-threatening condition which requires immediate medical attention. It is caused by over-exposure to heat, and often with dehydration. Symptoms include dry hot skin, high body temperature (possibly over 41 degrees C, and may include mental confusion, collapse and fits).

#### Council Workers Potentially at Risk

In addition to outdoor workers, others potentially at risk of heat stress is anyone working in an enclosed space with poor ventilation, and where the ambient air temperature could be affected by the outside temperature (e.g. a tradesperson working inside a roof cavity).

#### Treatment of Heat Stress

If someone is showing signs of heat stress, particularly heat exhaustion or heat stroke, it is advised that the following actions should be taken:

- Remove them from the heat. Get them into a shaded and well-ventilated area
- Loosen clothing and remove any PPE or heavy clothing such as overalls
- Make sure they rest and cease any exertion
- Encourage them to drink cool (not cold) fluids
- **SEEK MEDICAL ATTENTION ASAP**

#### Steps to Reduce the Risk of Heat Stress

In addition to the risk control measure used to control excessive sun exposure, steps that can be taken to minimise the risk of heat stress include:

- Ensuring workers take regular breaks from hot work, especially in extremes of temperature.
- Providing adequate supervision.
- Ensuring workers stay well hydrated with water (other drinks such as energy drinks may have a diuretic effect).
- Ensuring workers have regular food intake so salt and electrolytes can be replaced.
- Providing outdoor workers with SPF 50+ and sun safe PPE.
- Training workers in working safely in hot environments, including the signs and effects of heat stress and how to respond if someone appears to be suffering heat stress.

#### Control Measures for Heat and Dehydration Hazards

When a hazard related to heat and/or dehydration is identified, the Manager or Supervisor will, together with the affected workers, develop control measures.

The following control measures may be considered:

- air conditioning, air cooling, fans, air movement, exhaust fans, insulation, shade areas and other engineering controls;
- job rotations, reducing time in the hot environment, increasing breaks, and modifying tasks;
- providing access to cold water;

- educating workers to recognise the danger signs of heat related conditions;
- reviewing clothing and equipment required for the job with consideration of temperature control;
- providing protective equipment and clothing such as SPF high fabrics which are still cool to wear and sun protection such as sunglasses, hats and sunscreen; and
- first aid training for heat-related first aid emergencies.

### **Ceasing Work**

There is no legislated maximum temperature for determining when work should cease. Decisions regarding ceasing work due to extreme temperatures needs to be made based on the conditions of the day. Factors to consider include:

- Ambient air temperature;
- Humidity levels;
- Air movement and wind speed;
- Radiant temperature of surrounding structures;
- Type of activity and level of exertion;
- Clothing being worn;
- Physical fitness of the worker.

## Smoke Free Workplace Procedure

### 1. Purpose

To protect the health and wellbeing of all Council employees, contractors, volunteers and visitors by eliminating exposure to environmental tobacco smoke, elimination of potential ignition sources and complying to the requirements of the Smoke Free Environment Act 2000.

### 2. Scope

This policy shall apply to all Council employees, contractors, volunteers and visitors

### 3. Definitions

Council – Greater Hume Council

### 4. Responsibility

#### Organisational

Legal requirements to protect the health and wellbeing of all Council employees, contractors, volunteers and visitors who may be exposed to ETS.

Education regarding this policy is provided to all staff of the organisation.

Ensure that sufficient and appropriate signage is strategically placed where required.

All job applicants are notified of the smoke free policy at the time of application.

All new employees are made aware of this policy at induction training.

#### Managers, supervisors, team leaders

Ensure the objectives of this policy are implemented into work practices.

Ensure that all employees and contractors under their control fully understand the requirements and provisions of this policy.

Any reported incidents of non compliance are resolved through counselling and case management.

#### Workers

All staff are responsible for ensuring that Council maintains a smoke free environment by complying with the provisions of this policy and reporting any incidents which breach this policy.

### 5. Procedure Instruction

Smoking is known to be a contributory factor in many serious and fatal illnesses such as cancer. However, exposure to smoke (passive smoking) can be equally dangerous to non-smokers, who breathe in other people's smoke (Environmental Tobacco Smoke). Passive smoking can affect smokers and non-smokers.

Environmental Tobacco Smoke (ETS) is a combination of exhaled mainstream smoke (smoke breathed out by the smoker) and side stream smoke (smoke that drifts from the burning end of a cigarette). Environmental Tobacco Smoke is made up of over 4,000 chemicals and more than 60 of these are known to cause cancer in humans. Research indicates that there is no safe level of exposure to ETS and prolonged exposure is known to increase the risks of lung cancer and heart disease, as well as the incidence of sore throats, nasal symptoms, asthma attacks and other chest illnesses.

The dangers of passive smoking have been extensively documented and since 1986 there have been at least 34 substantive research studies undertaken in Australia and overseas that confirm the impact of ETS on workers and the general public. Since that date the damage caused by ETS exposure in the workplace has been repeatedly affirmed by the major health organisations of Australia, the USA, the UK, and elsewhere.

The effects of passive smoking in the workplace have resulted in litigation, where employers have been held responsible for illnesses caused by passive smoking.

Document Name	Version Number	Date of Issue	Review Date
RISK – Smoke Free Workplace Procedure	1.0.0	December 2018	As Required

**Smoking is prohibited**

- in all Council buildings
  - in all Council vehicles (mobile fleet, plant and equipment)
  - adjacent to entrances and/ or exits of buildings
  - adjacent to any window or intakes for air conditioning plant
  - within 3 metres of any area (including outdoor) where combustibles or flammables are stored or being used
  - in an enclosed public place – enclosed, in relation to public place means having a ceiling or roof and, except for doors and passageways, completely or substantially enclosed, whether permanent or temporary
  - in proximity of a non smoker whereby the non smoker can be exposed to ETS
  - where determined by risk assessment or legislation (*confined spaces, trenches*).
- *Adjacent to an entrance and/ or exit of a building means the smoking activity is not in the physical proximity of the building that*
    - *requires people using the entrance and/ or exit to pass through ETS*
    - *allows ETS to enter the building*

Smoking by-products such as cigarettes, butts, matches and lighters must be disposed of appropriately.

**Programs to assist in quitting smoking**

Council will provide assistance to any member of staff who wish to stop smoking by paying costs of an accredited stop smoking program.

Consideration may be given to providing paid leave to attend an approved course during working hours.

**Approved Smoking Areas**

Smoking is not permitted within 5 metres of Council premises.

No smoking signs may be erected near entry to buildings

Where possible, staff should not smoke in outdoor areas which are visible to the public.

Other 'smoke free' areas may be identified and determined in consultation with the RWHS Committee, Consultative Committee, General Manager or nominated representative.

**Non compliance**

Compliance with this policy is a condition of employment, any employee who fails to comply with this policy will be subject to disciplinary procedures in accordance with the relevant award. Initial response to non compliance by staff will involve counselling and ensuring that the policy and reasons for it are explained in detail.

**6. Training**

Education regarding this policy is provided to all staff of the organisation

All new employees will be informed of the smoke free workplace policy at commencement of employment and at induction training for new staff.

**7. Links to Policy**

Work Health & Safety Policy

## Workplace Health & Injury Management Policy

### **8. Links to Other Procedures**

Nil

### **9. Links to Forms**

Nil

### **10. References**

Nil

### **11. Relevant Legislation**

NSW WHS Act 2011

Smoke Free Environment Act 2000

Smoke Free Environment Regulation 2007

Storage and Handling of Workplace Dangerous Goods NOHSC 2017 – 2001

### **12. Associated Records**

Employee Information & Induction Handbook

General WHS Induction Training for Employees

**From:** Patrick Hayes [mailto:Pat.hayes127@hotmail.com]  
**Sent:** Tuesday, 19 February 2019 1:45 PM  
**To:** Steven Pinnuck  
**Cc:** Jason Steinke  
**Subject:** Jindera Tennis Club loan request.

Hello Steve,

This e-mail is on behalf of the Jindera Tennis Club. We have received confirmation of our grant from the second round of Stronger Country Community and thank the GHC for their efforts in securing these Grants.

We always knew that we would have a shortfall in resurfacing our top courts and renewing fencing around the courts. We will have some club money to put towards the project but we will need to find between \$30k-\$50k to finish the whole project, we are at the moment going through and reconfirming quotes, court preparation works and fencing prices for the project.

The Tennis Club previously had a council loan of a similar amount dating back some 5-6yrs ago maybe 7yrs ?, we were able to pay off this loan some 18mths- 2yrs ahead of the payment schedule[ if my mind serves me correctly ]. We are seeking a loan from the council to finish this important community project an amount of \$50,000 if possible.

Regards

Pat Hayes

On behalf of the Jindera Tennis Club.

Pat Hayes JP

Jindera Village Post Office

Jindera NSW 2642

P. 02/60263201

E. [pat.hayes127@hotmail.com](mailto:pat.hayes127@hotmail.com)

M. 0498092200

BM & GK Dwerryhouse  
'Wallira'  
248 Sargeant Rd  
Table Top NSW 2640  
09/01/18

Mr S. Pinnuck  
General Manager  
Greater Hume Shire  
Holbrook NSW 2644

Re: Water Consumption Notice 01/07/16 – 30/06/17

Assessment No.: 10067676

1067 Walla Walla Rd Gerogery NSW 2642

I refer to the above notice and subsequent telephone discussions with your office staff regarding the amount of water consumed and the total amount billed to us.

There is obviously a mistake or a problem with the meter as there is no way that this amount of water was used on this property. Prior and subsequent readings on this meter have ranged from 3 to 30 water units over the billing periods. As there is only one stock trough on this property, in a very small paddock that is always lightly stocked, the billed amount of 367 water units consumed is simply not possible.

I would also point out that we have experienced several serious security problems on this property (of which the local police are aware) and with this in mind, this may be the reason for this issue, as the meter may have been tampered with.

Bearing in mind the above, we would appreciate you adjusting this account to the average of past & subsequent bills, which we are willing to pay.

Bruce Dwerryhouse.



