



Greater
Hume
Council

PLANNING PROPOSAL

Amendment to Greater Hume Local
Environmental Plan 2012

Zoning & minimum lot size changes
following Culcairn, Henty & Holbrook Flood
Studies

CONTENTS

INTRODUCTION.....	3
1. INTENDED OUTCOMES.....	3
2. EXPLANATION OF THE PROVISIONS	3
3. JUSTIFICATION	4
3.1. Need for the Planning Proposal	4
3.2. Relationship to strategic planning framework	4
3.3. Environmental, Social & Economic Impact.....	15
3.4. State & Commonwealth interests.....	15
4 MAPS.....	15
5 COMMUNITY CONSULTATION	19
6 PROJECT TIMELINE	20
CONCLUSION.....	20

ATTACHMENTS

- A. Maps from the flood studies showing the predicted extent of flooding in a 1% AEP event

INTRODUCTION

This is a Planning Proposal seeking amendments to the *Greater Hume Local Environmental Plan 2012* (GHLEP) resulting from the findings of flood studies undertaken for the townships of Culcairn, Henty and Holbrook¹.

The changes principally propose to reinstate urban and low density zonings for parcels of land originally proposed as part of the GHLEP but not included due to a lack of information relating to their flood status. It is also proposed to make corresponding changes to the Lot Size Maps to reflect the change in zoning.

The Planning Proposal has been structured and prepared in accordance with the Department of Planning and Environment's (DPEDPE) *A guide to preparing planning proposals* ("the Guide").

1. INTENDED OUTCOMES

Having regard for the flood studies, the intended outcome of this Planning Proposal is to make changes to land zoning and lot size maps in around the townships of Culcairn, Henty and Holbrook to allow appropriate development on land for which flood status is now known.

2. EXPLANATION OF THE PROVISIONS

As part of the process for preparing the GHLEP, a Strategic Land Use Plan (SLUP) was prepared to review land use planning in the Shire's towns and villages. From this exercise a number of land parcels were identified as having development potential and consequently recommended for further assessment through a Local Environmental Study (LES).

An LES was undertaken for each parcel to consider the environmental consequences of 'up zoning' and compliance with State planning requirements. Several drafts of the LES were prepared in consultation with DPE and as a result a number of parcels were removed from consideration of 'up zoning' in the GHLEP. In 2011 the LES was finalised with DPE and Council in agreeance as to which parcels were to be rezoned.

Following the 2012 flood event and comments from government agencies, the final version of the LES was amended again to remove areas that had previously been deemed suitable for 'up zoning' by DPE but were now under suspicion of flooding in a major event. The changes proposed to Land Zoning Maps in this Planning Proposal seek to reinstate these agreed areas now that they have been confirmed in the flood studies as either flood free or at very low risk of flooding (see Attachment 'A'). These areas can now be considered as presenting little risk to life and property during a major flood event.

The opposite of the above is proposed for one parcel of land along the southern boundary of Holbrook (see Attachment 'A') that the flood study has confirmed as unsuitable for urban development because of the now confirmed depth of flooding. This parcel was zoned for urban purposes prior to the GHLEP and remains so today, although it remains essentially

¹ wma_{water} (2013) - *Culcairn, Henty, Holbrook Flood Studies* – Greater Hume Shire Council

undeveloped. This proposed 'back zoning' is the appropriate planning response for Council to undertake as it will minimise the risk to life and property in this area during a major flood event.

3. JUSTIFICATION

This section of the Planning Proposal sets out the justification for the intended outcomes and provisions, and the process for their implementation. The questions to which responses have been provided are taken from the Guide.

3.1. Need for the Planning Proposal

Is the Planning Proposal a result of any strategic study or report?

The Planning Proposal has been instigated by the completion of flood studies for the townships of Culcairn, Henty and Holbrook. These studies have provided definitive flood data for the first time in the three townships. The studies have modelled flooding behaviour and mapped (amongst other things) the extent of inundation in a 1% AEP flood.

The studies provide the opportunity to adjust land use zones where the flood status of land is now confirmed, including the reinstatement of some zonings originally proposed for the GHLEP in 2012.

Is the Planning Proposal the best means of achieving the objectives or intended outcomes, or is there a better way?

The objective of reinstating zonings proposed for the GHLEP cannot be achieved without a Planning Proposal. By not proceeding, land on the fringes of the townships now confirmed as 'flood free' or at minimal risk of flooding would remain in the RU1 Primary Production Zone and essentially have no urban or semi-urban development potential.

Is there a net community benefit?

There is an overall net community benefit to be gained from the Planning Proposal by being more informed about the potential for flooding in the three townships. This reduces the risk to life and property from future major flood events.

3.2. Relationship to strategic planning framework

Is the Planning Proposal consistent with the objectives and actions contained within the applicable regional or sub-regional strategy (including exhibited draft strategies)?

The *Riverina Murray Regional Plan 2036* (RMRP) was adopted by the NSW government in 2017. The Minister's foreword to the document states that the RMRP "encompasses a vision, goals, directions and actions that were developed with the community and stakeholders to deliver greater prosperity for this important region."

Direction 16 of the RMRP is to "increase resilience to natural hazards and climate change" within which it is acknowledged that:

Managing flooding is an important priority for the NSW Government and councils. Most councils currently include flood planning area mapping in local plans and hydraulic and hazard category mapping of flood prone land, which provides government, developers and landowners with a level of certainty about the risks for particular sites.

Action 16.1 in the RMRP is to:

Locate developments, including new urban release areas, away from areas of known high biodiversity value, high bushfire and flooding hazards, contaminated land, and designated waterways, to reduce the community's exposure to natural hazards.

The Planning Proposal is consistent with action as it seeks to act on the availability of information relating to flooding in the three townships and rule in or rule out land for development based on its known flood status.

Is the Planning Proposal consistent with the local Council's community strategic plan or other local strategic plan?

There is no reference to flooding in Council's *Community Strategic Plan - Greater Hume 2030*.

The *2007-2030 Strategic Land Use Plan (SLUP)* for the Shire was undertaken as a precursor to the GHLEP. In establishing the context for the SLUP, flooding was identified as a key, but not a major, issue for the Shire. It should be noted that the SLUP was completed prior to the record flooding that occurred in early 2012. The strategic response in the SLUP to the flooding issue was nominated as "*review flood data and policies*". The undertaking of the flood studies leading to this Planning Proposal is taken as a direct response to that declared action.

Is the Planning Proposal consistent with applicable State Environmental Planning Policies?

Table 2 provides an assessment of the Planning Proposal against all current State Environmental Planning Policies (SEPP's).

Table 2 - Consistency of the Planning Proposal with relevant State Environmental Planning Policies

No.	Title	Applicable to Greater Hume Shire?	Consistency
1	Development Standards	No	
14	Coastal Wetlands	No	
19	Bushland in Urban Areas	No	
21	Caravan Parks	Yes	The Planning Proposal does not conflict with the aims, development consent requirements, number of sites being used for long term or short term residents, permissibility of moveable dwellings where caravan parks or camping grounds are also permitted, and subdivision of caravan parks for lease purposes as provided in the SEPP.
26	Littoral Rainforests	No	
29	Western Sydney Recreation Area	No	
30	Intensive Agriculture	Yes	The Planning Proposal does not conflict with the aims, development consent, information and public notification requirements for cattle feedlots or piggeries as provided in the SEPP.
33	Hazardous & Offensive Development	Yes	The Planning Proposal does not conflict with the aims, definitions of hazardous and offensive industries, development consent, assessment, information and notification requirements as provided in the SEPP.
36	Manufactured Home Estate	Yes	The Planning Proposal does not conflict with the aims, strategies, development consent, assessment and location provisions as provided in the SEPP.
44	Koala Habitat Protection	Yes (in part)	However the three townships are all in former LGA's not listed in Schedule 1 of the SEPP and therefore the provisions do not require consideration.
47	Moore Park Showground	No	
50	Canal Estate Development	Yes	The Planning Proposal does not conflict with the aims and canal estate development prohibitions as provided in the SEPP.
52	Farm Dams and Other Works in Land and Water Management Plan Areas	No	
55	Remediation of Land	Yes	As the Planning Proposal will create the opportunity for residential development, Clause 6 of this SEPP requires Council to consider whether the subject land is potentially contaminated.

No.	Title	Applicable to Greater Hume Shire?	Consistency
62	Sustainable Aquaculture	Yes	The Planning Proposal does not conflict with the aims, development consent, site location, operational and/or minimum performance requirements of aquaculture development as provided in the SEPP.
64	Advertising & Signage	Yes	The Planning Proposal does not conflict with the aims, development consent requirements and assessment criteria for advertising and signage as provided in the SEPP.
65	Design Quality of Residential Flat Development	Yes	The Planning Proposal does not conflict with the aims, development consent, assessment, information and notification requirements as provided in the SEPP.
70	Affordable Housing (Revised Schemes)	No	
71	Coastal Protection	No	
	Affordable Rental Housing 2009	Yes	The Planning Proposal does not conflict with the aims and functions of this SEPP as changes do not discriminate against the provision of affordable housing (and consequently affordable rental housing). The ALEP cannot influence the provision of rental housing.
	Building Sustainability Index (BASIX) 2004	Yes	The Planning Proposal does not conflict with the aims and development consent requirements relating to BASIX affected building(s) that seeks to reduce water consumption, greenhouse gas emissions and improve thermal performance as provided in the SEPP.
	Exempt & Complying Development Codes 2008	Yes	The Planning Proposal does not conflict with the aims and functions of this SEPP with respect to exempt and complying development provisions.
	Housing for Seniors & People with a Disability 2004	Yes	The Planning Proposal does not conflict with the aims, development consent, location, design, development standards, service, assessment, and information requirements as provided in the SEPP.
	Infrastructure 2007	Yes	The Planning Proposal does not conflict with the aims, permissibility, development consent, assessment and consultation requirements, capacity to undertake additional uses, adjacent, exempt and complying development provisions as provided in the SEPP.
	Kosciuszko National Park – Alpine Resorts 2007	No	
	Kurnell Peninsula 1989	No	
	Major Development 2005	Yes	Not applicable as none of the subject land is nominated as a State significant site.

No.	Title	Applicable to Greater Hume Shire?	Consistency
	Mining, Petroleum Production & Extractive Industries 2007	Yes	The Planning Proposal does not derogate from the aims, permissibility, development assessment requirements relating to mining, petroleum production and extractive industries as provided in the SEPP.
	Miscellaneous Consent Provisions 2007	Yes	The Planning Proposal does not conflict with the aims, permissibility, development assessment requirements relating to temporary structures as provided in the SEPP.
	Penrith Lakes Scheme 1989	No	
	Murray Regional Environmental Plan No. 2 – Riverine Land	Yes (in part)	MREP2 applies to a small part of the Shire along the Murray River west of Albury. The land to which the Planning Proposal relates are not within this area. Consequently this SEPP is not relevant.
	Rural Lands 2008	Yes	The Planning Proposal will not change the permissible activities in the rural zones or subdivision provisions.
	State & Regional Development 2011	No	The Planning Proposal is not for State significant development.
	State Significant Precincts	No	None of the subject land is within a State significant precinct.
	Sydney Drinking Water Catchment 2011	No	
	Sydney Region Growth Centres 2006	No	
	Three Ports 2013	No	
	Urban Renewal 2010	No	None of the subject land is within a nominated urban renewal precinct.
	Vegetation in Non-Rural Areas 2017	No	
	Western Sydney Employment Area 2009	No	
	Western Sydney Parklands 2009	No	

Is the Planning Proposal consistent with applicable Ministerial Directions (S.117 Directions)?

Section 117 of the EP&A Act allows the Minister for Planning to give directions to Councils regarding the principles, aims, objectives or policies to be achieved or given effect to in the preparation of LEP's. A Planning Proposal needs to be consistent with the requirements of the Direction but in some instances can be inconsistent if justified using the criteria stipulated such as a Local Environmental Study or the proposal is of "*minor significance*". An assessment of the relevance of all S117 Directions is undertaken in Table 3 below.

Table 3 - Consistency of Planning Proposal with relevant Section 117 Ministerial Directions

No.	Title	Applicable to Planning Proposal?	Consistency
1. Employment and Resources			
1.1	Business & Industrial Zones	No	
1.2	Rural Zones	Yes	
1.3	Mining, Petroleum Production & Extractive Industries	No	Not applicable as the Planning Proposal does not impact on mining.
1.4	Oyster Aquaculture	No	Not applicable as none of the subject land is within a Priority Oyster Aquaculture Area.
1.5	Rural Lands	Yes	
2. Environment and Heritage			
2.1	Environmental Protection Zones	Yes	This direction is relevant because it applies to all Planning Proposals. The Planning Proposal is consistent with the direction because none of the subject land is an "environmentally sensitive area".
2.2	Coastal Protection	No	
2.3	Heritage Conservation	Yes	This direction is relevant because it applies to all Planning Proposals. The Planning Proposal is consistent with this direction because the subject land does not contain any known "items, places, buildings, works, relics, moveable objects or precincts of environmental heritage significance" or Aboriginal objects.
2.4	Recreation Vehicle Areas	Yes	This direction is relevant because it applies to all Planning Proposals. The Planning Proposal is consistent with the direction because it does not advocate the designation of the subject land as a recreation vehicle area pursuant to an order in force under section 11 (1) of the <i>Recreation Vehicles Act 1983</i> .
2.5	Application of E2 and E3 Zones and Environmental Overlays in Far North Coast LEPs	No	

No.	Title	Applicable to Planning Proposal?	Consistency
3. Housing Infrastructure and Urban Development			
3.1	Residential Zones	Yes	<p>This direction is relevant because the Planning Proposal is advocating a zone that residential development will be permitted.</p> <p>The Planning Proposal is consistent with this direction because it will provide the opportunity for a greater choice and supply of housing in Culcairn, Henty and Holbrook and make use of existing urban infrastructure. In addition, the GHLEP already contains a provision (clause 6.7) requiring development to be adequately serviced.</p>
3.2	Caravan Parks & Manufactured Home Estates	Yes	<p>This direction is relevant because it applies to all Planning Proposals.</p> <p>The Planning Proposal is consistent with this direction because it does not reduce the opportunities for caravan parks and manufactured homes estates on any of the subject land.</p>
3.3	Home Occupations	Yes	<p>This direction is relevant because it applies to all Planning Proposals.</p> <p>The Planning Proposal will not prevent future dwellings being used for 'home occupations' and hence is consistent with this direction.</p>
3.4	Integrating Land Use and Transport	Yes	<p>This direction is relevant because the Planning Proposal is creating an urban zone.</p> <p>The Planning Proposal will facilitate residential development at an urban scale and within the townships. Recreational facilities are available in close proximity. Having regard for these circumstances, the Planning Proposal is considered consistent with this direction.</p>
3.5	Development Near Licensed Aerodromes	No	Not applicable as the subject land is not in the vicinity of a licensed aerodrome.
3.6	Shooting Ranges	No	Not applicable as the subject land is not in the vicinity of a shooting range.
4. Hazard and Risk			
4.1	Acid Sulphate Soils	No	Not applicable as the subject land does not contain acid sulphate soils.
4.2	Mine Subsidence & Unstable Land	No	Not applicable as the subject land is not within Mine Subsistence District.