Aerial imagery copyright NSW LPI Accuracy of data subject to change

10 m

6-Mar-2019



## Road\_Lines (2)

Asset\_id: 20100420162037

Weathconds: Unknown

Dedicatd: Dedicated

Publicuse: Public Use

Lrrs: Unknown

Lgno: Unknown

Roadauth: GHSC

Allirdclas: 4B

Crgwycode: A

Regrdgrp: Unknown

Srtpntdesc:

EndPntDesc:

Prscrdir: Increasing

Terrain: Flat

Envirozone: Dry/Non Reactive

Latstseg: 6047731.4828

Longstseg: 530219.3702

Latendseg: 6047567.8062

Longendseg: 529640.7181

Laneno: 2

Surfcwidth: 0

Crgwywidth: 0

Traffwidth: 0

Surfacetyp: Sprayed Seal

Resealdate: null

Roadtype: Sealed

Formheight: Level

Constrdate: null

Crgwyno: 1

Noisebarr: No

Emrgcycomm: No

Routelight: No

Intrslight: No

Intrnssys: No

Roughness: 4

Ruttman: Unknown

Ruttequip: 2

Surftext: 3

Aadtcount: 0

Aadtest: 0

Aadtdate: null

Commvehcnt: 0

Commvehest: 0

Roaduse: Public

Spdenviro: 100

Servlevel: Unknown

Accprmlkm: 0

Pkhrvol: 0

Hvyvehetype: None

Hazindr: No

Pubtransrt: No

Schlbusrt: Yes

Cyclistr: No

Pedestrtr: No

Avidyspryr: 365  
Pavementlf: 100  
Drnstruclf: 100  
Seallf: 20  
Resheetlf: 0  
Intrscstype: Uncontrolled  
Accessctrl: Yes  
Usrdefid: RRSS5350102  
Status: Existing  
Assettype: Rural Road Sealed  
Subtype:  
Usdist: 1000  
Dsdist: 1725  
Roadname: Racecourse Road  
RoadID: RRSS53501  
Rddeptid: GHSC  
Segmentno: 02  
Urbanrural: Rural  
Side: Both  
Offset: 0  
Aggrtype: 10mm  
Widthdia: 8200  
Height: 0  
Length: 725.38  
Truelength: 725  
Area: 5945  
Depth: 0  
Usinvrtvl: 0  
Dsinvrtvl: 0  
Installyr: 1990  
Installmo: 1  
Notes: 01130100  
Perf: 0  
Accu: 0  
Critic: 0  
Method: Field Inspection  
Bestguess:  
Locality: Holbrook  
Installcst: 0  
Baselfopt: 100  
Repcst: 0  
Repcstunit:  
Fairvalue: 0  
Residval: 0  
Uniratef: 0  
SysAddDate: 0  
Lastupdate: 20150612164238  
Lastupdtby: Andrew Vonarx  
Usrdef1: None  
Usrdef2:  
Usrdef3:  
Usrdef4:  
Usrdef5:  
Usrdef6:  
Usrdef7:  
Usrdef8:

Usrdef9:

Usrdef10:

Asset\_id: 20100420160104

Weathconds: Unknown

Dedicatrd: Dedicated

Publicuse: Public Use

Lrrs: Unknown

Lgno: Unknown

Roadauth: GHSC

Allirdclas: 3

Crgwycode: A

Regrdgrp: Unknown

Srtpntdesc:

EndPntDesc:

Prscrbrdir: Increasing

Terrain: Flat

Envirozone: Dry/Non Reactive

Latstseg: 6045072.2341

Longstseg: 530069.2134

Latendseg: 6045507.3456

Longendseg: 529172.956

Laneno: 2

Surfcwidth: 7.1

Crgwywidth: 10

Traffwidth: 8

Surfacetyp: Sprayed Seal

Resealdate: null

Roadtype: Sealed

Formheight: Above

Constrdate: 2005-01-01

Crgwyno: 1

Noisebarr: No

Emrgcycomm: Yes

Routelight: No

Intrslight: No

Intrnssys: No

Roughness: 3

Ruttman: Unknown

Ruttequip: 2

Surftext: 3

Aadtcount: 461

Aadtest: 0

Aadtdate: 2012-07-11

Commvehcnt: 0

Commvehest: 0

Roaduse: Public

Spdenviro: 100

Servlevel: Unknown

Accprmlkm: 0

Pkhrvol: 0

Hvyvetype: B-Double

Hazindr: No

Pubtransrt: No

Schlbusrt: Yes

Cyclistr: No

Pedestrrt: No  
Avidyspry: 365  
Pavementlf: 85  
Drnstruclf: 100  
Seallf: 20  
Resheetlf: 0  
Intrscctype: Uncontrolled  
Accessctrl: No  
Usrdefid: MR331044  
Status: Existing  
Assettype: Regional Road Sealed  
Subtype:  
Usdist: 43000  
Dsdist: 44000  
Roadname: Jingellic Road  
RoadID: MR331  
Rddeptid: GHSC  
Segmentno: 44  
Urbanrural: Rural  
Side: Both  
Offset: 0  
Aggrtype: 14mm  
Widthdia: 7100  
Height: 0  
Length: 1000  
Truelength: 1000  
Area: 7100  
Depth: 0  
Usinvrtvl: 0  
Dsinvrtvl: 0  
Installyr: 2005  
Installmo: 1  
Notes: 0  
Perf: 0  
Accu: 0  
Critic: 0  
Method: Field Survey  
Bestguess:  
Locality: Holbrook  
Installcst: 0  
Baselfopt: 85  
Repcst: 22  
Repcstunit: m  
Fairvalue: 0  
Residval: 0  
Unitratef: 0  
SysAddDate: 0  
Lastupdate: 20160602114256  
Lastupdtby: Andrew Vonarx  
Usrdef1: C/L & E/L  
Usrdef2:  
Usrdef3:  
Usrdef4:  
Usrdef5:  
Usrdef6:  
Usrdef7:

Usrdef8:

Usrdef9:

Usrdef10:

## TOURISM AND PROMOTIONS REPORT (February 2019)

Areas Projects	Objectives	Progress and Comments
Greater Hume Visitors Guide	Implement the Greater Hume Visitor Experience Plan <b>Delivery Plan 3.3.1.1.06, 3.3.1.1.05</b>	<ul style="list-style-type: none"> <li>• Visitors Guide has been distributed to our 43 advertisers and Visitor Information Points (15,000 copies)</li> <li>• Distribution (to date) = 13900, including 4300 to other Visitor Centres/advertisers and 1680 to VIPS.</li> </ul>
Visitor Information Centre and Submarine Museum	Offering visitors to Greater Hume information and advice on accommodation, places to eat, attractions, maps, tours, road conditions, events and other general information. Reception and admission to Submarine Museum. Implement the Greater Hume Visitor Experience Plan. <b>Delivery Plan 3.3.1.1.06, 3.3.1.1.05</b>	<ul style="list-style-type: none"> <li>• Visitor Information stats forwarded to AVIC Network were: February 2019: 886 walk in, 42 phone calls and 31 emails Admissions to Submarine Museum, statistics for: February 2019: 13 in family groups, 82 adults, 9 school children, 98 pensioners and 29 in groups. Please see attached graphs showing above statistics.</li> </ul>
Promotions	To promote Greater Hume as a place to visit or stay, whether for ½ day, full day or more. To assist with the promotion of Greater Hume's many and varied events. Implement the Greater Hume Visitor Experience Plan. <b>Delivery Plan 3.3.1.1.01, 3.3.1.1.08</b>	<ul style="list-style-type: none"> <li>• Submitted visitor and What's On advertising in Out and About Summer Edition in Border Mail.</li> <li>• Greater Hume Public Notices</li> <li>• Emailed 'What's On in February leaflets to Visitor Information Centres in NSW and VIC, coach/bus/tour companies, tourism operators within shire and regional, media, visitor information points and to interested residents in shire.</li> <li>• Arranged promotions through Jindera Pioneer Museum Events, Holbrook Triathlon, Henty Ag Show and various community markets.</li> </ul>
Social Media	Implement and enhance online communication tools using technologies such as social networking mechanism.  Implement the Greater Hume Visitor Experience Plan <b>Delivery Plan 3.3.1.1.09</b>	<ul style="list-style-type: none"> <li>• Individual facebook pages: <ul style="list-style-type: none"> <li>○ Greater Hume Council – 1096 likes</li> <li>○ Greater Hume Visitor Information Centre – 414 likes</li> <li>○ Holbrook Submarine Museum – 844 likes</li> <li>○ Greater Hume Children's Services – 609 likes</li> <li>○ Greater Hume Youth Advisory Committee – 224 likes</li> <li>○ Buy Local in Greater Hume – 300 likes</li> </ul> </li> <li>• QR Codes – Used on a regular basis in promotions and advertising.</li> </ul>
Signage	Implement the Greater Hume Visitor Experience Plan. <b>Delivery Plan 3.3.1.1.03</b>	<ul style="list-style-type: none"> <li>• Currently also working on various signage projects.</li> </ul>
Australia Day	Recognise community leaders and their efforts and encourage others in the community to take up leadership roles. Encourage more residents to be involved in the Greater Hume and events. <b>Delivery Plan 1.1.2.8.1 and 2.1.1.1.1</b>	<ul style="list-style-type: none"> <li>• Currently seeking a community to hold the 2020 Greater Hume Australia Day Celebration.</li> </ul>

## TOURISM AND PROMOTIONS REPORT (February 2019)

Greater Hume Tourism	<p>The Tourism Public Forum Program will be held four times a year in different community locations across the shire where tourism operators, event organisers and interested members of the public would be invited via email, social media, website and community newsletters to attend.</p> <p style="text-align: right;"><b>Delivery Plan 3.3.1.1.02, 3.3.1.1.12</b></p>	<ul style="list-style-type: none"> <li>• The Visitor Experience Plan was endorsed by Greater Hume Council at its March 2014 meeting.</li> <li>• The Tourism Public Forum was held on Tuesday 26 February 2019 in Culcairn, at Greater Hume Council Chambers, unfortunately only two people attended, Ken Scheuner from Culcairn Lions Club and Culcairn Community Development Committee. The Tourism and Promotions Officer provided information for Ken Scheuner to take back to the Development Committee and Lions. There was also discussion on the Garage Sale Trail, development of an attraction in Culcairn (sculptures or silo art) and about attracting visitors to Culcairn.</li> <li>• The bimonthly Greater Hume Tourism and Promotions Newsletter will be sent out during March.</li> </ul>
Murray Arts	<p>Murray Arts aim is to actively assist the ongoing development of, and participation in, arts and culture throughout the Border region. Implement the Greater Hume Visitor Experience Plan. <b>Delivery Plan 3.3.1.1.04</b></p>	<ul style="list-style-type: none"> <li>• Greater Hume Libraries have been successful in receiving \$2760 in CASP Funding for the Representations of the Community's Soul Project - Local Greater Hume Libraries and Art Groups will help build community spirit by creating pictures of important community members or their contributions. These pictures will be displayed in a travelling exhibition in three libraries: Holbrook, Henty and Culcairn.</li> <li>• Murray Arts assisted the Headlie Taylor Header Committee to develop and implement the Sculpture project.</li> </ul>
Murray Regional Tourism	<p>The Murray Regional Tourism (MRT) is a joint venture between Albury, Balranald, Berrigan, Campaspe, Corowa, Deniliquin, Gannawarra, Greater Hume, Mildura, Moira, Murray, Swan Hill, Wakool, Wodonga, as well as Tourism Vic and Destination NSW. Implement the Greater Hume Visitor Experience Plan.</p> <p style="text-align: right;"><b>Delivery Plan 3.3.1.1.04, 3.3.1.1.07, 3.3.1.1.16</b></p>	<ul style="list-style-type: none"> <li>• MRT Digital Platform - The Greater Hume site is now live, <a href="http://www.visitgreaterhume.com">www.visitgreaterhume.com</a>.</li> <li>• Murray Farm to Plate Project: <ul style="list-style-type: none"> <li>○ Awaiting launch of a regional Food and Agritourism Strategy.</li> </ul> </li> </ul> <p>Farm Gate Business Development Program – as part of the Murray Farm to Plate Project, farming businesses in Greater Hume have been invited to participate in this Program. The program will be delivered by the team from Regionality who have worked with hundreds of farmers Australia wide, assisting them to innovate their farm business beyond the farm gate. The program is designed to prepare farmers and rural landholders to develop and manage their own innovative business connecting them with consumers and visitors. Greater Hume has been advised that a farming business within the Shire has joined the Program.</p>
Stronger Country Communities Fund	<p>In early March, Greater Hume Council was notified that they had been allocated \$1,596,000 from Round 2 NSW Governments Stronger Country Communities Fund.</p> <p style="text-align: right;"><b>Delivery Plan 3.3.1.1.04</b></p>	<ul style="list-style-type: none"> <li>• Round 1 – Morgan's Lookout is almost complete with signage currently been inserted on lookout.</li> <li>• Round 2 – Received confirmation that 10 projects were successful, SCCF2-0004 Bungowanah Tennis Club Fence and Water Supply, SCCF2-0630 Brocklesby Recreation Reserve - New Function Rooms, SCCF2-0643 Walla Walla Sportsground - New Function Rooms, Kiosk and Amenities, SCCF2-0658 Walbundrie Recreation Ground Refurbishment, SCCF2-0660 Jindera and Gerogery West Tennis Clubs - Court Upgrade Project, SCCF2-0691 Jindera Country Golf Club - New Putting Greens, SCCF2-0695 Jindera and District Swimming Pool - Upgrade of Facilities, SCCF2-0697 Culcairn Swimming Pool - Amenities Upgrade, SCCF2-0701 Culcairn Town Tennis Club - Facilities Upgrade, SCCF2-0659 Greater Hume - Council Halls Upgrade Project.</li> <li>• The Funding Deed has now been signed by all parties. All projects are now able to commence work.</li> </ul>
Greater Hume Council Newsletters	<p>Redesign the format and content of Council's quarterly newsletter to ensure effective and targeted content. <b>Delivery Plan 1.2.1.1.3</b></p>	<ul style="list-style-type: none"> <li>• Greater Hume Council First Newsletter of 2019 is currently being developed with articles due in 20 February 2019. Newsletter will be available from 25 March 2019.</li> </ul>

## TOURISM AND PROMOTIONS REPORT (February 2019)

<p>Museums and Heritage</p>	<p>GHS currently has 10 public or private museums and three historical society's. Museum Advisor – In partnership with Albury City Council and Museums and Galleries NSW we have engaged the services of a museum advisor, Mrs Kim Biggs for 2014. <b>Delivery Plan 3.3.1.1.14</b></p>	<ul style="list-style-type: none"> <li>• The Museum Adviser program has been finalised for 2019.</li> <li>• The first museum workshop was held on Wednesday 6 March at Albury Library Museum where the group was given a workshop on conducting school tours, but Albury Library Museum's Educational Programs staff. There was also discussion regarding finalisation of disaster plans and fire training, cataloguing software options, grants, updating strategic plans and the 'Aftermath' project.</li> <li>• Aftermath Project – a successful joint grant application from Create NSW Regional Partnerships Program with Albury City (lead agency), Greater Hume and Murray Arts obtaining \$74,000 towards the Aftermath Project. Aftermath continues the exploration of our regions unique heritage and identity through the investigation of a range of themes related to the impact of World War I in our wider region, with a focus on the social history collections of museums in Albury and Greater Hume including Woolpack Inn and Submarine Museums, Holbrook, Jindera Pioneer Museum, Culcairn Station House Museum, Wymah Museum and Headlie Taylor Header Museum at Henty. Project outcomes will be significant skill development and mentoring including research, collection documentation, community engagement, exhibition development, interpretation, educational and public programming; exhibits in each of the six community museums showcasing their own particular stories and collection objects; an exhibition at the Albury Library Museum encapsulating the themes and stories of the region and showcasing some of the wider regions collection objects; externally hosted website exhibition by Murray Arts, bringing together the Aftermath themes, collection objects and interpretation, as well as access to curriculum related educational material; artist interpretation that relates to the themes and stories of Aftermath to extend and interpret the exhibition and on-line outcomes; 3 Artists in residence will be engaged to develop interpretative responses to the aftermath stories and collection at each site; Murray Arts will take on an artist engagement and management role; strong education and public programming, which could include play readings, museum theatre, development of an aftermath pop-up exhibition with curriculum related resources, artist and heritage talks and cultural tourism with the extension of the Murray Region Cultural Trail with the continued building of links between collections based at all our regional museums.</li> <li>• The Greater Hume Youth Advisory Committee received a CASP Grant from Murray Arts to work with the Greater Hume Community Museums to develop "Hands that shaped our Community" stories and exhibition. Currently assisting Youth Trainee with this project to source the story tellers and develop the stories from our communities. Greater Hume's Museum Advisor, Kim Biggs is assisting the Youth Advisory Committee to develop a questions to be given to the storytellers and provide general advice on this project.</li> </ul>
<p>New Council Website</p>	<p>Develop a new Greater Hume Council website including a dedicated Have Your Say portal which is compliant with accessibility standards. <b>Delivery Plan 1.2.1.1.4</b></p>	<p>At Council's March meeting SeamlessCMS(OpenCities) was approved to build and implement a new Greater Hume Council website. The Greater Hume Council website went live on 4 December. The Greater Hume Town Subsites are now live with all old sites now transferred to the new sites. The Greater Hume Children Services site has been developed, this should be live during March.</p> <p>There will still be a lot to do on all sites and it is envisaged it will take all of 12 months to develop new functionality on the new sites.</p> <p><b>Go to next page for website statistics</b> (Statistics on other new sites will be shown as they go live).</p>

**TOURISM AND PROMOTIONS REPORT  
(February 2019)**

**Greater Hume Council Website ([www.greaterhume.nsw.gov.au](http://www.greaterhume.nsw.gov.au)) Statistics:**

	Website Traffic		Device Paths			Traffic Source				Bounce Rate
	New	Returning	Desktop	Mobile	Tablet	Organic	Referral	Direct	Social	%
<b>January 2019</b>	3863	1247	2360	1868	375	3336	322	768	305	52.57
<b>January 2018</b>	1984	1008	1412	1050	234	2000	354	357	23	52.98

Top Pages:

1. Living in Greater Hume – Waste and Recycling
2. Your Greater Hume Council – Careers With Us
3. Your Greater Hume Council – Building and Development
4. Your Greater Hume Council – Council Meetings
5. Events – Events Calendar