No.	Title	Applicable to Planning Proposal?	Consistency
4.3	Flood Prone Land	Yes	<p>This direction is relevant as it applies 'flood prone land', which is defined in the <i>Floodplain Development Manual 2005</i> as land "susceptible to flooding by the PMF event". A PMF or Probable Maximum Flood is a greater event than a 1 in 100 year event.</p> <p>The requirements of this direction however relate to 'flood planning areas' which is defined as land below the level of the 1 in 100 year event plus 500mm. It is possible some of the subject land will be within the 'flood planning area'.</p> <p>This direction prevents changing flood prone land from a rural zone to a residential zone. Consequently the Planning Proposal is inconsistent with the direction. However, the direction allows for a Planning Proposal to be inconsistent if it is in accordance with a floodplain risk management plan. In this case floodplain risk management plans have been prepared for Culcairn, Henty and Holbrook and therefore the inconsistency is justified.</p>
4.4	Planning for Bushfire Protection	No	Not applicable as the subject land is not mapped as bushfire prone.
5. Regional Planning			
5.1	Implementation of Regional Strategies	No	Revoked in 2017.
5.2	Sydney Drinking Water Catchment	No	Not applicable as the subject land is not within the Sydney Drinking Water Catchment.
5.3	Farmland of State & Regional Significance on the NSW Far North Coast	No	Not applicable as the subject land is not within one of the local government areas nominated in this direction.
5.4	Commercial and Retail Development along the Pacific Highway, North Coast	No	Not applicable as the subject land is not near the Pacific Highway.
5.5	Development in the Vicinity of Ellalong, Paxton and Millfield (Cessnock LGA)	No	Revoked in 2010.

No.	Title	Applicable to Planning Proposal?	Consistency
5.6	Sydney to Canberra Corridor	No	Revoked in 2008.
5.7	Central Coast	No	Revoked in 2008.
5.8	Second Sydney Airport: Badgerys Creek	No	Not applicable as the subject land is not near the site for a second Sydney airport.
5.9	North West Rail Link Corridor Strategy	No	Not applicable as the subject land is not near this corridor.
5.10	Implementation of Regional Plans	Yes	This direction is relevant because it applies to all Planning Proposals. The Planning Proposal complies with this direction because it is consistent with the <i>Riverina Murray Regional Plan 2036</i> .
6. Local Plan Making			
6.1	Approval and Referral Requirements	Yes	This direction is relevant because it applies to all Planning Proposals. The Planning Proposal is consistent with this direction because it does not propose any referral requirements or nominate any development as 'designated development'.
6.2	Reserving Land for Public Purposes	Yes	This direction is relevant because it applies to all Planning Proposals. The Planning Proposal is consistent with this direction because it does not remove or propose any public land.
6.3	Site Specific Provisions	No	Not applicable as the proposal does not propose any site specific provisions.
7. Metropolitan Planning			
7.1	Implementation of A Plan for Growing Sydney	No	Not applicable as the subject land is not within one of the local government areas nominated in this direction.
7.2	Implementation of Greater Macarthur Land Release Investigation	No	Not applicable as the subject land is not within one of the local government areas nominated in this direction.
7.3	Parramatta Road Corridor Urban Transformation Strategy	No	Not applicable as the subject land is not within one of the local government areas nominated in this direction.

No.	Title	Applicable to Planning Proposal?	Consistency
7.4	Implementation of North West Priority Growth Area Land Use and Infrastructure Implementation Plan	No	Not applicable as the subject land is not within the North West Priority Growth Area.
7.5	Implementation of Greater Parramatta Priority Growth Area Interim Land Use and Infrastructure Implementation Plan	No	Not applicable as the subject land is not within the Greater Parramatta Priority Growth Area.
7.6	Implementation of Wilton Priority Growth Area Interim Land Use and Infrastructure Implementation Plan	No	Not applicable as the subject land is not within the Wollondilly Shire Council.

3.3. Environmental, Social & Economic Impact

Is there any likelihood that critical habitat or threatened species, populations or ecological communities, or their habitats, will be adversely affected as a result of the proposal?

No, as none of the current environmental protection mechanisms within the GHLEP will be affected by the proposal.

Are there any other likely environmental effects as a result of the Planning Proposal and how are they proposed to be managed?

The Planning Proposal does not involve any changes of zoning or weakening of provisions and consequently there is unlikely to be any detrimental environmental effects. The availability of flood data will both potentially create development and protect the floodplain. This potentially could result in a positive environmental outcome.

How has the Planning Proposal adequately addressed any social and economic effects?

For those areas that previously may have been considered suitable for development and are now deemed flood prone by the studies, there is a potential negative economic effect through loss of development opportunities. There is also potential for a negative social effect through the contradiction of landowner expectation that their land is suitable for development.

There is a positive economic impact from the Planning Proposal courtesy of there now being greater certainty as to the flood prone status of land in the three townships. This significantly reduces the risk and cost of future development being inundated and damaged by floodwaters. This will also result in a positive social impact in the three communities.

On balance, the social and economic impact of the proposal is considered positive.

3.4. State & Commonwealth interests

Is there adequate public infrastructure for the Planning Proposal?

This is not relevant within the context of what is a local proposal.

What are the views of State and Commonwealth public authorities consulted in accordance with the gateway determination?

Having regard for the nature of the Planning Proposal, it is anticipated no public authority consultation will be required.

It is acknowledged that the Gateway determination may specify consultation with public authorities.

4 MAPS

The Planning Proposal proposes the following changes to the Land Zoning and Lot Size Maps arising from confirmation of the 1% AEP flood level in the townships of Culcairn, Henty and Holbrook.