**Visit Greater Hume Website ([www.visitgreaterhume.com.au](http://www.visitgreaterhume.com.au)) Statistics:**

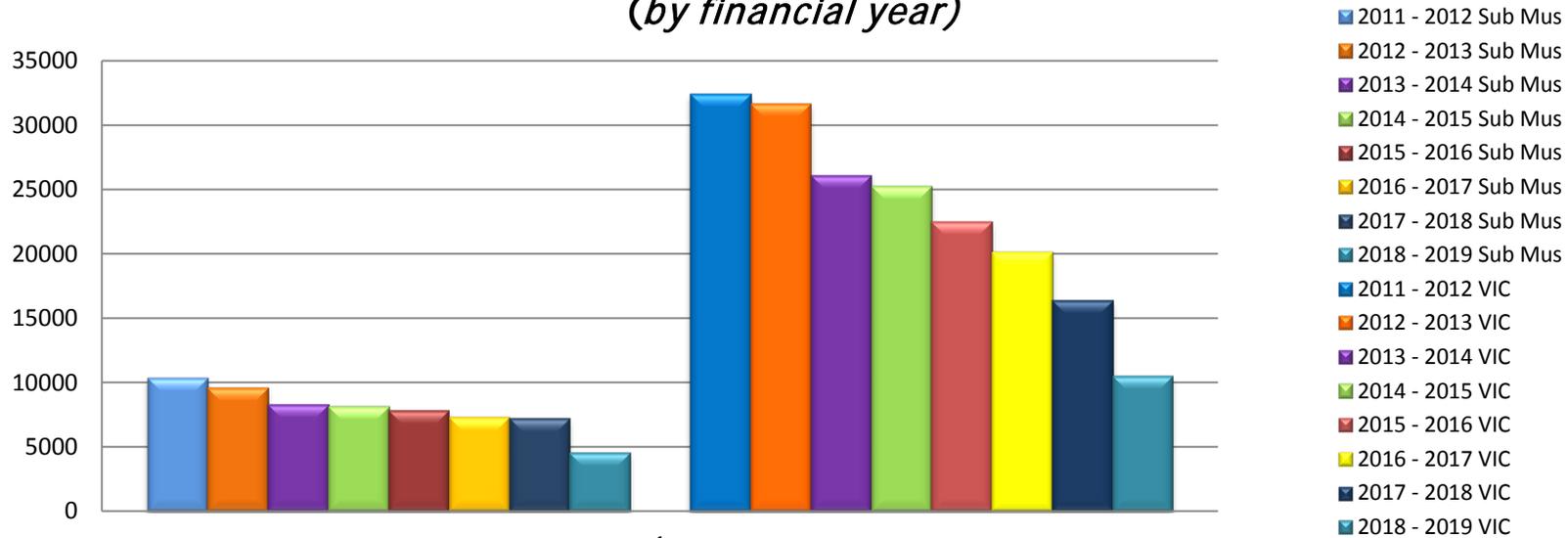
	Website Traffic		Device Paths			Traffic Source				Bounce Rate
	New	Returning	Desktop	Mobile	Tablet	Organic	Referral	Direct	Social	%
<b>January 2019</b>	472	80	283	265	80	361	98	48	12	64.55
<b>January 2018</b>	363	50	149	130	43	220	87	50	37	71.71

Top Pages:

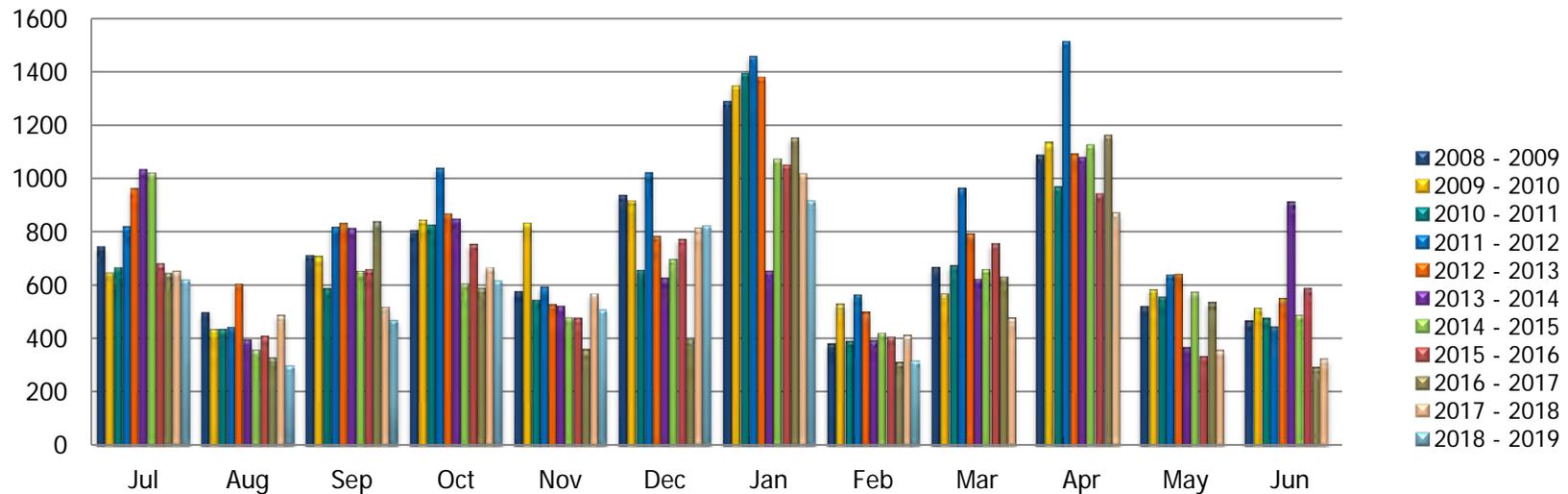
1. Event – Morgan Country Car Club Swap Meet
2. Destinations – Culcairn
3. Explore – History and Heritage
4. Destinations – Holbrook
5. Explore – Sporting and Recreation

**TOURISM AND PROMOTIONS REPORT  
(February 2019)**

**Submarine Museum Admission and Visitor Information Centre Totals  
(by financial year)**



**Submarine Museum Admission Numbers  
(by month, by financial year)**



## GREATER HUME SHIRE COUNCIL

Schedule of the Director Corporate Community Services' Schedule of Information to Council Meeting -  
Wednesday 20th March 2019

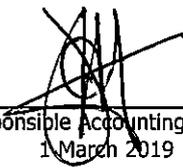
**COMBINED BANK ACCOUNT FOR THE MONTH ENDED February 28th, 2019****CASHBOOK RECONCILIATION**

	<b>General Fund</b>	<b>Trust Fund</b>
General Ledger Cashbook Balance as at 1st February, 2019	-246,035.76	<b>50,052.04</b>
Cashbook Movement as at 28th February, 2019	-274,640.14	0.00
Less: Term Deposits included in Cashbook Balance (Trust only)	0.00	0.00
General Ledger Cashbook Balance as at 28th February, 2019	<u><b>-520,675.90</b></u>	<u><b>50,052.04</b></u>

**BANK STATEMENT RECONCILIATION**

Bank Statement Balance as at 28th February, 2019	NAB	\$0.00	50,052.04
	Hume	\$20,147.53	
	Bendigo	\$8,672.00	
	WAW	\$6,878.15	
	<b>Total</b>	<u>35,697.68</u>	<u>50,052.04</u>
(LESS) Unpresented Cheques as at 28th February, 2019		-19,457.11	0.00
(LESS) Unpresented EFT Payments as at 28th February, 2019		-559,641.02	0.00
PLUS Outstanding Deposits as at 28th February, 2019		22,724.55	0.00
PLUS / (LESS) Unmatched Cashbook Transactions 28th February, 2019		0.00	0.00
Cashbook Balance as at 28th February, 2019		<u><b>-520,675.90</b></u>	<u><b>50,052.04</b></u>

I certify that all of Council's surplus funds have been invested in accordance with the Act, the regulations and Council's investment policies and that all cheques drawn have been checked and are fully supported by vouchers and invoices and have been certified for payment.

  
 Responsible Accounting Officer  
 1 March 2019

This is page no.1 of Schedule No.1 of the Director Corporate & Community Services' Schedule of Information to Ordinary Council Meeting held on 20th March, 2019

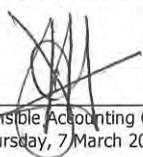
\_\_\_\_\_  
GENERAL MANAGER

\_\_\_\_\_  
MAYOR

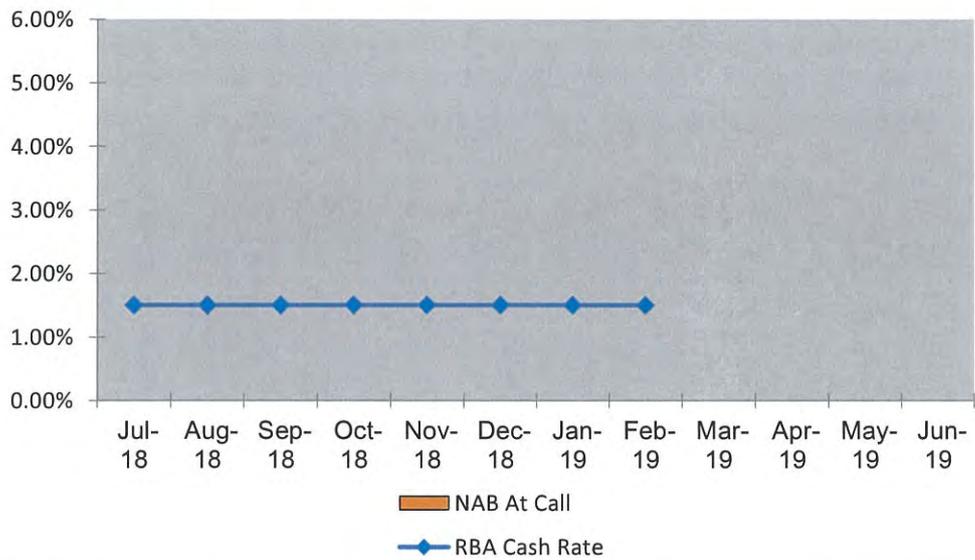
**GREATER HUME SHIRE COUNCIL**  
**COMBINED INVESTMENT ACCOUNT - MONTH ENDED 28 February 2019**

Investment Number	Financial Institution	Rating	Amount Invested	Interest Rate %	Term (Days)	Date Invested	Maturity Date
<u>National Australia Bank</u>							
GHS184	NAB	A- 1+	506,482.20	2.60%	181	06-Sep-18	06-Mar-19
GHS180	NAB	A- 1+	509,765.32	2.55%	90	12-Dec-18	12-Mar-19
GHS191	NAB	A- 1+	500,000.00	2.60%	184	05-Oct-18	07-Apr-19
GHS204	NAB	A- 1+	500,000.00	2.60%	181	18-Nov-18	18-May-19
GHS206	NAB	A- 1+	500,000.00	2.55%	90	21-Feb-19	22-May-19
GHS197	NAB	A- 1+	500,000.00	2.60%	181	28-Feb-19	28-Aug-19
	NAB	A- 1+	<u>4,868,953.76</u>	1.50%	@ Call	27-Apr-09	Variable
			<u>7,885,201.28</u>				
<u>Hume Bank</u>							
GHS054	HUME - Trust	Unrated	63,415.99	2.60%	365	01-Mar-18	01-Mar-19
GHS160	HUME	Unrated	500,000.00	2.50%	90	19-Dec-18	19-Mar-19
GHS205	HUME	Unrated	500,000.00	2.50%	120	21-Nov-18	21-Mar-19
GHS123	HUME	Unrated	500,000.00	2.50%	120	29-Nov-18	29-Mar-19
GHS189	HUME	Unrated	500,000.00	2.00%	59	07-Feb-19	07-Apr-19
GHS190	HUME	Unrated	500,000.00	2.50%	121	08-Dec-18	08-Apr-19
GHS203	HUME	Unrated	500,000.00	2.50%	90	20-Jan-19	20-Apr-19
GHS074	HUME	Unrated	500,000.00	2.50%	89	05-Feb-19	05-May-19
GHS192	HUME	Unrated	500,000.00	2.50%	153	06-Dec-18	08-May-19
GHS200	HUME	Unrated	500,000.00	2.50%	120	20-Feb-19	20-Jun-19
GHS142	HUME - Trust	Unrated	47,010.61	2.60%	365	30-Jun-18	30-Jun-19
GHS155	HUME	Unrated	500,000.00	2.50%	150	25-Feb-19	25-Jul-19
GHS193	HUME	Unrated	500,000.00	2.80%	365	29-Dec-18	29-Dec-19
			<u>5,610,426.60</u>				
<u>Bendigo Bank</u>							
GHS177	BENDIGO	A-2	500,000.00	2.45%	151	07-Oct-18	07-Mar-19
GHS182	BENDIGO	A-2	500,000.00	2.45%	151	07-Oct-18	07-Mar-19
GHS165	BENDIGO	A-2	300,000.00	2.15%	121	21-Dec-18	21-Apr-19
GHS207	BENDIGO	A-2	500,000.00	2.40%	151	21-Nov-18	21-Apr-19
GHS186	BENDIGO	A-2	500,000.00	2.40%	151	07-Dec-18	07-May-19
GHS161	BENDIGO	A-2	500,000.00	2.50%	151	09-Dec-18	09-May-19
GHS098	BENDIGO	A-2	250,000.00	2.40%	151	06-Jan-19	06-Jun-19
GHS185	BENDIGO	A-2	500,000.00	2.40%	151	07-Jan-19	07-Jun-19
GHS203	BENDIGO	A-2	500,000.00	2.40%	151	20-Jan-19	20-Jun-19
GHS199	BENDIGO	A-2	500,000.00	2.15%	120	28-Feb-19	28-Jun-19
GHS187	BENDIGO	A-2	500,000.00	2.40%	150	07-Feb-19	07-Jul-19
			<u>5,050,000.00</u>				
<u>WAW Credit Union</u>							
GHS149	WAW	Unrated	500,000.00	2.95%	577	27-Aug-17	27-Mar-19
GHS169	WAW	Unrated	500,000.00	2.65%	184	03-Oct-18	05-Apr-19
GHS128	WAW	Unrated	450,000.00	2.65%	182	08-Oct-18	08-Apr-19
GHS179	WAW	Unrated	500,000.00	2.45%	90	11-Jan-19	11-Apr-19
GHS121	WAW	Unrated	300,000.00	2.45%	91	21-Jan-19	22-Apr-19
GHS198	WAW	Unrated	500,000.00	2.40%	60	24-Feb-19	25-Apr-19
GHS166	WAW	Unrated	16,508.42	2.45%	90	16-Feb-19	17-May-19
GHS202	WAW	Unrated	500,000.00	2.65%	180	20-Nov-18	19-May-19
GHS208	WAW	Unrated	500,000.00	2.65%	181	21-Nov-18	21-May-19
GHS105	WAW	Unrated	400,000.00	2.50%	120	04-Feb-19	04-Jun-19
GHS168	WAW	Unrated	500,000.00	2.50%	120	11-Feb-19	11-Jun-19
GHS159	WAW	Unrated	500,000.00	2.65%	180	21-Dec-18	19-Jun-19
GHS151	WAW	Unrated	600,000.00	2.65%	181	31-Jan-19	31-Jul-19
			<u>5,766,508.42</u>				
General Fund Total			24,185,201.28				
Trust Fund Total			<u>126,935.02</u>				
			<u>\$24,312,136.30</u>			Total Investment at	28-Feb-19
				2.31%		Average Rate of Interest on Investment	
				2.29%		Average Rate of Interest on Investment YTD	

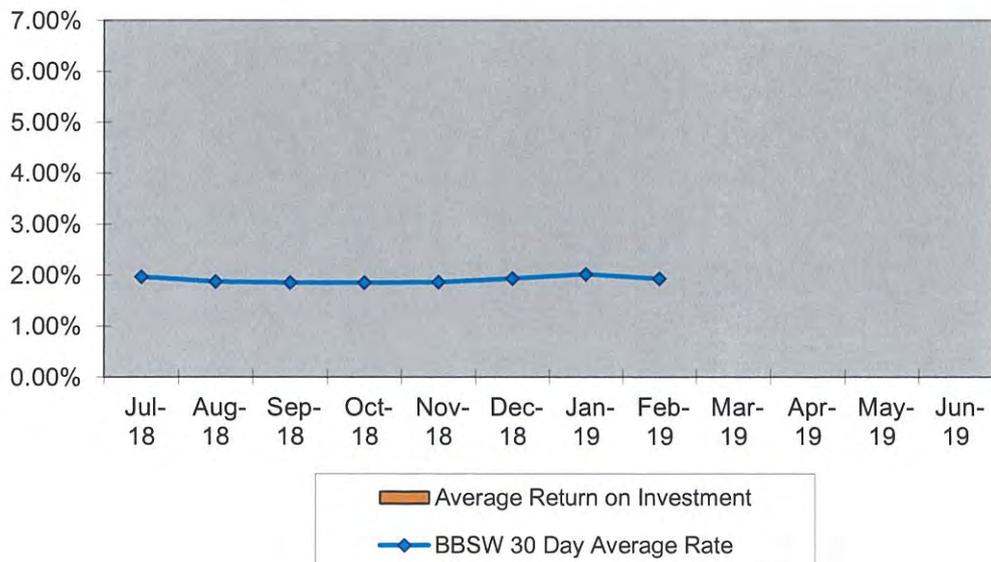
This is the Schedule of Investments presented to Council for consideration for February 2019. I hereby certify that the investments have been made in accordance with Section 625 of the Local Government Act, 1993, the Regulations and Council's Investment Policy.

  
 Responsible Accounting Officer  
 Thursday, 7 March 2019

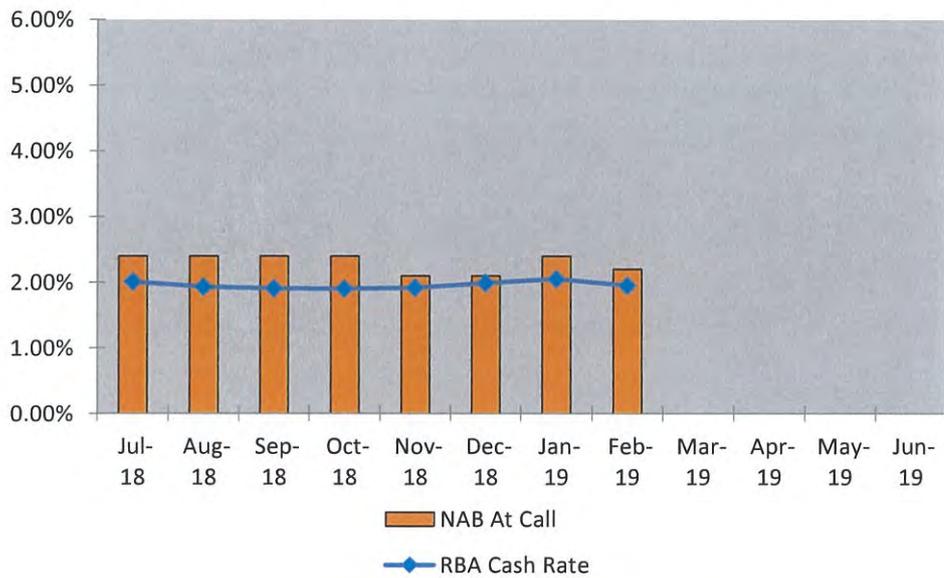
### Cash Fund Performance Against RBA Cash Rate



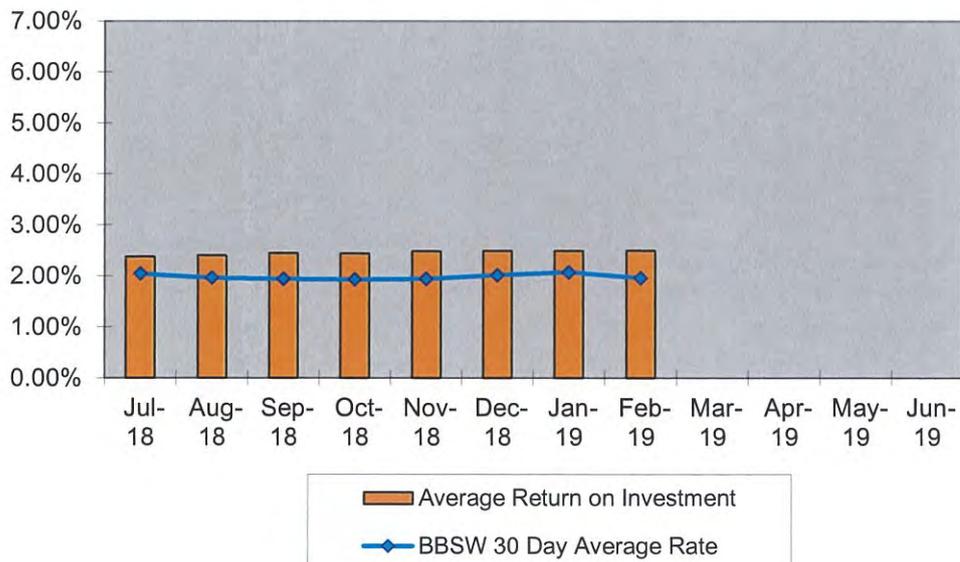
### 30 Day Term Deposit Performance Against BBSW Index