FIGURE 1: Proposed zoning changes for Culcairn

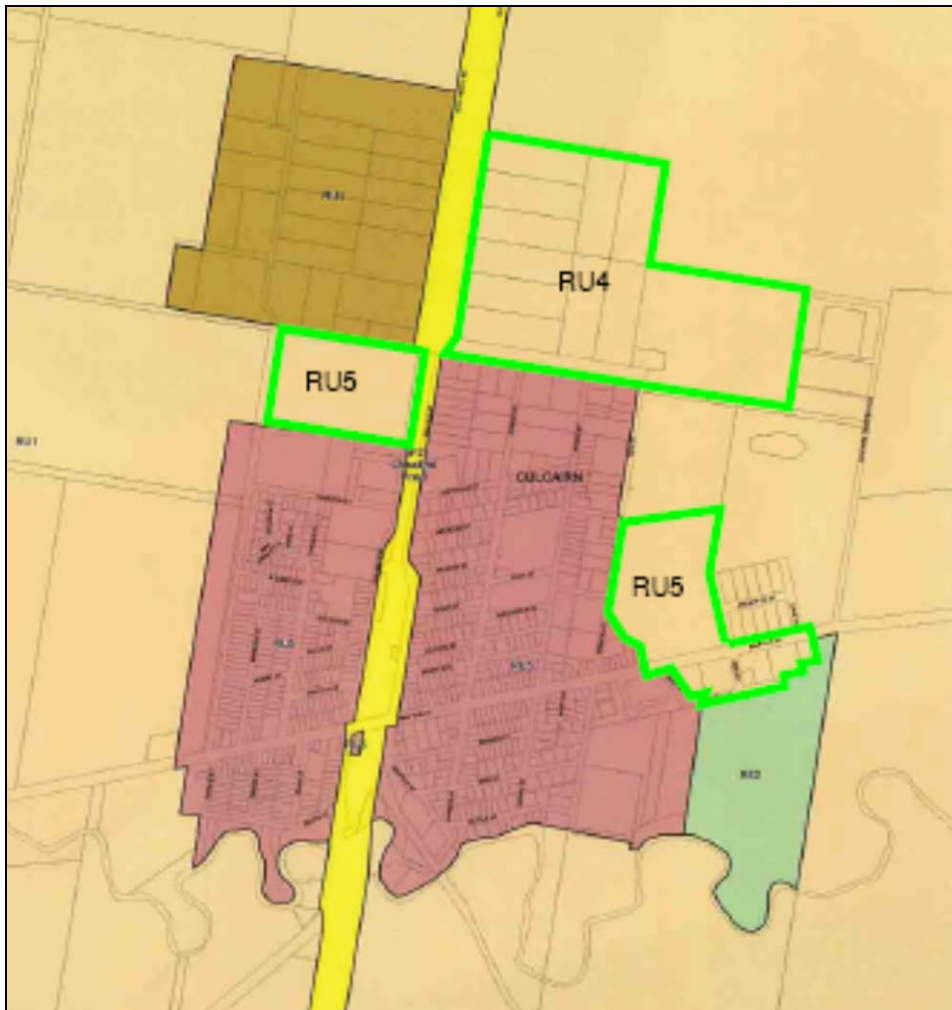


FIGURE 2: Proposed zoning changes for Henty

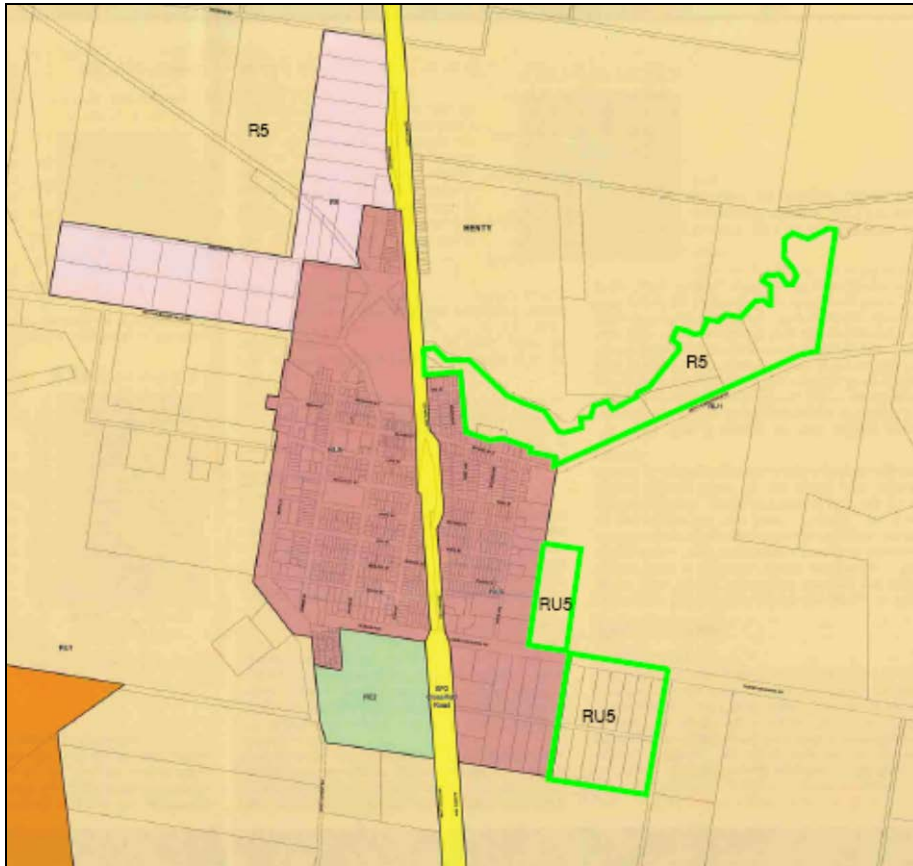


FIGURE 3: Proposed zoning changes for Holbrook

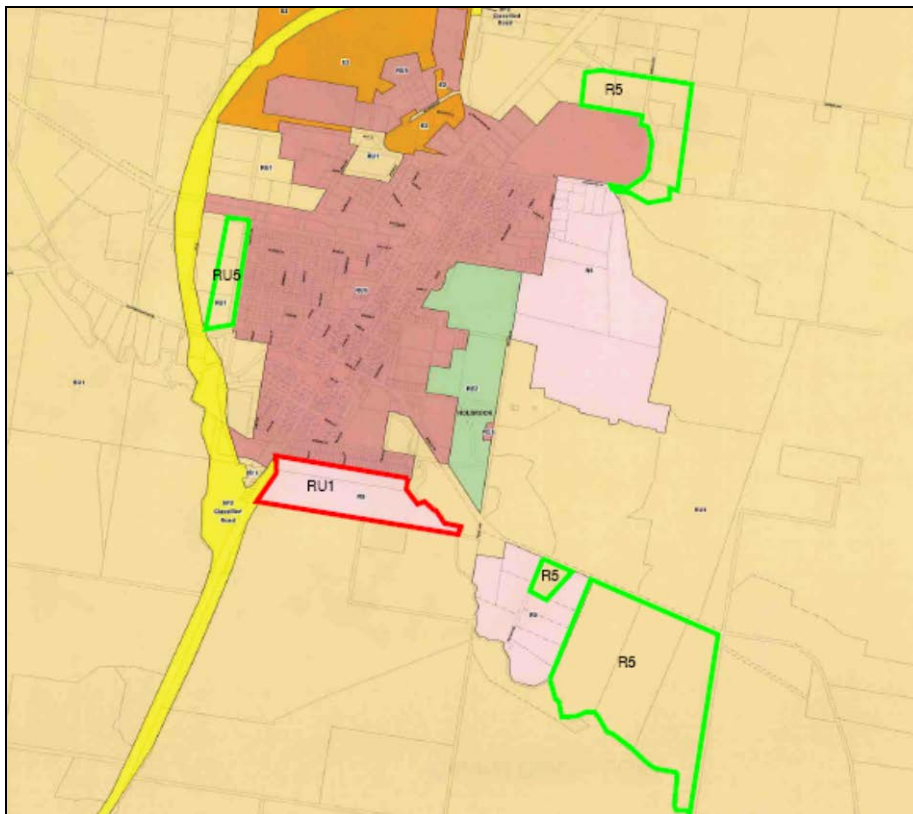


FIGURE 4: Proposed minimum lot size changes for Culcairn

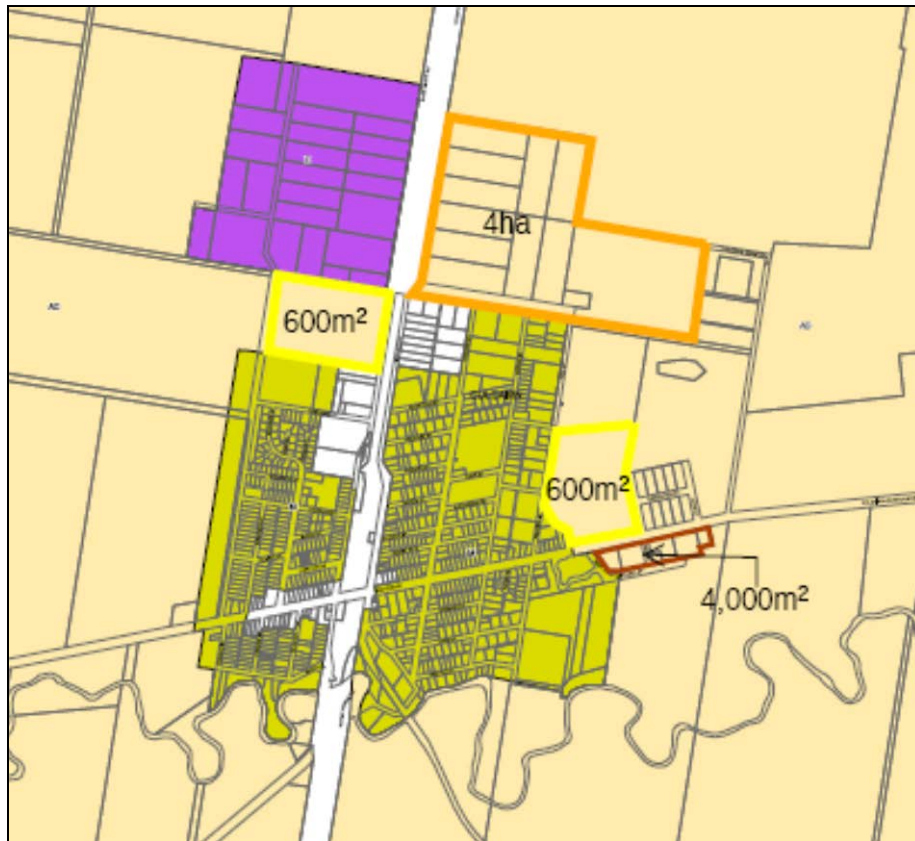


FIGURE 5: Proposed minimum lot size changes for Henty

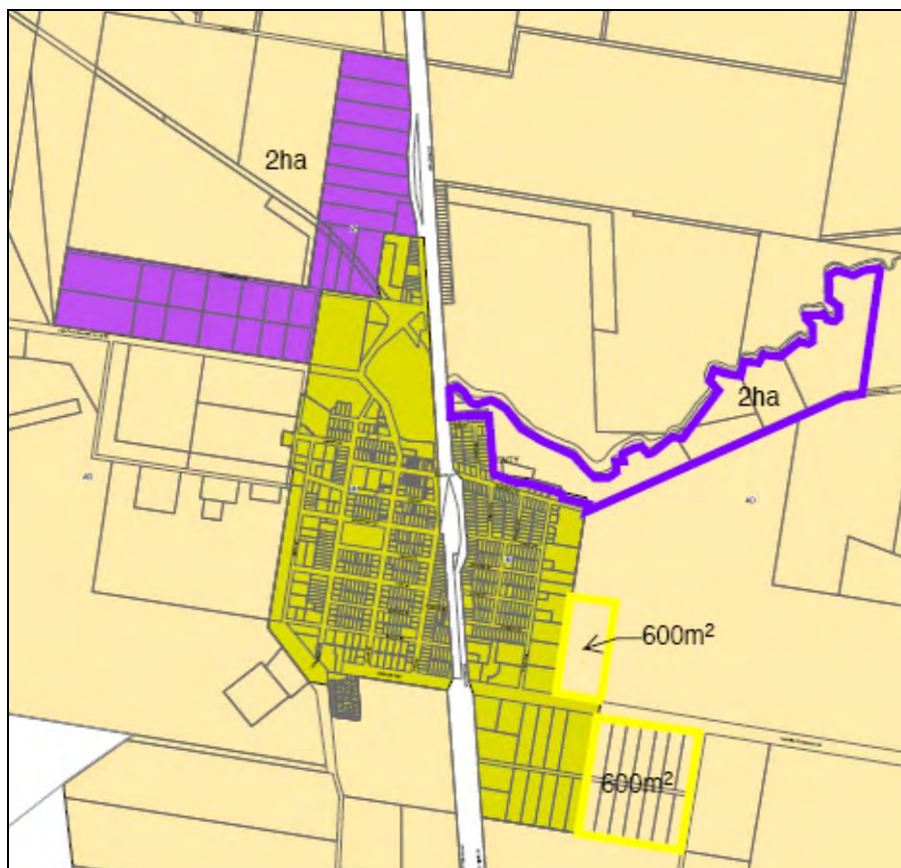
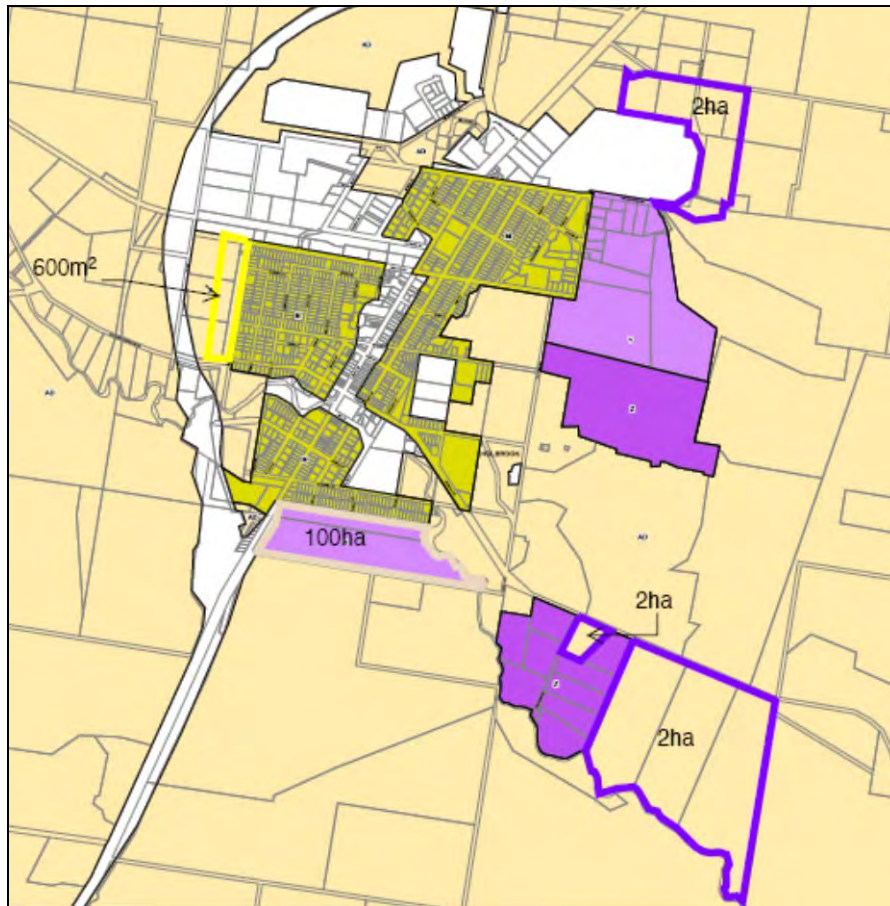


FIGURE 6: Proposed minimum lot size changes for Holbrook

5 COMMUNITY CONSULTATION

The Planning Proposal will be subject to public exhibition as part of the Gateway process. The Gateway determination will specify the community consultation that must be undertaken on the Planning Proposal, if any. As such, the exact consultation requirements are not known at this stage.

This Planning Proposal will be exhibited for a period of 28 days in accordance with the DPE's Guide. At a minimum, the future consultation process is expected to be:

- written notification to landowners directly affected by proposed land use zone and minimum lot size changes;
- consultation with relevant Government Departments and agencies, service providers and other key stakeholders, as determined in the Gateway determination;
- public notices to be provided in local media, including in a local newspaper and on Councils' website;
- static displays of the Planning Proposal and supporting material in Council public buildings; and

- electronic copies of all documentation being made available to the community free of charge (preferably via downloads from Council's website).

At the conclusion of the public exhibition period Council staff will consider submissions made with respect to the Planning Proposal and prepare a report to Council.

It is considered unlikely that a Public Hearing will be required for the proposal although this can't be conformed until after the exhibition/notification process has been completed.

6 PROJECT TIMELINE

The project timeline for the planning proposal is as follows. There are many factors that can influence compliance with the timeframe including the cycle of Council meetings, consequences of agency consultation (if required) and outcomes from public exhibition. Consequently the timeframe should be regarded as indicative only.

Milestone	Date/timeframe
<i>Anticipated commencement date (date of Gateway determination)</i>	May 2018.
<i>Anticipated timeframe for the completion of required studies</i>	2 months from Gateway determination (if studies are required).
<i>Timeframe for government agency consultation (pre and post exhibition as required by Gateway determination)</i>	2 months from Gateway determination.
<i>Commencement and completion dates for public exhibition period</i>	Commence within a month of Gateway determination and complete 5 weeks after commencement
<i>Dates for public hearing (if required)</i>	Within 2 weeks of public exhibition completion (if public hearing required).
<i>Timeframe for consideration of submissions</i>	2 weeks following completion of exhibition.
<i>Timeframe for the consideration of a proposal post exhibition</i>	1 month following completion of exhibition.
<i>Anticipated date RPA will make the plan (if delegated)</i>	2 weeks following consideration of proposal.
<i>Anticipated date RPA will forward to the department for notification (if delegated).</i>	1 month following consideration of proposal.

CONCLUSION

The Planning Proposal has been instigated by the completion of flood studies for the townships of Culcairn, Henty and Holbrook in Greater Hume Shire. The studies provide the definitive analysis of flooding through a modelling exercise to determine and map, amongst other things, the 1% AEP flood level.

As a consequence of determining the 1% AEP flood level in the three townships, adjustments to land use zones and minimum lot size for subdivision can also be made to reflect the known flood free or flood prone

status of land. These adjustments are made to parcels of land within or on the fringe of the townships that are predominantly above or below the FPL.

In conclusion, support for the Planning Proposal is warranted.

ATTACHMENT A

Maps from the flood studies showing the predicted extent of flooding in a 1% AEP event

Walla Walla Refugee Resettlement Committee Terms of Reference

Document Name	Document Version Number	Review Date
Walla Walla Refugee Resettlement Committee Terms of Reference	1.0.0	
Date Adopted	Minute Number	Status
Click Here to Enter Date		New TOR

Committee Status

The Committee shall be established as a REFERENCE GROUP having authorised such functions as detailed in the Committee's Terms of Reference.

Name of Committee

The name of the Committee shall be the –

WALLA WALLA REFUGEE RESETTLEMENT COMMITTEE

Membership

- Up to **ten** community members from various demographic groups to ensure a broad community representation. The General Manager (or representative), Councillors and Senior Managers of the Council are entitled to attend, but not to vote at the Walla Walla Refugee Resettlement Committee.

Term Of Office

The committee may be dissolved at any time by Council but normally holds office for a four year term, ceasing three months after each general election of Council.

Members are welcome to nominate for another term.

Office Bearers

- The Committee shall elect a chairperson on an annual basis.
- Council can dissolve the Committee at any time but normally members will hold office for a four-year terms ceasing three months after each general election of Council.
- Members are welcome to nominate for another term.
- The aim of the Committee is to reach decisions by consensus, however if a decision cannot be reached a vote will be taken.

Casual Vacancies

Casual vacancies will be filled by advertising in the local area for nominations. This will be considered by the remaining members of the Committee who will advise Council of any appointments.

Working Groups

In addition to members of the Committee, Working Groups may be established to focus on specific issues relating the resettlement of secondary refugees.

Walla Walla Refugee Resettlement Committee Terms of Reference

Meeting Frequency and Duration of Meetings

- Meetings will be held on a needs basis, at least quarterly, in order to achieve the agreed outcomes established by the Committee.

Objectives and Scope

The purpose of this Committee is to:

- To consider issues to resettlement of secondary refugees into Walla Walla.
- To ensure ongoing communication between the community and Council.
- To provide advice from a broad community perspective on the current and future issues relating to the resettlement of secondary refugees into Walla Walla.
- To provide a forum for the members of the Walla Walla community to be informed of the resettlement process,
- To make recommendations to Council regarding the resettlement of secondary refugees to Walla Walla.
- To work with Council, Department of Premier and Cabinet, Albury Wodonga Volunteer Resource Bureau and Australian Red Cross and other agencies to identify services required to support the resettlement of secondary refugees to Walla Walla.
- To work with Council to lobby for funding to ensure appropriate services and facilities can be provided to resettled refugees.

Responsibility of Committee Members

- Committee members will be required to act in accordance with Council's Code of Conduct.
- Meetings will be held within the general provisions of the Council's Code of Meeting Practice.
- Requests from the Committee will be forwarded to the General Manager for appropriate actions.
- Any media statements from the Walla Walla Refugee Resettlement Committee must be approved by the General Manager (or representative) prior to issuance.