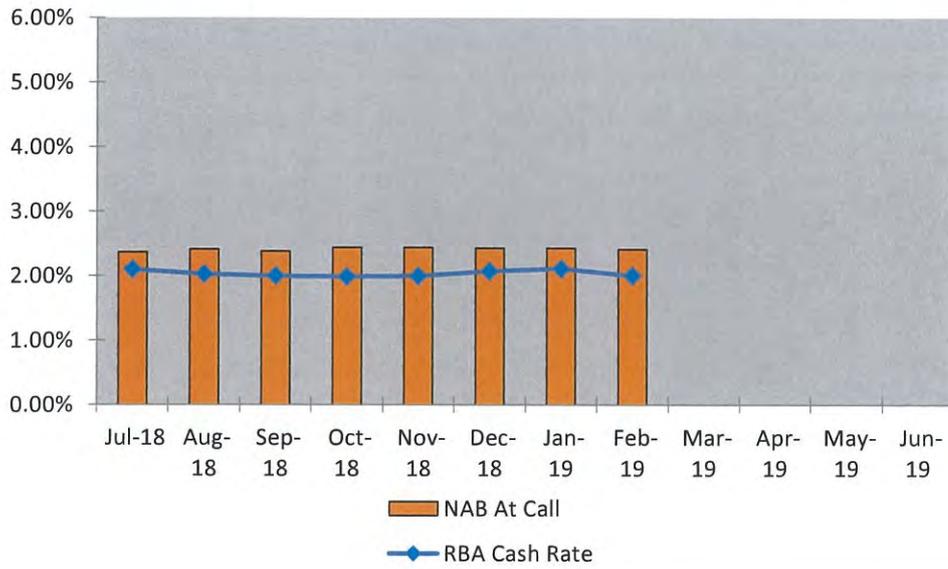
**60 Day Term Deposit Performance Against BBSW Index**



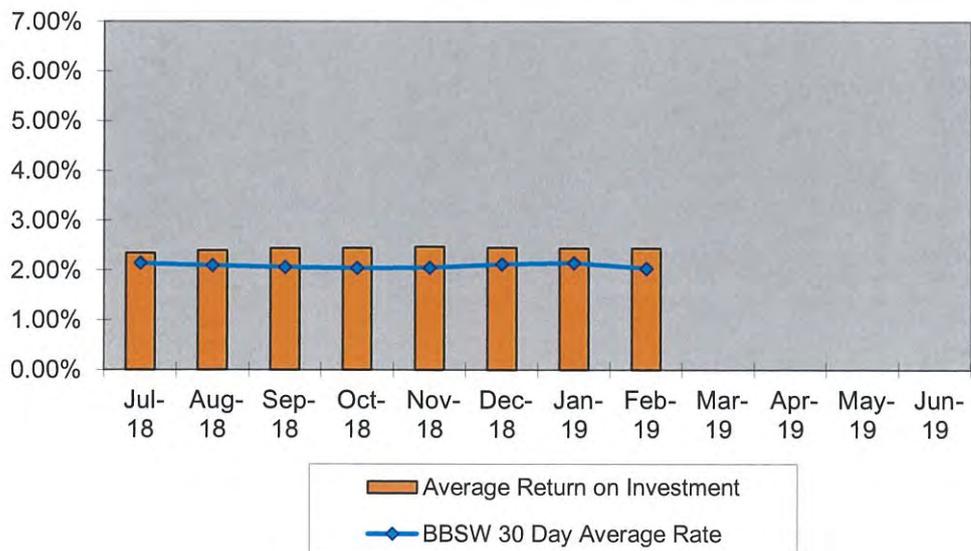
**90 Day Term Deposit Performance Against BBSW Index**



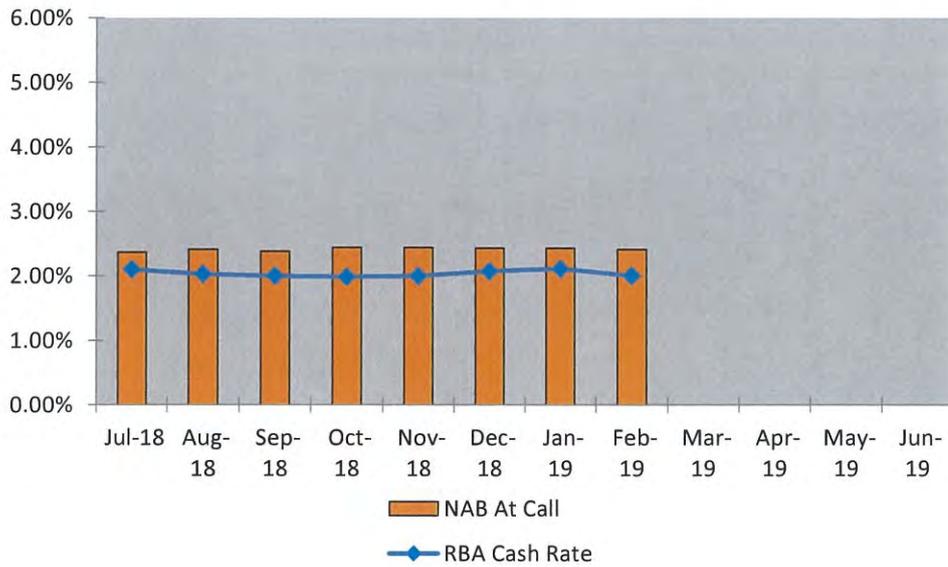
**120 Day Term Deposit Performance Against BBSW Index**



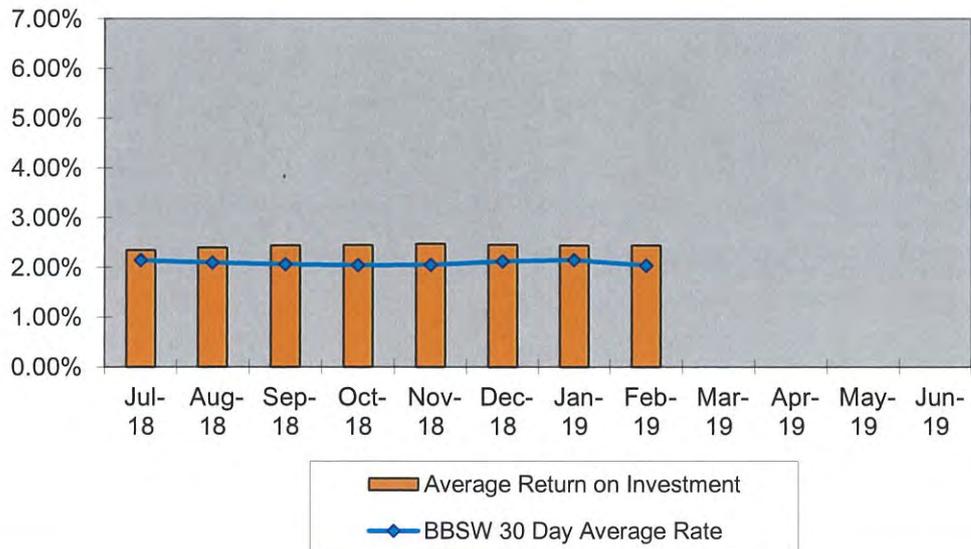
**150 Day Term Deposit Performance Against BBSW Index**

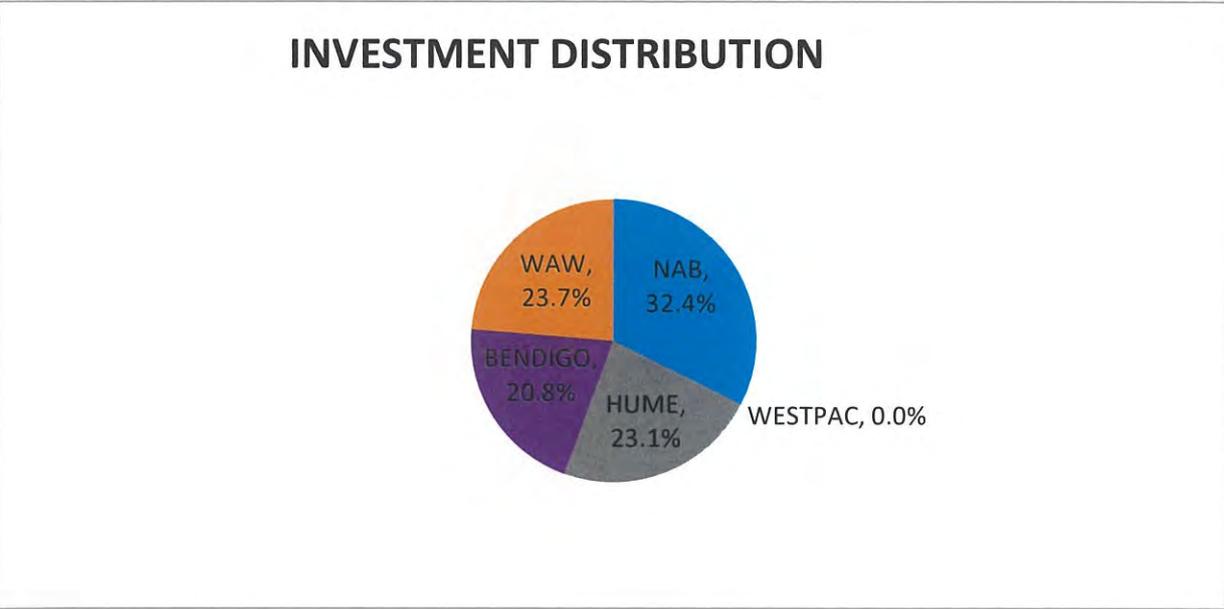
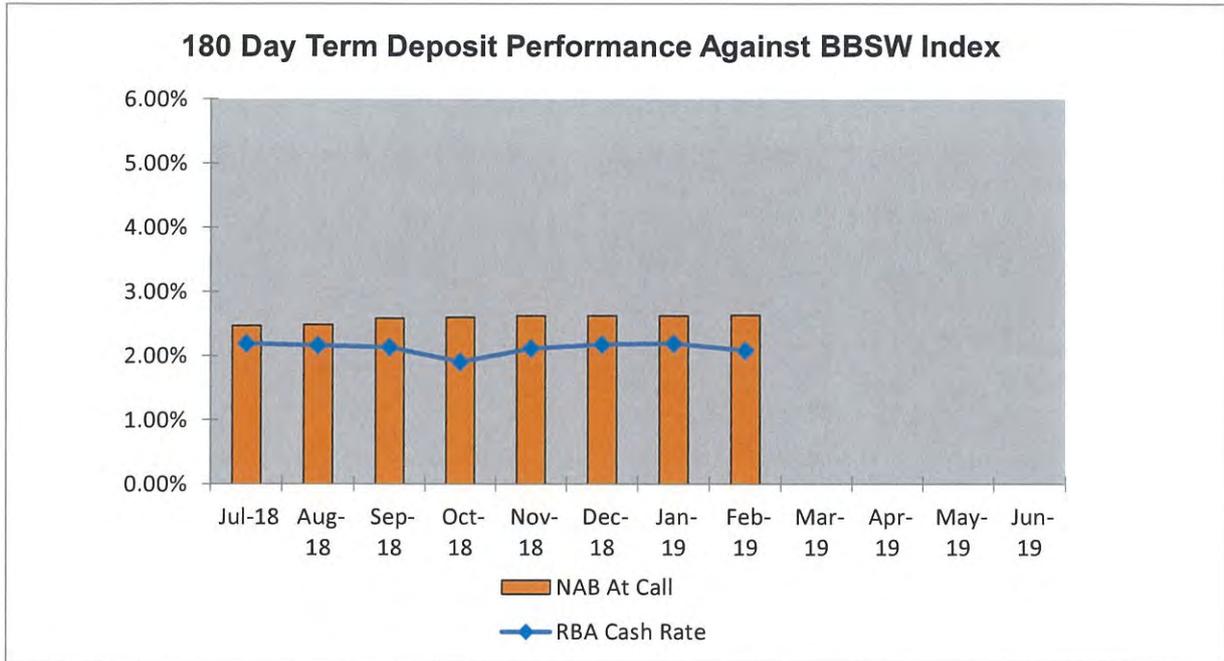