Limitations of Functions

In accordance with Section 377 of the Local Government Act 1993, members of the committee may not undertake a range of activities including, but not limited to:

- Fix fees for the use or hire of any Council facility
- Borrowing of money
- Voting of money for expenditure on its works, services or operations
- Enter into legal action on behalf of Council
- Incur expenditure by Council other than in accordance with an express authority
- Accept tenders
- Enter into contracts binding Council
- Make any payment to Board members other than reimbursement of properly incurred expenditure
- Classify or reclassify public land
- Make application, or give notice, to the Governor or Minister.

Walla Walla Refugee Resettlement Committee Terms of Reference

Limit of Council Responsibilities

- Within the existing resources of Council, support will be provided to lobby and advocate on behalf of the Walla Walla Refugee Resettlement Committee.
- Council will not provide financial resources for resettlement of secondary refugees to Walla Walla or ongoing programs specific to the resettlement of secondary refugees.

Voluntary Workers Insurance

Committee members and Volunteers will have the following cover –

Voluntary workers are covered while engaged on a journey (as defined) undertaken on the Insured's business, including any Incidental Private Travel. Cover under this Policy (Business Travel and Group Personal Accident insurance) shall be whilst engaged in or on any authorised voluntary work directly or indirectly connected with or on behalf of council including whilst travelling directly to and /or from such activity.

It is extremely important however that where activities other than Committee meetings (eg; working bees) contact is made with Council prior to the activity to ensure proper risk management practices are put in place.

Financial Accounts

Reference Committees of Greater Hume Shire are subject to the same standards of financial accountability as Council, and it is therefore important that Committees manage their finances well.

- All funds and assets held by the Committee remain the property of Council.
- Each Committee who handles public funds on behalf of Council, will open a cheque account at a local financial institution and operate the daily transactions from it.
- The Committee should maintain and keep accurate financial reports including completion of Bank Reconciliations.
- Financial reports will be submitted to Council twice yearly to ensure compliance with GST requirements.
- Committees are not able to commit or expend any monies greater than \$5,000, without the prior reference and approval from Council.
- If an expenditure item is over the amount of \$1,000 an Order Requisition must be obtained from Council.
- Quotations must be obtained for all purchases over \$1,000 in accordance with Council's Procurement Policy and Procedures (refer **ANNEXURE1**).
- The Committee will have the discretion to pay tax invoices with minor amounts of GST and be reimbursed twice yearly once Council is in receipt of the financial reports.

Document Name	Document Version Number	Review Date
Audit, Risk and Improvement Committee Charter	1.0.1	January 2022
Date Adopted	Minute Number	Status
Click Here to Enter Date		Revised

1. Objective

The objective of the Audit Committee (Committee) is to provide independent assurance and assistance to the Greater Hume Council on risk management, control, governance, and external accountability responsibilities.

2. Authority

Council authorises the Committee, within the scope of its role and responsibilities, to:

- Obtain any information it needs from any employee or external party (subject to their legal obligations to protect information).
- Discuss any matters with the external auditor or other external parties (subject to confidentiality considerations).
- Request the attendance of any employee or Councillors at Committee meetings.
- Obtain external legal or other professional advice considered necessary to meet its responsibilities.
- Receive all information made available to Councillors, including information subject to professional privilege, for any matter under active consideration by the Committee. The release of information to the Committee does not constitute a breach of professional privilege.

3. Composition and Tenure

3.1 Composition

The Committee comprises:

3.1.1 Members (voting)

- 2 Councillors of Greater Hume Council
- Not fewer than two nor more than three independent external members, one of whom will be the Chair

3.1.2 Attendee (non-voting)

- Mayor
- General Manager
- Head of Internal Audit – Director Corporate and Community Services
- Internal Auditor

3.1.3 Invitees (non-voting) for specific Agenda items

- Representatives of the external auditor
- Chief Financial Officer
- Other Council officers as requested by the Committee.

3.2 Tenure

Councillors will be appointed annually at the September Council meeting, to hold office until the commencement of the next September Council meeting, including where a Council election intervenes.

Independent external members will be appointed for the term expiring on 31st March following the ordinary Council election, after which they will be eligible for extension or re-appointment following a formal review of their performance.

The members of the Committee, taken collectively, will have a broad range of skills and experience relevant to the operations of Greater Hume Council. At least one member of the Committee shall have accounting or related financial management experience, with understanding of accounting and auditing standards in a public sector environment.

In making changes to Committee membership, Council will have regard to the benefits of continuity of Committee operations, and the benefits of refreshing membership.

3.3 Termination of Membership

Council may terminate the services of an independent external member prior to the end of a tenure appointment. The reason will be provided.

3.4 Remuneration

Council shall determine the remuneration of independent external members at the time of appointment having regard to the skills and experience of the member. Such remuneration shall be increased from 1 July in each year at the same rate of increase applicable to Councillors of the Council.

3.5 Responsibilities of Members

Members of the Committee are expected to:

- Understand the relevant legislative and regulatory requirements appropriate to Greater Hume Council Council.
- Contribute the time needed to study and understand the papers provided.
- Apply good analytical skills, objectivity and good judgement.
- Express opinions frankly, ask questions that go to the fundamental core of issues, and pursue independent lines of enquiry.
- Comply with the Model Code of Conduct (applies to Councillors and independent members as Delegates of Council) including declaration and management of conflicts of interest.

- Provide written returns of interests as required for designated persons.

4. Committee Role and Responsibilities

The Committee has no executive powers, except those expressly provided by the Council.

In carrying out its responsibilities, the Committee must at all times recognize that primary responsibility for management of Council rests with the Council and the General Manager as defined by the Local Government Act.

The responsibilities of the Committee may be revised or expanded by the Council from time to time. The Committee's responsibilities are:

4.1 Risk Management

- Review whether management has in place a current and comprehensive risk management framework, and associated procedures for effective identification and management of business and financial risks, including fraud;
- Review whether a sound and effective approach has been followed in developing strategic risk management plans for major projects or undertakings;
- Review the impact of the risk management framework on its control environment and insurance arrangements; and
- Review whether a sound and effective approach has been followed in establishing business continuity planning arrangements, including whether plans have been tested periodically.

4.2 Control Framework

- Review whether management has adequate internal controls in place, including over external parties such as contractors and advisors;
- Review whether management has in place relevant policies and procedures, and these are periodically reviewed and updated;
- Progressively review whether appropriate processes are in place to assess whether policies and procedures are complied with;
- Review whether appropriate policies and procedures are in place for the management and exercise of delegations; and
- Review whether management has taken steps to embed a culture which is committed to ethical and lawful behavior.

4.3 External Accountability

- Satisfy itself the annual financial reports comply with applicable Australian Accounting Standards and supported by appropriate management sign-off on the statements and the adequacy of internal controls.
- Review the external audit opinion, including whether appropriate action has been taken in response to audit recommendations and adjustments.
- To consider contentious financial reporting matters in conjunction with Council's management and external auditors.
- Review the processes in place designed to ensure financial information included in the annual report is consistent with the signed financial statements.
- Satisfy itself there are appropriate mechanisms in place to review and implement, where appropriate, relevant State Government reports and recommendations.
- Satisfy itself there is a performance management framework linked to organizational objectives and outcomes.

4.4 Legislative Compliance

- Determine whether management has appropriately considered legal and compliance risks as part of risk assessment and management arrangements.
- Review the effectiveness of the system for monitoring compliance with relevant laws, regulations and associated government policies.

4.5 Internal Audit

- Act as a forum for communication between the Council, General Manager, senior management, internal audit and external audit.
- Review the internal audit coverage and internal Audit Plan, ensure the plan has considered the Risk Management Plan, and approve the plan.
- Consider the adequacy of internal audit resources to carry out its responsibilities, including completion of the approved Internal Audit Plan.
- Review all audit reports and consider significant issues identified in audit reports and action taken on issues raised, including identification and dissemination of better practices.
- Monitor the implementation of internal audit recommendations by management.
- Periodically review the Internal Audit Charter to ensure appropriate organizational structures, authority, access and reporting arrangements are in place.
- Periodically review the performance of Internal Audit

4.6 External Audit

- Act as a forum for communication between the Council, General Manager, senior management, internal audit and external audit.
- Provide input and feedback on the financial statement and performance audit coverage proposed by external audit, and provide feedback on the external audit services provided.
- Review all external plans and reports in respect of planned or completed external audits and monitor the implementation of audit recommendations by management.
- Consider significant issues raised in relevant external audit reports and better practice guides, and ensure appropriate action is taken.

4.7 Referrals from Council and the General Manager

- To consider, investigate and report on any matter referred to the Committee by Council or the General Manager.

4.8 Other Matters

The Committee may, at any time, consider any other risk management or good governance matter it deems of sufficient importance to do so. In addition, at any time an individual Committee member may request a meeting with the Chair of the Committee.

5. Reporting

Upon Request of the Committee, Internal Audit will provide a performance report of:

- The performance of Internal Audit for the financial year as measured against agreed key performance indicators.
- The approved Internal Audit Plan of work for the previous financial year showing the current status of each audit.
- Minutes of Committee meetings shall be supplied to the next Council meeting after approval by the Chairperson.
- The Committee will report regularly, and at least annually, to the governing body of Council on the operations of the Committee and internal audit and the management of risk and internal controls.
- The Committee may make additional reports to Council from time to time on such matters as it deems fit. The Chairperson shall be entitled to be heard by Council in open or closed meeting upon written request addressed to the Mayor or General Manager

6. Administrative Arrangements

6.1 Meetings

The Committee will meet at least four times per year, with one of these meetings to include review and endorsement of the annual audited financial reports and external audit opinion.

The need for any additional meetings will be decided by the Chair of the Committee, though other Committee members may make requests to the Chair for additional meetings.

A forward meeting plan, including meeting dates and agenda items, will be agreed by the Committee each year. The forward meeting plan will cover all Committee responsibilities as detailed in this Audit Committee Charter.

6.2 Attendance at Meetings and Quorums

A quorum will consist of a majority of Committee members, including at least one independent member. Meetings can be held in person, by telephone or by video conference.

The Head of Internal Audit will be invited to attend each meeting unless requested not to do so by the Chair of the Committee. The Committee may also request the Chief Finance Officer or any other employees to participate for certain agenda items, as well as the external auditor.

The Committee shall be entitled to go into closed committee (i.e. excluding all management and non-members) for the purpose of meeting with representatives of the internal auditors or external auditors as determined by the Chairperson.

6.3 Secretariat

The Council shall provide secretariat support to the Committee. The Secretariat will ensure the agenda for each meeting and supporting papers are circulated, at least one week before the meeting, and ensure minutes of the meetings are prepared and maintained. Minutes shall be approved by the Chair and circulated to each member within three weeks of the meeting being held.

6.4 Conflicts of Interest

Committee members must declare any conflicts of interest at the start of each meeting or before discussion of a relevant agenda item or topic. Details of any conflicts of interest should be appropriately minuted.

Where members or invitees at Committee meetings are deemed to have a real or perceived conflict of interest, it may be appropriate they be excused from Committee deliberations on the issue where the conflict of interest may exist. The final arbiter of such a decision is the Chair of the Committee.

6.5 Induction

New members will receive relevant information and briefings on their appointment to assist them to meet their Committee responsibilities.

6.6 Assessment Arrangements

The Chair of the Committee will initiate a review of the performance of the Committee at least once every two years. The review will be conducted on a self-assessment basis (unless otherwise determined by the Chair), with appropriate input from management and any other relevant stakeholders, as determined by the Chair.

6.7 Review of Audit Committee Charter

At least once every two years the Audit Committee will review this Audit Committee Charter, and recommend any changes to Council for approval.

Council agrees not to approve changes to the charter without prior consideration of the changes by the committee.

Approved: Audit, Risk and Improvement Committee Meeting Date: 6/02/18

Stakeholder Engagement Policy

Document Name	Document Version Number	Review Date
Stakeholder Engagement Policy	1.0.0	November 2020
Date Adopted	Minute Number	Status
Click Here to Enter Date	Insert Minute Number Here	New Policy

Purpose

The purpose of the Stakeholder Engagement Policy is to identify the stakeholders and the level and type of engagement required for effective communication and decision making for all projects and changes to service delivery.

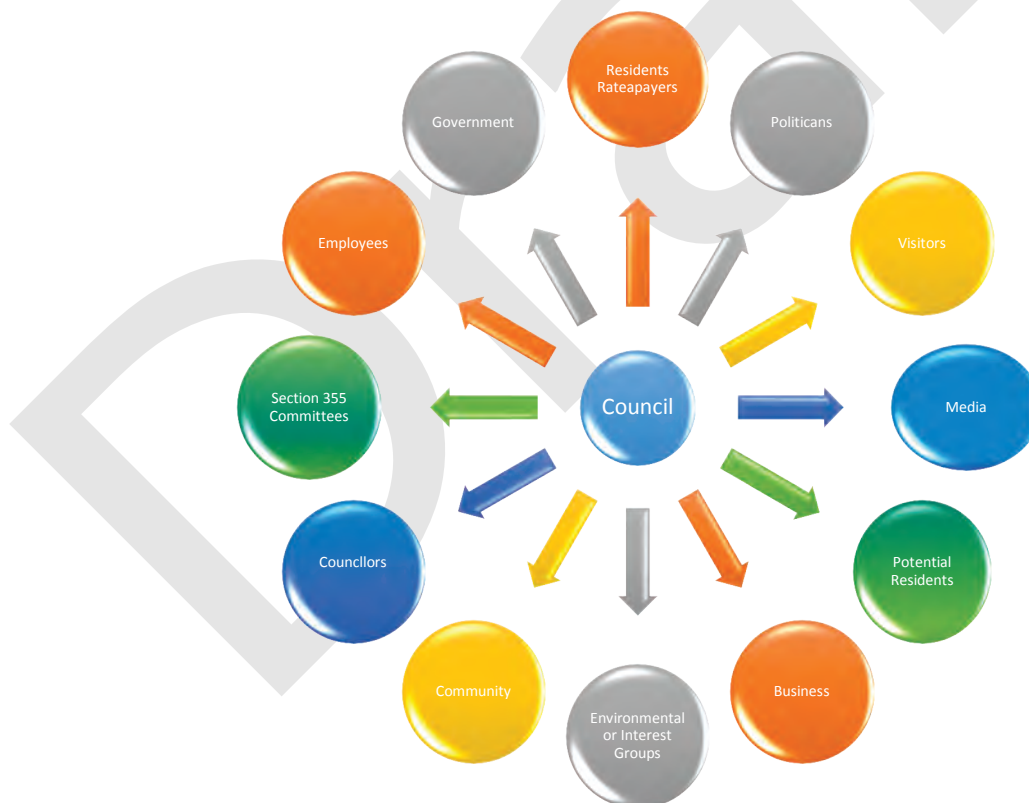
Scope

All project leaders and service managers are to use this policy when planning works, special projects, major events and any change that may impact potential stakeholders (internal and external stakeholders).