**120 Day Term Deposit Performance Against BBSW Index**



**150 Day Term Deposit Performance Against BBSW Index**





# Applications Approved

c\_dm073

Approved Between 1/02/2019 and 28/02/2019

05/03/2019

Application No.	Location	Development Type	Est. Cost	Received	Determination	Total Elapsed Days	Stop Days	Adjusted Elapsed Days	
DA/2017/127	Applicant: MMJ Real Estate Wollongong Holbrook Wagga RD HOLBROOK Lot: 18 DP: 1158310	Proposed Highway Service Centre and 2 Lot Subdivision - As Modified	\$0	20/02/2019	Approved	25/02/2019	6	0	6
DA/2018/159	Applicant: D M Jones Kanimbla RD HOLBROOK Lot: 10 DP: 753327 Lot: 14 DP: 753327 Lot: 15 DP: 753327 Lot: 16 DP: 753327 Lot: 17 DP: 753327 Lot: 18 DP: 753327 Lot: 19 DP: 753327 Lot: 93 DP: 753327	Primitive Camping Ground	\$0	12/10/2018	Refused – Councillors	20/02/2019	132	0	264
DA/2018/170	Applicant: Phil Wilkins Building Design 93-95 Urana ST JINDERA Lot: 2 DP: 1037091	Extension to Existing Shops	\$180,000	24/10/2018	Approved	7/02/2019	35	72	35
DA/2018/192	Applicant: Blueprint Planning Development 327 Bungowannah RD JINDERA Lot: 3 DP: 823288 Lot: 3 DP: 125235 Lot: 7 DP: 823288	5 Lot Staged Subdivision	\$0	23/11/2018	Approved	19/02/2019	89	0	89
DA/2018/197	Applicant: J R Maloy 88-90 Adams ST JINDERA Lot: 10 Sec: 5 DP: 758544	New Patio	\$8,245	7/12/2018	Approved	4/02/2019	16	44	16
DA/2018/199	Applicant: Habitat Planning 214 Hueske RD JINDERA Lot: 2 DP: 1245667	2 Lot Subdivision	\$0	12/12/2018	Approved – Councillors	20/02/2019	71	0	71

# Applications Approved



c\_dm073

Approved Between 1/02/2019 and 28/02/2019

05/03/2019

Application No.	Location	Development Type	Est. Cost	Received	Determination	Total Elapsed Days	Stop Days	Adjusted Elapsed Days
DA/2018/200	Applicant: Walpole Surveying Pty Ltd 16 Pech AVE JINDERA Lot: 45 DP: 1184048 Lot: 46 DP: 1184048	4 Lot Strata Subdivision of 2 Existing Lots	\$0	10/12/2018	Approved	50	4	50
DA/2018/201	Applicant: MMJ Real Estate Wollongong 137 Holbrook Wagga RD HOLBROOK Lot: 101 DP: 817824 Lot: 102 DP: 817824 Lot: 18 DP: 1158310	3 to 2 Lot Subdivision	\$0	12/12/2018	Withdrawn	69	0	69
DA/2018/202	Applicant: K R Girling-Jhonston 35 Dunwandren La JINDERA Lot: 1 DP: 1047052	2 Lot Subdivision	\$0	17/12/2018	Approved – Councillors	64	2	64
DA/2018/203	Applicant: A & C Irwin Builders 408 Quartz Hill RD JINDERA Lot: 1 DP: 1179326	Dual Occupancy - New Dwelling & Shed	\$205,328	19/12/2018	Approved	19	30	19
DA/2019/2	Applicant: B J Pope 5304 Olympic HWY HENTY Lot: 27 DP: 13322	New Shed & Skillion	\$37,500	4/01/2019	Approved	3	45	3
DA/2019/8	Applicant: G M Perritt 106 Albury ST HOLBROOK Lot: 13 DP: 2326	Change of Use - Wholesale Firearms Business	\$0	14/01/2019	Approved	35	3	35
DA/2019/10	Applicant: Conquest Pools 10 Pomegranate DR JINDERA Lot: 211 DP: 1237080	New Swimming Pool	\$39,950	23/01/2019	Approved	7	14	7

ANNEXURE 10



Application No.	Location	Development Type	Received	Est. Cost	Determination	Total Elapsed Days	Stop Days	Adjusted Elapsed Days
DA/2019/11	Applicant: Geelong Leather 423 Schnaars RD CULCAIRN Lot: 17 DP: 753757 Lot: 22 DP: 753757 Lot: 1 DP: 669005	Expansion Solid Waste Injection Disposal Area to Incorporate New Land	\$0 24/01/2019	Approved	25/02/2019	33	0	33
DA/2019/12	Applicant: M L Antone 106-108 Mitchell ST JINDERA Lot: 4 Sec: 3 DP: 758544	House Extension & Shed Extension	\$45,000 29/01/2019	Approved	14/02/2019	2	30	4
DA/2019/13	Applicant: Greater Hume Shire Council 30 Sladen ST HENTY Lot: 2 DP: 883989	New Verandah	\$15,000 29/01/2019	Approved	22/02/2019	25	0	25
DA/2019/18	Applicant: A E Viedt 79 Urana ST JINDERA Lot: 21 DP: 1101212	Roof Solar Panels	\$0 13/02/2019	Withdrawn	19/02/2019	7	0	7
CDC/2019/3	Applicant: Greater Hume Council 3334 Jingellic RD LANKEYS CREEK Lot: 156 DP: 753334	Outdoor Covered Meal Area	\$0 13/02/2019	Withdrawn	19/02/2019	7	0	7
CDC/2019/4	Applicant: V C Brown 3 Lions PL CULCAIRN Lot: 1 DP: 1101737	New Swimming Pool	\$40,250 15/02/2019	Approved	27/02/2019	13	0	26
CDC/2019/5	Applicant: Afonso Building Solutions 15 Anvil RD JINDERA Lot: 318 DP: 1242303	New Dwelling & Garage	\$416,475 14/02/2019	Approved - Private Certifier	14/02/2019	1	0	1

c\_dm073

Approved Between 1/02/2019 and 28/02/2019

05/03/2019

Application No.	Applicant	Location	Development Type	Est. Cost	Received	Determination	Total Elapsed Days	Stop Days	Adjusted Elapsed Days
CDC/2019/6	B S Baring 7 Anvil RD JINDERA Lot: 317 DP: 1242303		New Swimming Pool	\$41,963	12/02/2019	Approved - Private Certifier	1	0	1

Report Totals & Averages

Total Number of Applications : 21

Total Estimated Cost : 1,029,711.00

Average Elapsed Calendar Days: 51.24

Average Calendar Stop Days: 11.62

Average Adjusted Calendar Days: 39.62

Total Elapsed Calendar Days: 1076.00

Total Calendar Stop Days: 244.00

Total Adjusted Calendar Days: 832.00



Director Environment & Planning  
Greater Hume Shire Council

**CULCAIRN COMMUNITY DEVELOPMENT COMMITTEE MEETING 19<sup>TH</sup> OF February 2019,  
7.30PM, COUNCIL CHAMBERS**

PRESENT: Diane McElwaine, Michael George, Alan Wilson, Helen Canning, Tracy Canning, Lolita Landman, Gary Kenney, Michelle Godde, Terry Weston, Jennifer Christensen, Ken Scheuner, Kirsty Wilksch.

APOLOGIES: Les Frazer, Glenice Miller, Karen Schoff, Paul and Jacob Wilksch.

MINUTES FROM THE LAST MEETING 16<sup>TH</sup> OF OCTOBER 2018 were accepted on the motion of Diane, seconded Kirsty and carried.