Definitions

Stakeholder Any person or group that may have an interest or stake in the planning and impacted by the outcome of the activity or change.

Stakeholder Diagram



Stakeholder Engagement Policy

Policy Content

Greater Hume Council aims to deliver projects, and services in the optimum way to ensure that these are well planned, have considered all relevant information and the stakeholders are informed and have the opportunity to be engaged as appropriate.

Greater Hume Council values the input of our stakeholders as this leads to better decision making. The level and type of input will vary according to the circumstances of the project/works. Greater Hume Council acknowledges this will add time and cost to a project and that appropriate staff resourcing will be required. However, the benefits of well executed planned projects will lead to improved community satisfaction levels.

All project planning will have a stakeholder engagement plan. Projects that meet the criteria outlined in the procedure will require a Community Engagement Toolkit (CET) to be prepared.

The procedure will outline the minimum standard required for different levels of projects. The procedure will be revised as a result of evaluating projects and services with the aim of continuous improvement.

Key check points regarding stakeholder engagement will be incorporated into the project/service change approval process.

All relevant staff will undertake training to ensure understanding of the policy and the procedure.

All relevant position descriptions will include responsibilities for stakeholder engagement.

Links to Policy

Media Policy
Communications Policy
Social Media Policy

Links to Procedure

Stakeholder Engagement Procedure

Links to Forms

Insert Content

References

Insert Content

Responsibility

MANEX

- Ensure appropriate resourcing
- Approve the procedure
- Monitor the implementation of the policy and procedure
- Identify champions across the organisation

Directors

- Ensure all projects and service delivery changes within their directorate use the criteria for determining stakeholder engagement and prepare a CET when required in accordance with the policy and procedure.

Stakeholder Engagement Policy

Project leaders

As part of the planning for projects and service delivery changes, prepare and implement an engagement plan in accordance with this policy and procedure

Executive Assistant Governance Economic Development

- Revise policy and procedure as required
- Co-ordinate training and awareness
- Provide support to project leaders particularly in the early phase of implementation of this policy and procedure. This responsibility does not include preparing the actual engagement plans on behalf of the project leader.
- Create a resource library for existing and new staff (including examples of stakeholder engagement plans, standard letters and templates, social media posts).

Document Author

Executive Assistant Governance Economic Development

Relevant Legislation

Local Government Act 1993

Environmental Planning and Assessment Act 1979

Disability Inclusion Act 2014

Privacy and Personal Information Act 1988

Associated Records

Communications Strategy and Implementation Plan

Community Engagement Strategy

Disability Inclusion Action Plan

Local Disaster Plan

Stakeholder Engagement Procedure

1. Purpose

The purpose of the Stakeholder Engagement Procedure is to provide project leaders and service managers with a procedure to assist them to develop relevant and timely engagement for works, special projects, major events and any change to services that may impact on stakeholders.

2. Scope

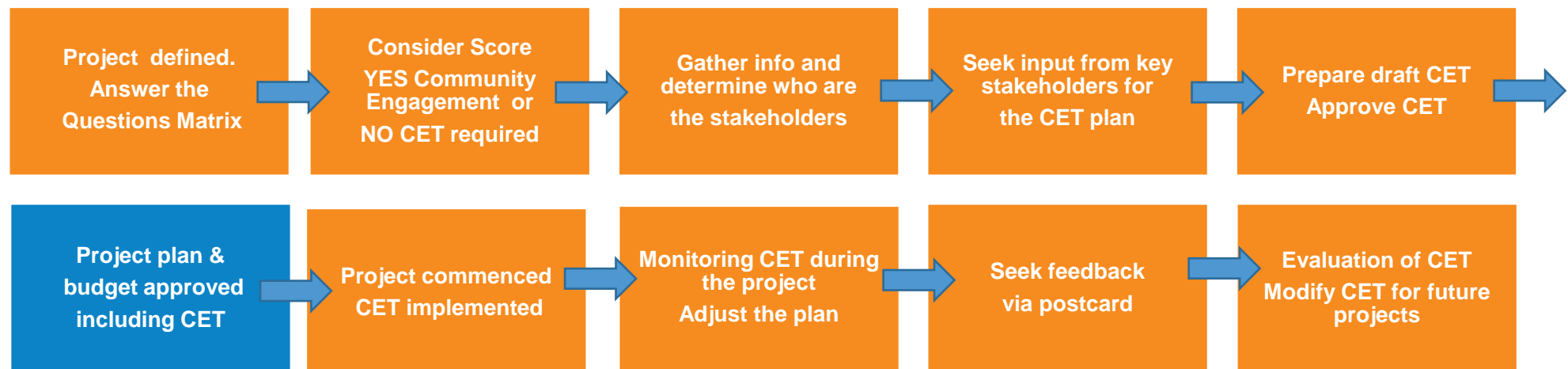
This procedure applies to all project leaders and service managers.

3. Definitions

Stakeholder Any person or group that may have an interest or stake in the planning and impacted by the outcome of the activity or change.

4. Responsibility

Project leaders and service managers. Below is a snapshot of the key elements of the Stakeholder Engagement Procedure.



5. Procedure Instruction

Step 1

Read the Stakeholder Engagement Policy.

Please list all the individuals and groups potentially affected by this project/program (ie the stakeholders). Consider each of these stakeholders as you answer the questions in Step 2.

Step 2

Please answer the following **Questions Matrix** and add up the total score.

Title of Project Albury Street Asphalt Project (Example)

Please indicate either 1 – 5 from the scale below:

1	2	3	4	5
Not applicable to my project	No	I don't know	Maybe	Yes

Question		Response from scale Example	Comment
1	Do you need to understand the community's needs and/or ideas?	Yes 5	
2	Does the project/program have the potential to impact on Council's reputation, positively or negatively?	Yes 5	
3	Is there a potential for community interest?	No 2	
4	Has this issue/project been controversial in the past?	Yes 5	
5	Does this issue or physical location have a history or sensitivity?	No 2	
6	Is there a likelihood of a particular group being interested in the matter?	No 2	
7	Is there a potential impact on vulnerable or minority groups?	No 2	Access to businesses/shops may be an issue for wheelchair/mobility scooters during the project works
8	Is there a regulatory requirement for community engagement on this matter?	No 2	
9	Does the project/program have potential financial implications that may impact on stakeholders ?	Maybe 4	Financial impact short term
11	Does the project/program have potential financial implications that may impact on Council ?	Maybe 4	
12	Is there potential disruption for stakeholders?	Maybe 4	Short-term but important that businesses and directly impacted residents are informed of restricted access during asphalt time frame and

Question		Response from scale Example	Comment
			staging. Alternatives provided.
13	Is there potential for stakeholders to perceive that they will be disadvantaged by this project/initiative?	Maybe 4	
14	Will stakeholders have additional obligations/responsibilities as a result of this project/initiative?	No 2	
15	Is there political interest at local, state or federal level?	No 2	
16	Has there been media or community interest in the past 5 years? (check with Director or GM)	1	
17	Is there a key motivational driver for this project? (person)	1	<i>If yes, name of person</i>
18	Will the project impact the work flow of other staff/other departments	Yes 5	CS Staff need to be well informed
19	Other staff may have information that will ensure the project plan is complete and ensure a successful outcome	No 2	
TOTAL		Score 52	
Note: does the project meet the criteria for an Office Local Government (OLG) Capital Expenditure review? (cost is > 10% of annual rates revenue)		If yes, the OLG requires evidence of community engagement, regardless of score above.	

Step 3

Discuss your responses to the table above with an IAP2 trained staff member (Executive Assistant Governance/Economic Development) to determine whether community engagement may be required, and if so, the level of engagement necessary (as identified through the IAP2 Spectrum of Public Participation located at the end of this document).

SCORE	ACTION
< 40	Consider any questions that scored a '5', and assess level of engagement required, (consult IAP2 Spectrum of Public Participation). Present your responses to Step 1, 2 and 3 to your Director for sign off, action and/or filing in Infxpert.
40 – 50	Community engagement may be required. Consider any questions that scored a '5', and assess level of engagement required (consult IAP2 Spectrum of Public Participation). Discuss with IAP2 trained staff member to determine engagement type.
50+	Community engagement is required. Discuss with IAP2 trained staff member to determine engagement type. Provide this recommendation to your Director for approval. Use Community Engagement Toolkit (CET) [example in this procedure] to develop your plan.

Step 4

Prepare **Community Engagement Toolkit (CET)** for the project with the support of a trained IAP2 officer.

A community engagement toolkit (CET) may consist of a documented action list or a plan using the IAP2 template suite.

The templates or action list can be tailored to each project type (e.g. asphaltting/planned Council event/culvert replacement/ tree removal/major road project/special rate variation/change to level of service ie waste or water supply, etc.). Completed CET's will be available to view and download via Infoxpert File Draft CET must include a budget and have been reviewed by the Executive Assistant Governance/Economic Development.

Step 5

The final CET is to be signed off by the relevant Director. The document should be uploaded to Infoxpert. The Director is to determine if the CET is to go to MANEX or Council.

If the plan is adopted by Council, it must include use of the 'Have Your Say' feedback tool on Council's website, as one of the consultation techniques.

Step 6

If a significant change in strategy or budget occurs, a revised CET may be required.

Step 7

Community engagement activities undertaken must be evaluated. This is best completed directly after the consultation has been undertaken. Council's feedback postcard is attached to this procedure.

IAP 2 Spectrum of Public Participation (*adapted from the IAP2 training manuals*)


Each community engagement plan (CET) will determine where on the spectrum the engagement is to occur for each stage of the process.

	Inform	Consult	Involve	Collaborate	Empower
Public participation type	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions	To obtain public feedback on analysis, alternatives and/or decisions	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution	To place final decision-making in the hands of the public.
Promise to the public	We will keep you informed	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide
Example techniques for the engagement with the community	<ul style="list-style-type: none"> • Fact sheets • Web site • Open house • Public notice • Exhibition • A story in Your News (community newsletter) • Email • Updates to subscribers 	<ul style="list-style-type: none"> • Invite public comment • Focus groups • Surveys • Public meetings • Community information and feedback sessions 	<ul style="list-style-type: none"> • Workshops • Community needs analysis • Strategic questioning 	<ul style="list-style-type: none"> • Citizen advisory committees • Participatory decision-making 	<ul style="list-style-type: none"> • Delegated decision • Local Government elections

CET example see annexure

Feedback Postcard

Are we meeting your expectations?



We value your opinion of how we have communicated and engaged with you and your community on this project.

We'd appreciate it if you could take a short moment to provide us with some feedback on how we're doing. Please indicate how you think we've performed in the following areas:

1. Have we provided you with sufficient information regarding this project?

1	2	3	4	5
Very Poor		Ok		Excellent

2. Have we answered and/or responded to your questions regarding the the project?

1	2	3	4	5
Very Poor		Ok		Excellent

3. To what extent do you believe we are considering community interests as part of our decision making in relation to this project?

1	2	3	4	5
Very Poor		Ok		Excellent

Project Name: **Albury Street Asphaltting**

Comments/anything else you'd like to add?

Optional Follow Up:
If you'd like to speak with us about any of your feedback, please let us know the best number to contact you on.

Name: _____

Contact Number: _____

6. Training

Insert Content

7. Links to Policy

Communications Policy

8. Links to Other Procedures

Insert Content

9. Links to Forms

Community Engagement Toolkit (CET)

10. References

Insert Content

11. Relevant Legislation

Insert Content

12. Associated Records

Insert Content



Community Engagement Toolkit (CET)

Prepared February 2018

Section	Description
PROJECT TITLE	Albury Street Asphalt Project Tender through local government procurement
PROJECT RESPONSIBLE OFFICER	Greg Blackie – Director Engineering
PROJECT TEAM MEMBERS	Council – Engineering Staff: Phil McDonald – Ken Thompson Other (Community Engagement) Marg Killalea Contractor – Downer EDI – Dwayne Hartwick
CET CREATED BY	Marg Killalea – Executive Assistant Governance and Economic Development
INITIATIVE ALIGNS TO DELIVERY PROGRAM	CSP Theme 4 Good Infrastructure and Facilities. Outcome 4.1 Infrastructure and facilities meet the needs of our communities.
DISABILITY INCLUSION ACTION PLAN (DIAP)	Compliant with principals of Universal Design and and Continuous Accessible Path and Travel (CAPT), p23.
PROJECT PURPOSE	The purpose of this project is to resurface Albury Street, Holbrook as Council resumes the ownership of the roadway (former highway). The project is being funded by NSW Government as a result of the Hume Highway bypassing Holbrook.
PROJECT OUTCOME	Bitumen resurfacing along entire length (2km), some sections kerb to kerb, other sections travel lanes only to a width of 8 metres. Linemarking.
PROJECT TIMEFRAME	Two weeks from 18 February. Linemarking target completion two weeks later.
STAKEHOLDER ANALYSIS	<p>Direct Impact Stakeholders</p> <ul style="list-style-type: none"> Albury Street landlords, business proprietors, residents, motel operators Residents, travelling public and local businesses, and local motorists Public including community members with a disability Contractor (Downer EDI) Council <p>Advocacy</p> <ul style="list-style-type: none"> Council staff and councillors Business proprietors/landlords/tenants Police/Hospital/2 primary schools/Ambulance Services/School Bus Service operators – Hibbersons/Kanes/Papworth Bus Companies.
TARGETS FOR ENGAGEMENT	Target Group 1 – those businesses, landlords, tenants, residents accessing their properties. Impacts to accessing property will be short term. Target Group 2 – freight deliveries, police/ambulance, local residents and visitors accessing the retail precinct of Albury St/schools/hospital route during the works program
ISSUES IDENTIFIED	<ul style="list-style-type: none"> Businesses are concerned about the short term impact caused by restricted access during the project. Want Council to take steps to

Section	Description	
	<p>minimise the impacts to their daily customers and turn over while contractor is in immediate location, e.g. Use of VMS boards/park here signage.</p> <ul style="list-style-type: none"> • Motorists need to park somewhere in the vicinity of the project works. Signs to direct. • School bus operators getting access to pick up and drop off locations in the street. 	
LEVELS OF ENGAGEMENT FOR THIS PLAN	Level 1 – Inform – business owners, landlords, retailers and residents of Holbrook.	
DESCRIPTION AND DELIVERABLES	<p>Warm Up Article placed January issue of Holbrook Happenings (HH) Letterbox drop to all businesses and residents of Albury Street undertaken Thursday/Friday 1-2 Feb Follow up email to business database issued Monday 6 Feb. Briefing session by Council and contractor held Tuesday, 7 Feb. A total of 30 attended. Names gathered to create contact list created including emails for those who attended for any follow up emails. Community Engagement Guide (CEG) developed and inserted into HH distributed 14 Feb. Ensure mobile numbers are included on CEG for residents/businesses to make contact if needed. CEG distributed to hospital, police, ambulance, public school, St Patricks School, bus companies via email. Update on project including key dates to be distributed Thursday, 22 Feb to contact list and Holbrook business database.</p> <p>Copies of collatorals attached.</p>	
For ISSUES DURING PROJECT	Process for handling complaints on the project	<p>Minor complaints go to Ken or Phil, or contractor. Major complaints should be directed to Director Engineering.</p>
MONITORING AND EVALUATION	<p>Monitoring of the contractor's works schedule. This project incurred a one week delay (outside of Council's control)</p> <p>Issue Community Feedback Postcard to Albury Street businesses and residents at the completion of the project works. FIRST WEEK MARCH.</p> <p>Email the postcard to the Contact List inviting feedback about how Council engaged the community regarding the project.</p>	<p>Community Engagement Update – Program Update issued 22 Feb</p> <p>Any postcards need to be returned to Marg Killalea, for entering into Community Engagement Feedback database.</p>



Albury Street Asphalt Work



Bitumen resurfacing of Albury Street, Holbrook will be undertaken during the second half of February. The work is expected to be completed within two weeks.

This work is being funded by the NSW Government as a result of the Hume Highway by passing Holbrook and the subsequent handing over of the maintenance responsibility and ownership of Albury Street to Greater Hume Council.

The work will be conducted through a contract that has been awarded to Downer EDI after a quotation process. The contract has been awarded for \$852,916. The project will involve milling of the existing bitumen surface, placement of geofabric seal and then replacement asphalt placed to 40 mm. The work to be completed over a two week period between February and March 2018 with the actual date of start likely to be Sunday, 18 February (to be confirmed and subject to weather conditions). Fresh linemarking will be applied a few weeks after completion of the asphalt.

An Information Session on Wednesday, 7 February from 5pm will be held at Holbrook Library Complex. All Holbrook business operators and interested residents are encouraged to attend. More detailed information will be supplied at the meeting.

Council and the contractor aim to minimise any inconvenience to business operators and residents during the works.

Got Questions Now? Please contact Manager Works, Phil McDonald M 0429 120 083 or Ken Thompson M 0438 777 433.

CONTACT LIST names of attendees who attended briefing and want to be informed re the project



Greater
Hume
Council

Albury Street Asphalt Project Meeting

Wednesday 7 February 2018 5.00pm Holbrook Library Attendance Registration

Name	Phone	Email	Group Represented	Date Received
MARILYN & GRAHAM PERRITT	MARILYN 0419218078 GRAHAM 0419243452	WSACOMP@BIGPOND.COM	THE LAST POST BOOKSHOP	
Jenni Papworth	0409 362 486	Pappies1@bigpond.com	Papworth's Bus Service	
Cecil Chynoweth	60363777		Bookshop.	
Royce Laurel Willis	0429190848	rjla.willie@bigpond.com	Woolpack Inn Museum.	
Geoff & Kenie Ford	60363464	info@australianeaten.net.au	National Museum Aust Polky	
Jarella Mather	0428 295 241	l.mather.sunflower@gmail.com	60 Albury Street.	
Dennis Kane	0427 480514	kanebus@bigpond.com	Kane's Buses	
David Lieschke	60 362244	lieschke@bigpond.net	Lieschke Motors	
Wes Black	0437 146801	bakery-tarts@bigpond.com	Holbrook Bakery	
Neil Hiberson	0427 203333	hiberson@outlook.com.au	Hiberson Buses	
Philip Ziehell	0260 362 037	holbrooknews@bigpond.com.au	Holb Newsagency	
Wendy Mohr	60 522002.	WENDY.MOHR@ELDERS.COM.AU	Elders	
JAN PILTZ.	0409362456.	jan.piltz@telstra.com	J & B'S GOURMET CAFE	

Important Reminder

**Information Session
5.00 pm Wednesday, 7 February
Holbrook Library**

Come along & be informed

All welcome



Greater
Hume
Council

greaterhume.nsw.gov.au

Albury Street Asphalt Work



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This work is being funded by the NSW Government as a result of the Hume Highway by passing Holbrook and the subsequent handing over of the maintenance responsibility and ownership of Albury Street to Greater Hume Council.

The work will be conducted through a contract that has been awarded to Downer EDI after a quotation process. The contract has been awarded for \$852,916. The project will involve milling of the existing bitumen surface, placement of geofabric seal and then replacement asphalt placed to 40 mm. The work to be completed over a two week period between February and March 2018 with the actual date of start likely to be Sunday, 18 February (to be confirmed and subject to weather conditions). Fresh linemarking will be applied a few weeks after completion of the asphalt.

An Information Session on Wednesday, 7 February from 5pm will be held at Holbrook Library Complex. All Holbrook business operators and interested residents are encouraged to attend. More detailed information will be supplied at the meeting.

Council and the contractor aim to minimise any inconvenience to business operators and residents during the works.

Got Questions Now? Please contact Manager Works, Phil McDonald M 0429 120 083 or Ken Thompson M 0438 777 433.



Greater
Hume
Council

Community Engagement Guide

Summer 2018

Project: **Albury Street Asphalt Project**



Bitumen resurfacing of Albury Street, Holbrook will be undertaken during the second half of February. The work is expected to be completed within two weeks.

This work is being funded by the NSW Government as a result of the Hume Highway bypassing Holbrook and the subsequent handing over of the maintenance responsibility and ownership of Albury Street to Greater Hume Council.

The work will be conducted through a contract that has been awarded to Downer EDI after a quotation process. The contract has been awarded for

\$852,916. The project will involve milling of the existing bitumen surface, placement of geofabric seal and then replacement asphalt placed to 40 mm kerb to kerb in Section A.

Other sections will involve milling of the travel lanes only to a width of 8 metres and replacement asphalt applied.

The work to be completed over a two week period between February and March 2018 with the actual date of start to be Monday, 19 February (subject to weather conditions). Fresh linemarking will be applied a few weeks after completion of the asphalt.

Council and the contractor aim to minimise any inconvenience to business operators and residents during the works.



KEY FACTS:

- Estimated expenditure for the project is \$852,916. Funds have been provided from Roads and Maritime Services as a result of the Hume Highway bypassing Holbrook.
- The Albury Street roadway has been handed back to Greater Hume Council.
- Council takes over maintenance responsibility for the roadway.

Proposed timetable*

Monday 19 February 2018

Section B and D heavy patching works

Tuesday, 20 February

Section D working through the week heading north, thereafter Section C, leading into Section A

Monday, 26 February

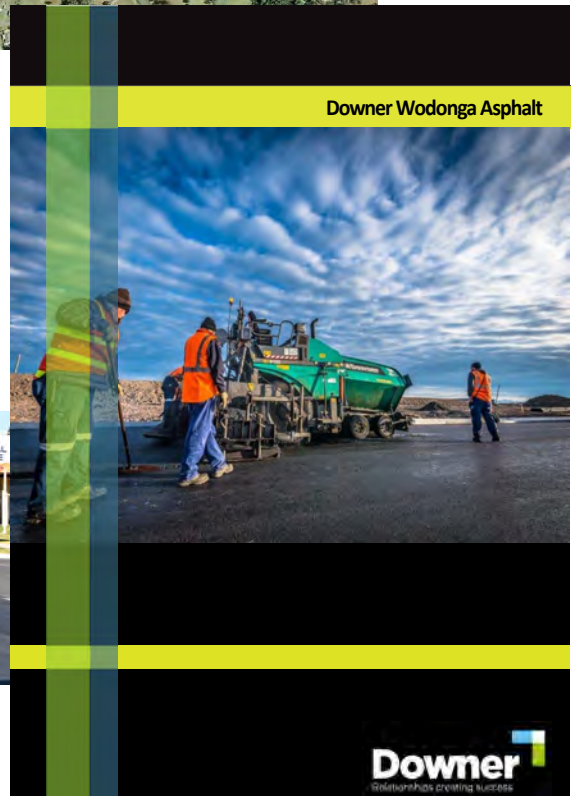
Section A works continue. Section B works commence.

* Refer Page 2. Timetable is subject to weather conditions.

Albury Street Asphalt Work



Section	Coloured	Works to be undertaken
Section A	yellow	Asphalt full width kerb to kerb - 30m from northern bridge abutment - length 772m
Section B	blue	Asphalt width travel lanes only - Length 800m - to old service station seal joins
Section C	blue	Asphalt width travel lanes only - Start 60m from southern abutment - length 192 m
Section D	yellow	Asphalt width travel lanes only - Length 345m - 0 to Macinnes Street



For more information

- Phil McDonald M 0429 120 083
- Ken Thompson M 0438 777 433
- Dwayne Hartwick (Downer EDI) M 0467 749 675

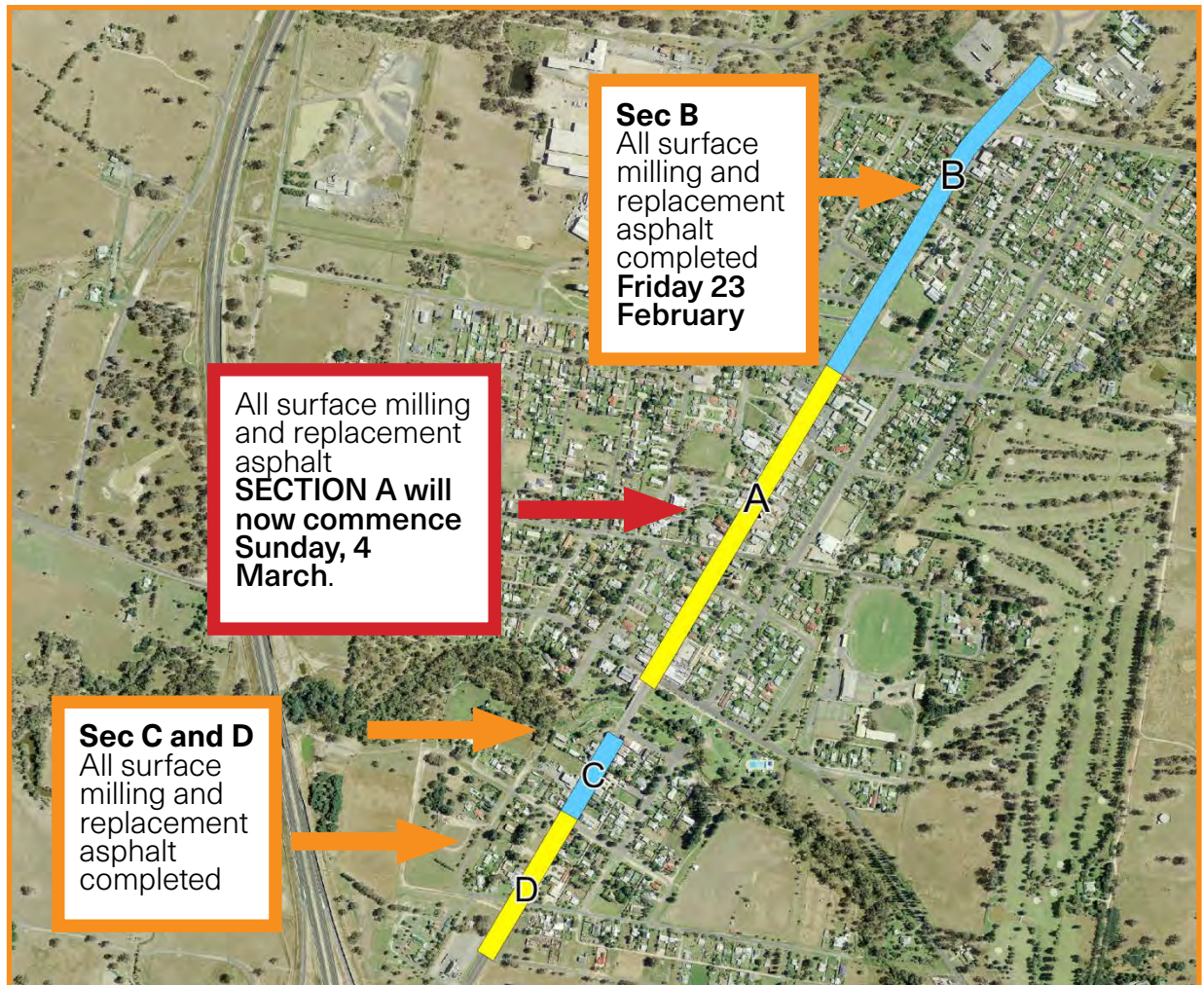


Greater
Hume
Council

Community Engagement Update

Thursday, 22 February

Project: **Albury Street Asphalt Project - PROGRAM update**



Bitumen resurfacing of Albury Street, Holbrook Sections B, C and D are completed as of COB Friday, 23 February.