**BUSINESS ARISING FROM MINUTES:**

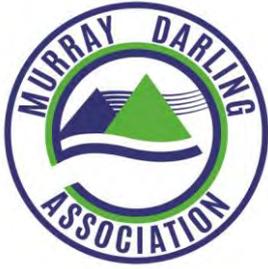
- 1 Name change has been approved for the “Culcairn Stationhouse Museum and Historical Society” the planned archival space that funding will be sort for will be for all community groups/everyone in Culcairn.
- 2 The Railway Footbridge- the community forum with ARTC late last year was well attended, a lot of interest shown. Now awaiting news from ARTC, possibly another public forum or word from the Council. It is noted that the Bridge was heritage listed in 1977, with the whole railway area precinct being heritage listed in 1999. This may change what can and can’t be done with it. One suggestion for the bridge’s use is to have it as a viewing platform for the silos if the Silo art project happens.
- 3 The Caravan Dumpsite- members of the committee met with concerned residents and Steve Pinnuck for a discussion at the Culcairn Recreational grounds on the 31<sup>st</sup> of January 2019. A map of the Culcairn township was given to Alan Wilson, Sandra Robinson and Nigel Preston to suggest an alternative place for the dumpsite. (it requires access to water pipes and the right sewage pipes) Alan told the meeting that the map had been returned to Council 18/2/2019 with these suggested spots- Gordon Street (where old factories are), Henty West Street (once the old Peppercorn trees are removed-on pub side of road), Football ground or near Council depot. General discussion concluded that the best spot would be in Henty West Street- we await the Council’s response. Terry to keep us informed of any discussion at the Council meeting Wednesday 20<sup>th</sup> of February 2019. Secretary to write to Council asking for their response to these suggested sites.
- 4 Lions Club Market- it went ahead on the 17<sup>th</sup> of November 2018, 21 stalls, was very good. The plan is to have another one-**30 March 2019**, and advertise better.
- 5 Terry said that the Culcairn Tennis Club and the Culcairn Pool’s projects will start soon.
- 6 100yr book reprint- Secretary to catch up with Karen about this.

New business-

- 1 the Bucket list from the last Community Information day- we need to prioritise projects suggested and start working on them.
- 2 Gary Kenney told us about the idea of the 'Silo Art Project' it is early days, but this could be an exciting project for Culcairn. More discussion needed within the Lions Club, (the Lions Club have a bequest of money to be used on a project in Culcairn), the forming of a sub-committee (of the CCDC) and getting the town people on board. A lot of ideas circulating, but one is to have metal screens with images of steam trains cut out of it rather than painting the silos. Tracy Canning is an artist who will be part of the subcommittee once formed. We have 7 silos, owned by Grain Corp who are happy for projects like this, but local Council approval is a requirement.
- 3 Asbestos houses-money for the community. Border Mail article today- money left available for a community project- overall \$ 113,000 approx. 38 houses in the shire, 2 in Culcairn. It means there is \$5,900 earmarked for a project/put towards a project in the town. We await more information.
- 4 The Oasis Newsletter is back! This is part of the Healthy Towns project and will be funded for 6 months, any longer than that will depend on it covering it's own costs (enough advertising) Cut off date for next issue is the 26<sup>th</sup> of Feb.
- 5 New streetlight in Melrose Street has been installed. Not exactly in a good spot, but it's there.
- 6 New committee members- it was moved by Lolita, seconded Terry that we welcome Michelle Godde and Alan Wilson to the committee. Carried. Secretary to inform Council in letter.
- 7 Skate park- Terry told the meeting that he had met with the builder, the full amount of \$180,000 will be used on the skatepark, with the remaining \$20,000 of the grant being used for shelters/seating and landscaping around it. (Fence too?-that depends of the Recreation grounds committee)
- 8 There is another round of Community Grants from the Council. Michelle to get a quote from 2 business in Culcairn for a steel structure/roofs to go over picnic tables in Eric Thomas Park asap.

Meeting closed at 9.10pm

**NEXT MEETING 19<sup>TH</sup> MARCH 2019,7.30PM**



# Murray Darling Association Inc.

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P.O. Box 1268  
Echuca, Vic 3564

3<sup>rd</sup> Floor, 553 Kiewa Street  
P.O. Box 359  
Albury, NSW 2640

## Region One Meeting

Date: Friday 22 February 2019, Start Time: 10.30am

Location: Robert Brown Room

Address: 553 Kiewa Street, Albury

## MINUTES

### 1. ATTENDANCE

#### 1.1 Present

Cr David Thurley	AlburyCity Council – Chairman Region One
Cr Tony Quinn	Greater Hume Shire
Cr Terry Weston	Greater Hume Shire
Cr David Wortmann	Towong Shire Council
Cr Ron Mildren	City of Wodonga
Mr Geoff Lucas	Beechworth (Private Member)
Mr Mark Verbaken	City of Wodonga
Ms Bridgett Leopold	CEO, RAMJO
<b>Guest: Adrian Wells</b>	

#### 1.2 Apologies

Cr Sarah Nicholas	Alpine Shire
Ms Emma Bradbury	Murray Darling Association
Mr Brad Ferris	AlburyCity Council
Cr Kevin Mack	AlburyCity Council
Ms Sussan Ley	Federal Member of Farrer
Mr Andrew Lawson	AlburyCity Council
Mr Greg Whorlow	AlburyCity Council
Cr Bernard Gaffney	Indigo Shire Council
Alexandra Anthony	Murray Darling Basin Authority

**Moved: Cr David Wortmann, Seconded: Cr Terry Weston**

That the apologies be received, noted and accepted.

**CARRIED**

### 1.3 Declaration of Interests

*There was no Declaration of Interests received by the Chairperson.*

## 2. WELCOME

Cr Thurley declared the meeting opened and welcomed all delegates.

## 3. MINUTES

### 3.1 Minutes of the previous meeting held on Friday 30 November 2018 in Albury.

**Moved: Cr Tony Quinn, Seconded: Cr David Wortmann**

That the Minutes of the Murray Darling Association Region One Meeting held on Friday 30 November 2018 in Albury be accepted.

**CARRIED**

## 4. BUSINESS ARISING

### 4.1 Water Trading between NSW and Victoria:

In response to a question from the last meeting, the Chair received information from Edwina Carter of the Murray Darling Basin Association, regarding Water Trading between NSW and Victoria.

The information provided confirmed water is “unbundled” and therefore can be sold between the States.

## 5. REPORTS

### 5.1 CEO's Report

- a. Members were advised that the MDA will be seeking funding from the State and Federal Governments, as well as other agencies, to ensure its continued operation. MDA will be seeking \$4M over 5 years.

A proposed motion for each Council to consider, along with the business case, will be provided to member Councils next week.

- b. Members were advised the MDA will be writing to the NSW Premier regarding 100,000 hectares of proposed permanent plantings in the Region. There is serious concern regarding where the water will come from and the MDA will be asking the Premier to provide further information.

**Moved: Cr Tony Quinn, Seconded: Mr Mark Verbaken**

That the CEO's Report be received, noted and accepted and will be distributed with the Minutes.

**CARRIED**

From the 1<sup>st</sup> to 3<sup>rd</sup> February I attended the strategic planning session in Echuca-Moama which was attended by approximately 50 delegates representing all regional of the MDA. Region 1 representatives from Albury, Towong, Indigo and Federation were present. The updated strategic plan will be released shortly. The most noteworthy thing to come out of the weekend was a resolution to seek government funding of \$5 million over a 4-year period. The full business case will be available shortly and all Councils will be asked to support the initiative by writing to Federal and State Ministers.

On Monday 18<sup>th</sup> February I attended a session at Wodonga Council and gave a briefing about the activities of the MDA and stressed the need for Councils to retain membership to strengthen the voice of the MDA at this critical time.

There have been two issues relating to blue-green algae outbreaks in this region. The first was the alert made by NSW Water relating to Lake Hume and the other was from a group of residents from Tumbarumba concerning Mannus Creek.

The National Carp Control Working Group is seeking a representative from Councils in Region 1 to participate in the Working Group.

**Moved: Cr Tony Quinn, Seconded: Mr Mark Verbaken**

That the Chairman's Report be received, noted and accepted.

**CARRIED**

## 5.3 Blue Green Algae – Red Alert – Lake Hume

Discussion was held around the issue of the closure of the whole of Lake Hume when a small number of blue green algae blooms were discovered during the Summer period. Permanent signage warning of blue green algae blooms works well for ornamental lakes, but this does not work for Lake Hume or other lakes that are used for recreational purposes.

**Moved: Mr Mark Verbaken, Seconded: Cr David Wortmann**

That Cr Thurley write to NSW Water to highlight the issue of Mannus Creek and the blue green algae alerts for Lake Hume.

**CARRIED**

## 9.0 GENERAL BUSINESS

### 9.1 Indigenous Water Issues

*Conflict of Interest received from Cr Ron Mildren, who remained in the room but did not vote. Cr Mildren is a member of the Mungabareena Aboriginal Board.*

Discussion was held regarding the view of indigenous people on the water rights in Australia.

That Cr Thurley would invite Rene Wood from Murray Lower Darling River Indigenous Nations (MLDRIN) to address a future meeting of the MDA with regard to this topic.

**CARRIED**

## **9.2 Proposed Removal of Cap on Water Buy Backs**

Discussion was held regarding the proposed removal of the cap on water buy backs – does the MDA have a view to support or oppose the removal of the cap?

**Moved: Cr Tony Quinn, Seconded: Cr D Wortmann**

That Cr Thurley will draft a Statement from the MDA stating their view of opposition to the proposed removal of cap on water buy backs and distribute this to the members for consideration. When finalised this statement will be presented to the MDA Board.

## **10.0 STAKEHOLDERS PRESENTATION**

### **10.1 Adrian Wells – Wetlands of the Murray Darling Basin**

The Chair, Cr Thurley thanked Adrian Wells, for his presentation on the Wetlands of the Murray Darling Basin. A copy of the presentation is attached to these minutes.

## **11.0 NEXT MEETING**

The next meeting of the Murray Darling Association Region One will be held on Friday 24 May 2019 in the Robert Brown Room, AlburyCity Council.

## **12.0 CLOSE**

The meeting closed at 11.50am.

*The Murray Darling Association acknowledges and thanks AlburyCity for arranging and hosting this meeting of Region One.*