Due to circumstances outside of Council's control, the works proposed for SECTION A have today been postponed for one week.

For more information

- Phil McDonald M 0429 120 083
- Ken Thompson M 0438 777 433
- Dwayne Hartwick (Downer EDI) M 0467 749 675

Works to be undertaken in Section A will now commence Sunday, 4 March with milling of the existing surface.

The laying of asphalt will take 3 to 4 days and be finished by end of Thursday, 8 March.

Revised timetable*

Sunday, 4 March 2018

Section A milling of existing surface

Monday, 5 March

Section A asphalt surface installation starts

Thursday, 8 March

Section A works conclude.

* Timetable is subject to weather conditions.

Are we meeting your expectations?



We value your opinion of how we have communicated and engaged with you and your community on this project.

We'd appreciate it if you could take a short moment to provide us with some feedback on how we're doing. Please indicate how you think we've performed in the following areas:

Project Name:

Albury Street Asphaltting

Comments/anything else you'd like to add?

1. Have we provided you with sufficient information regarding this project?

1	2	3	4	5
Very Poor		Ok		Excellent

2. Have we answered and/or responded to your questions regarding the the project?

1	2	3	4	5
Very Poor		Ok		Excellent

Optional Follow Up:

If you'd like to speak with us about any of your feedback, please let us know the best number to contact you on.

Name:

3. To what extent do you believe we are considering community interests as part of our decision making in relation to this project?

1	2	3	4	5
Very Poor		Ok		Excellent

Contact Number:

Margaret Killalea

From: Ken Thompson
Sent: Tuesday, 27 March 2018 1:26 PM
To: Margaret Killalea; Greg Blackie
Subject: RE: Albury Street Asphalt Project - your opportunity to give feedback

Hi Margaret,

It is good to receive positive feedback.
 In my opinion the work progressed well and there was very little if anything passed to me whilst on site each day of the work.
 Talks with the bakery staff and JB's staff were also positive at the time.
 Shoppers appeared to be pleased with the outcome and with the assistance to them in getting across the road at different times.

Ken Thompson
Engineering Casual
 Greater Hume Council
 39 Young St
 PO Box 99
 Holbrook NSW 2644
 T 02 6044 8909 M



www.greaterhume.nsw.gov.au

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From: Margaret Killalea
Sent: Tuesday, 27 March 2018 1:15 PM
To: Ken Thompson; Greg Blackie
Subject: Albury Street Asphalt Project - your opportunity to give feedback

Feedback from st pats school.

Margaret Killalea
Executive Assistant - Governance & Economic Development
 Greater Hume Council
 39 Young St
 PO Box 99
 Holbrook NSW 2644
 T 02 6036 0103



www.greaterhume.nsw.gov.au

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From: jonesj@ww.catholic.edu.au [<mailto:jonesj@ww.catholic.edu.au>] **On Behalf Of** School Information
Sent: Tuesday, 27 March 2018 12:58 PM
To: Margaret Killalea
Subject: Re: Albury Street Asphalt Project - your opportunity to give feedback

Marge

Feedback from St. Patrick's School -

Asphalt staff were helpful and traffic controllers excellent the afternoon when most impact was felt by the buses.

Also today very large school bus zone sign has been painted across the entire length of the school bus zone and looks brilliant. No excuses now.

Please thank all involved.

Judy Jones
for St. Patrick's School.

On 26 March 2018 at 12:33, Margaret Killalea <MKillalea@greaterhume.nsw.gov.au> wrote:

Council is seeking feedback regarding the manner in which it engaged with you on the project. Attached is a simple postcard, which will take you about 1 minute to complete.

This will assist Council to improve its processes when undertaking similar projects.

Kind regards

Margaret Killalea

Executive Assistant - Governance & Economic Development

Greater Hume Council

39 Young St

PO Box 99

Holbrook NSW 2644

T 02 6036 0103






Can you kindly circle your responses to the 3 questions below. You can make comments in the box provided.

Please email back to mkillalea@greaterhume.nsw.gov.au or return to REPLY PAID 99, GREATER HUME COUNCIL, P O BOX 99, HOLBROOK 2644

or drop off to the Holbrook Office.




Thank you

Are we meeting your expectations?



We value your opinion of how we have communicated and engaged with you and your community on this project.

We'd appreciate it if you could take a short moment to provide us with some feedback on how we're doing. Please indicate how you think we've performed in the following areas:

1. Have we provided you with sufficient information regarding this project?
 
2. Have we answered and/or responded to your questions regarding the the project?
 
3. To what extent do you believe we are considering community interests as part of our decision making in relation to this project?
 

Project Name: **Albury Street Asphaltting**

Comments/anything else you'd like to add?
No Complaints

Optional Follow Up:
 If you'd like to speak with us about any of your feedback, please let us know the best number to contact you on.

Name: *James Joyce*

Contact Number: *0260522002*

Margaret Killalea

From: Greg Blackie
Sent: Tuesday, 27 March 2018 1:49 PM
To: pestpac@bigpond.com
Cc: Margaret Killalea; Ken Thompson
Subject: RE: Albury Street Asphalt Project - your opportunity to give feedback
Attachments: image001.jpg

Gayle

The bollards were installed as an measure to protect the street trees until they had grown to a suitable size.

The number of bollards damaged was more than expected however they were only to remain until the trees had established themselves which is why they have been removed now.

There was no cost to ratepayers as the project was fully funded by the RMS as part of the Hume Highway HolbrookBypass project

If you have any further questions please don't hesitate to ring

Regards

Greg

Greg Blackie
Director Engineering
 Greater Hume Council
 39 Young St
 PO Box 99
 Holbrook NSW 2644
 T 02 6044 8903 M 0419 249 357



www.greaterhume.nsw.gov.au

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From: Margaret Killalea
Sent: Monday, 26 March 2018 1:50 PM
To: Greg Blackie
Subject: FW: Albury Street Asphalt Project - your opportunity to give feedback
Importance: High

Hello Greg, could you please respond to this email
 regards

Margaret Killalea
Executive Assistant - Governance & Economic Development
 Greater Hume Council
 39 Young St
 PO Box 99
 Holbrook NSW 2644

T 02 6036 0103



www.greaterhume.nsw.gov.au

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From: Pestpac [<mailto:pestpac@bigpond.com>]
Sent: Monday, 26 March 2018 1:46 PM
To: Margaret Killalea
Subject: RE: Albury Street Asphalt Project - your opportunity to give feedback
Importance: High

Hi Margaret,

As a ratepayer I am curious as to why the Council spent so much money on putting in stainless steel bollards, which were always going to be run into or knocked over by the trucks entering Holbrook, just to take them out again.

Just how much did this cost the ratepayers?

Yours faithfully,

Gayle Hobden

From: Margaret Killalea [<mailto:MKillalea@greaterhume.nsw.gov.au>]
Sent: Monday, 26 March 2018 12:33 PM
To: Executive Assistant Gov & Economic Development
Cc: rjlawilli@bigpond.com; l.mather.sunflower@gmail.com; kanesbus@bigpond.com; lieschke@bigpond.net; hibberson@outlook.com.au; wendy.mohr@elders.com.au; jan.piltz@telstra.com; holbrooklpo@yahoo.com.au; teresa.sauer4@bigpond.com; kaye.semmler@health.nsw.gov.au; king1col@police.nsw.gov.au; Ken Thompson
Subject: Albury Street Asphalt Project - your opportunity to give feedback

Council is seeking feedback regarding the manner in which it engaged with you on the project. Attached is a simple postcard, which will take you about 1 minute to complete.

This will assist Council to improve its processes when undertaking similar projects.

Kind regards

Margaret Killalea
Executive Assistant - Governance & Economic Development
 Greater Hume Council
 39 Young St
 PO Box 99
 Holbrook NSW 2644
 T 02 6036 0103



ANNEXURE 5

DELIVERY PROGRAM 2017 – 2021 AND OPERATIONAL PLAN 2018 – 2019

THIS IS A SEPARATE DOCUMENT in YOUR PACKAGE.

Document Control Policy

Document Name	Document Version Number	Review Date
Insert Document Title Here	Insert Version Number Here	Click Here to Enter Date
Date Adopted	Minute Number	Status
Click Here to Enter Date	Insert Minute Number Here	Select Status Here

Purpose

It is critical that Greater Hume **Shire** Council develops and ~~continues to~~ reviews ~~and amend in a consistent manner~~, a broad range of Council approved (public) and internal administrative templates including policies, procedures and forms to assist ~~in~~ the governance of its operations. Policies and relevant procedures and other supporting documents have been and ~~are being~~ ~~continue to be~~ developed pursuant to ~~the~~ requirements of the Local Government Act 1993 and other ~~relevant~~ ~~legislation relevant to Council~~.

~~Also~~ Of importance is the ~~ready~~ identification, accessibility and appropriate archival management of such documents at the Council. Evidence of compliance ~~in this regard~~ is now a requirement of external authorities and legislation such as:

- Ombudsman Act 1974
- Government Information (Public Access) Act 2009
- Work Health & Safety Act 2011

It is ~~also~~ important that ~~document control is applied to~~ policies, procedures and key materials ~~are document controlled such that the relevant~~ enabling the current version ~~is to be~~ readily identifiable by readers and users, as applicable at any specific time, especially for legal, auditing and historical purposes.

~~To this end~~, Greater Hume **Shire** Council has ~~established~~ standardised documents including policy, procedures, forms and fact sheet templates with appropriate review and documentation control processes, which ~~will be~~ ~~are~~ in place across all units of the organisation to ensure a Council wide consistent approach.

Scope

This policy applies to controlled documentation that is created, distributed and retained for information and action in Greater Hume **Shire** Council, including:

- Forms (including Guidelines/Fact Sheets ~~and Web Based Forms~~)
- Policies
- Procedures
- Primary Templates
- External Documents

Definitions

A Council ~~policy~~, whether for public or internal administration, sets out Greater Hume **Shire** Council's position on an issue or set of issues to guide decision making. It ~~should be~~ ~~is~~ a higher level statement of direction.

A Procedure (or operational guideline) sets out specific responsibilities and processes required to implement a particular ~~area of~~ Council policy, ~~whether public or internal administrative~~.

Procedures and supporting documentation such as work instructions, forms and templates are as detailed as necessary to enable policy implementation.

Policy Content

An efficient, controlled and accessible policy and procedures framework is necessary at Council to:

Document Control Policy

- meet compliance requirements of legislation;
- implement the strategies/goals relative to the annual business plans and longer term financial and asset management plans;
- ~~provide a consistent, thorough approach to development and maintenance of documents that enables Greater Hume Shire Council to display leadership, compliance and professionalism; and~~
- ensure legal compliance with document control and records management requirements and maintain Greater Hume Shire Council's reputation with respect to documentation.

Policies set out Greater Hume Shire Council's position and accepted role on various matters regarding its operation, role and service provision both as they affect the public arena and internal administration.

A Greater Hume Shire Council policy, (public or internal), is a guideline for present and subsequent Councils – it is a starting point, the default position.

Council can make decisions contrary to the policy statement listed. **but On** such occasions Council must record via a resolution by the Elected Council or Manex for public and internal administration as to whether its policy requires review and amendment.

The General Manager and Directors are responsible for **an the ongoing review program** of all the Council policies **to ensure relevant to Council so they are regularly reviewed an updated in line with changing legislative and other requirements are met.** All superseded policies are archived as they can be required under the Government Information (Public Access) Act 2009 and/or for legal requirements as evidence as to what was Council's policy at a specific point of time.

Currently, the default review period for policies at Greater Hume Shire Council is two years or unless required due to legislation or other compliance requirements. However, Council can review any policy or procedure when and as it sees fit. An appropriate review process, incorporating appropriate levels of public and employee consultation, is in place at Greater Hume Shire Council.

Policies should not document procedural arrangements. This information should be laid out in procedures, work instructions or templates referenced in the **relevant** policy document.

An efficient policy and procedural framework at Greater Hume Shire Council will assist in the creation of sound governance and positive public perceptions of the shire.

Links to Policy

Nil, at date adopted.

Links to Procedure

Document & Data Control Procedure
Records Management Procedure

Links to Forms

Nil.

References

AS4804: OHS Management Systems
ISO31000:2009: Risk Management

Responsibility

Director Corporate & Community Services

Document Control Policy

Document Author

Document Control Group

Relevant Legislation

Local Government Act 1993

Work Health & Safety Act 2011

Government Information (Public Access) Act 2009

State Records Act 1998

Ombudsman Act 1974

Associated Records

Nil.

Draft

External Grant Applications for Management Committees Policy

Document Name	Document Version Number	Review Date
Insert Document Title Here	Insert Version Number Here	Click Here to Enter Date
Date Adopted	Minute Number	Status
Click Here to Enter Date	Insert Minute Number Here	Select Status Here

Purpose

The purpose of this policy is to ensure the effective management of externally provided grants/funding for Committees of Council and to assist Greater Hume **Shire** organisations improve their existing facilities or develop new facilities. The key aims are to:

- Establish a framework for managing, monitoring and evaluating grants and grant funded initiatives
- Provide framework for consistent, objective analysis aligned to Council's Delivery Program before applying for grants

Scope

This policy applies to all grants, whether match funded or not, that require applications to be made external to Council. The policy applies:

- To all Management Committees of Council
- To all Reference Committees of Council
- To all sporting organisations utilising Councils facilities
- Where Council is one of a number of partners in a joint external funding application
- Where Council auspices an external grant on behalf of another organisation/s
- Where an application is being made for renewal of a currently held grant
- Where a funding provider approves a grant application with variations to the original proposal

Definitions

Grant - A sum of money given to organisations or individuals for a specific purpose directed at achieving goals and objectives consistent with Council's strategic direction. The recipient is selected on merit against a set of criteria and funding is subject to entering a written agreement with Council that outlines accountability requirements. Adapted from www.treasury.act.gov.au.

Sponsorship - A reciprocal arrangement between individuals, groups or companies and Council, which is documented. It can cover both cash and in-kind considerations. The arrangement is clearly understood by both parties, with clear outcomes and timelines, and articulates the rights and responsibilities on both sides. These outcomes are deliverable and measurable and align with the goals and aspirations of Council.

Specific authority levels exist for Council employees at the initiation, negotiation and sign-off stages of the sponsorship process. Each sponsorship arrangement, when concluded, requires formal feedback and evaluation of the sponsorship arrangement by Council.

Donation - Gifts given in cash or in-kind without return consideration.

Loan - An arrangement in which a lender gives money to a borrower, and the borrower agrees to repay the money, usually along with interest, at some future point in time. Usually, there is a predetermined time for repaying a loan.

Policy Content

Eligibility

The land on which the grant/funding and facility development is proposed must be either Council owned or managed land.

External Grant Applications for Management Committees Policy

A wide variety of projects will be considered for Council endorsement under this policy, however, priority will be given to projects that are characterised by one or more of the following:

- Projects satisfying a community need which are complementary to an existing reserve or facility development eg. minor building additions and projects which compliment existing facilities/reserves.
- Projects that broaden community access and increase opportunities for participation.
- Projects that address issues around safety and risk management.
- Projects that maximise the range of users of the facility.

Council Assessment Criteria

Projects will be assessed against the below criteria:

Community Benefit:

- Demonstrate a direct benefit to the residents of the Greater Hume **Shire** Council.
- Evidence that supports an anticipated increase in participation rates.
- The extent to which the project maximises the use of the facility.
- That the proposed project is sympathetic to the surrounds of the reserve or building.
- The extent to which projects address the issues of safety and risk management.

Evidence of Need:

- Evidence that demonstrates community support and need for the project.
- Evidence that demonstrates improvement to Council assets.
- The extent to which the project is supported by an adopted concept plan, feasibility assessment and/or linked to any planning process of Council.

Financial Assessment:

- The ability of the project to be completed within the required time frame
- The financial capacity of the Committee of Management or other interested party to fund any additional contribution for the project where applicable.
- The ability of the project or planned stage to be completed within the financial year.
- Grants or other funds available.

Reporting

An Information Report must be provided to Council when:

- External Grant Funding applications are successful or unsuccessful
- A copy of the Grant Application must be provided to Council
- A copy of the Grant Acquittal must be provided to Council upon completion.

Links to Policy

Financial Assistance to Community Groups – Loans

[Procurement Policy](#)

Links to Procedure

External Grant Application Procedure for Management Committees

[Greater Hume Management Committee Guidelines](#)

[Procurement Procedure](#)

Links to Forms

Nil.

References

Nil.

Responsibility

Director Corporate and Community Services

Document Author

Manager Corporate Services

Relevant Legislation

Associated Records

Greater Hume **Shire** Delivery Plan

Draft



Document Name	Document Version Number	Review Date
Footpath Inspection and Maintenance Policy		Click Here to Enter Date
Date Adopted	Minute Number	Status
Click Here to Enter Date	Insert Minute Number Here	Select Status Here

Purpose

The objective of this document is to develop a Council policy that supports procedures for the repair and maintenance of Council's concrete footpaths.

Council has recognised that slips, trips and falls associated with footpath networks form a significant percentage of public liability claims received by councils within NSW.

Council must be aware of their legal responsibility in regard to maintaining and repairing the footpath network. Clearly, Council must have in place a system to Inspect, Schedule, Action and Report footpath hazards and defects. In order to achieve this there needs to be commitment, resources and discipline from Council and its employees.

Scope

This policy applies to footpaths surfaced with concrete, asphaltic concrete, bitumen seal or pavers.

This policy does not apply to turfed, gravel surfaced or unformed footpaths, boardwalks, walkways or walking trails.

Definitions

Risk Management is the systematic application of management policies, procedures and practices to the tasks of identifying, analysing, assessing, treating and monitoring risks.

Footpaths For the purpose of this policy "footpaths" shall include footpaths, cycleways and shared use paths.

Policy Content

Council aims to provide a managed network of footpaths for pedestrian use.

This policy, together with procedures will provide the guidelines for the management of footpath in our Shire.

Council will within its budgetary constraints, endeavour to provide a level of funding each year to meet the maintenance requirements documented in the procedures.

Inspections

The inspection program identifies all the known risks associated with footpaths and generally takes one of the following forms.

- Proactive Scheduled Inspections
- Reactive Inspections

Proactive Scheduled Inspections of all footpaths are conducted at programmed frequencies determined in the Footpath Inspection Hierarchy as outlined in the WHS and Insured Risk Management System. The program frequency for each particular section of footpath is determined based on the importance of the location and frequency of traffic for that area.

Footpath Inspection and Maintenance Policy

Priority	Frequency of Use	Inspection Hierarchy
Low	Residential and Rural	12 months
Medium	Leisure Facilities, Schools, Aged Care facilities	6 months
High	CBD's and Shopping Areas	3 months

Reactive Inspections are undertaken based on complaints, requests and reports received via Council's Customer Action Request system.

Evaluations

The identified hazard is evaluated for the severity of the hazard and the risk. The evaluation of the risk is rated in accordance with Council's Footpath Risk Rating Matrix. [Reference Guide "Easy Guide to Footpath Risk Rating" contained in the Statewide Best Practice Manual.]

Controls

The control of the risk exposure is a very specific issue. The type and style of control technique adopted will depend on the resources, facilities and expertise available to Council. There are two considerations to be taken into account when deciding on the control measures to be adopted being a) the type of control measure that should be adopted and b) the time in which to respond.

There are three basic control measures that are generally implemented by Council:

- To make the area safe by the erection of temporary barriers or barricades,
- To effect temporary repairs of the damaged area, and
- To effect replacement of the damaged area.

Response Times

Risk Action Response Times are determined on the basis of priority and Council's ability to respond. The following table sets out the basic set of response criteria.

Footpath Risk Action Response		
Priority	Control Mechanism	Response Time
L (Low)	Consideration should be given as to whether action needs to be taken	As resources permit
M (Medium)	Program into maintenance works	15 Days
H (High)	Make safe	24 Hours
	Effect repairs (either temporary or permanent)	3 Days
VH (Very High)	Make Safe	4 hours
	Effect Immediate Repair	24 hours

Links to Policy

Nil

Links to Procedure

Reflect Inspection Procedures

Links to Forms

Reflect Online Data Base

References

- WHS and Insured Risk Management System.
- Statewide Mutual Best Practice Manual – Footpaths

Responsibility

Director Engineering

The Director of Engineering Services has the overall responsibility for the management of the footpath network at Greater Hume Shire Council. He is required to authorise the inspection frequency, defect and intervention models to be adopted by his staff. He is also responsible for authorising the annual works program.

Manager Traffic & Infrastructure

The **Manager Traffic & Infrastructure** is responsible for maintaining the Asset Schedule. They are also responsible for developing, implementing and reviewing inspection schedules, footpath classifications, hazard types and their severity and response times. They are also responsible for providing reports to responsible officers.

Manager Works

The **Manager Works** is responsible for the preparation and implementation of the annual works program. They are also required to provide the necessary resources to enable the Manager Works to undertake works. The Manager is responsible for the scheduling of work and the allocation of resources to the activity. They are responsible for instructing staff on the method of work to be undertaken.

Operational Staff

After receiving a works instruction from the Manager Works the operational staff is to carry out rectification work to the standards set out in the Maintenance Activity Guidelines.

Inspectors

The inspector is to carry out planned inspections as per the inspection calendar. They are also to conduct specific inspections following complaints or instruction from managers. The inspector shall be responsible for seeing that all inspections and defects identified on Reflect.

Risk Officer

They are responsible for conducting specific inspections and reporting following an incident.

Document Author

Director

Relevant Legislation

- Footpaths Act 1993
- Risk Management ISO 31000:2009

Associated Records

Nil

Playground Inspection and Maintenance Policy

Document Name	Document Version Number	Review Date
Playground Inspection and Maintenance Policy	Insert Version Number Here	Click Here to Enter Date
Date Adopted	Minute Number	Status
Click Here to Enter Date	Insert Minute Number Here	Select Status Here

Purpose

The objective of this document is to develop a Council policy that supports procedures for the inspection and maintenance of Council's playground facilities.

Council has recognised that incidents associated with playground equipment and facilities form a significant percentage of public liability claims received by councils within NSW.

Council must be aware of their legal responsibility in regard to maintaining and repairing playground facilities throughout the Shire. Clearly, Council must have in place a system to Inspect, Schedule, Action and report playground hazards and defects. In order to achieve this there needs to be commitment, resources and discipline from Council and its employees.

Scope

This policy applies to playground equipment and facilities located in parks and gardens, recreation reserves (sporting grounds), swimming pools including stake parks, exercise equipment and walking tracks.

This policy does not apply swimming pool facilities as a whole.

Definitions

Risk Management

The systematic application of management policies, procedures and practices to the tasks of identifying, analysing, assessing, treating and monitoring risks.

Playgrounds

For the purpose of this policy' Playground's incorporate the entire park in which it is situated, which includes other facilities such as fences, seating, lighting, bubblers, BBQs, landscaping, signage, irrigation systems, pathways and other structures within the park.

Policy Content

Council's goal is to provide and maintain a high quality recreational playground facility, which is stimulating, challenging, safe and most importantly fun for children to use.

Playgrounds incorporate the entire park in which it is situated, which includes other facilities such as fences, seating, lighting, bubblers, landscaping, pathways and other structures within the park. Consideration should also be given to providing adequate facilities for people supervising play, and to the aesthetic appearance of play equipment and the playground as a whole.

Council will within its budgetary constraints, endeavour to provide a level of funding each year to meet the maintenance requirements documented in the procedures.

Inspections

The inspection program identifies all the known risks associated with Playgrounds and generally takes one of the following forms.

- Routine (visual) Inspections
- Proactive Periodic Scheduled Inspections
- Reactive Inspections

Routine (visual) Inspections

Council will conduct routine (visual) inspections when undertaking general maintenance of parks and gardens such as mowing and watering at regular unscheduled intervals.

The routine visual inspection is required to identify obvious hazards that may result from vandalism, use or weather conditions (e.g. damaged parts, broken bottles, and loss of soft surfacing).

Any defaults identified as a result of these inspections should be reported using 'Daily Risk Hazard Inspection Form' and returned to Council's Risk Officer.

Proactive Periodic Scheduled Inspection

Council conducts proactive inspections of all Playgrounds bi-annually and in accordance with Council's WHS and Insured Risk Management System.

Is a comprehensive inspection to establish, at specified intervals, the overall safety of the equipment, foundations and surfaces. This includes the structural integrity of items subject to the subtle effects of weather, corrosion and rotting. This inspection also assesses any change in the safety of the equipment resulting from repairs made, or added or replaced components.

All scheduled inspections will be documented in a manner consistent with this policy and Council procedures and for scheduled inspections the 'Playground Periodic Maintenance Checklist' should be used and recorded on Reflect.

Inspections will be carried out by a "competent person" and training commensurate to the level of responsibility and necessary skills will be arranged as appropriate.

Reactive inspections are undertaken based on complaints, requests and reports received via Council's Customer Action Request system.

Wear Rating

Rating	Description	Action
1	Very Good Condition	Only normal maintenance required
2	Minor Defects Only	Minor repairs required of a cosmetic nature
3	Significant Maintenance Required	Significant maintenance required to return to acceptable level (10%-20% of the equipment)
4	Requires Renewal	Significant renewal/upgrade required (20%-40% of the equipment)
5	Equipment Unserviceable	Over 50% of the equipment requires replacement

Controls and Response Times

The control of the risk exposure is a very specific issue. The type and style of control technique adopted will depend on the resources, facilities and expertise available to Council. There are two considerations to be taken into account when deciding on the control measures to be adopted being a) the type of control measure that should be adopted and b) the time in which to respond.

There are three basic control measures that are generally implemented by Council:

- To make the area safe by the erection of temporary barriers or barricades,
- To effect temporary repairs of the damaged area, and
- To effect replacement of the damaged area.

Risk Action Response Times are determined on the basis of priority and Council's ability to respond.

The following table sets out the basic set of response criteria.

Risk Rating	Control Type	Control Mechanism	Response Times
Low	Permanent	Consider whether action needs to be taken	3 Months (if parts and resources available)
Medium	Temporary	Programme if permanent repair not possible immediately	30 Days
Medium	Permanent	Programme if permanent repair not possible immediately	3 months
Make Safe	Temporary	Make safe /isolate to prevent access to damaged components	1 day
High	Temporary	Effect immediate Temporary Repair (programme for permanent repair)	within 7 Days (if parts and resources available)
High	Permanent	Effect immediate Permanent Repair	within 7 Days (if parts and resources available)
Extreme	Temporary	Immediate Action - DO NOT leave site until security of damaged component(s) is established.	Immediate
Extreme	Permanent	Consider removal of defective Component(s) or significant enhancement	7 Days

Links to Policy

Nil

Links to Procedure

Reflect Inspection Procedures

Links to Forms

- Play Equipment Maintenance Checklist
- Daily Risk/Hazard Inspection Form
- Risk Management Action Plan (RMAP)

References

- WHS and Insured Risk Management System.
- Statewide Mutual Best Practice Manual - Playgrounds

Responsibility

Director of Engineering Services

The Director of Engineering Services has the overall responsibility for the management playgrounds at Greater Hume Shire Council. He is required to authorise the inspection frequency, defect and intervention models to be adopted by his staff.

Manager Traffic & Infrastructure

The **Manager Traffic & Infrastructure** is responsible for maintaining the Asset Schedule. They are also responsible for developing, implementing and reviewing inspection schedules, Playground classifications, hazard types and their severity and response times. They are also responsible for providing reports to responsible officers.

Manager Works

The **Manager Works** is responsible for the preparation and implementation of the annual works program. They are also required to provide the necessary resources to enable the Manager Works to undertake works. The Manager is responsible for the scheduling of work and the allocation of resources to the activity. They are responsible for instructing staff on the method of work to be undertaken.

Operational Staff

After receiving a works instruction from the Manager Works the operational staff is to carry out rectification work to an appropriate standard.

Parks & Gardens Staff

Conduct Routine (Visual) Inspections and record defaults on 'Daily Risk Hazard Inspection Form'.

Inspectors

The inspector is to carry out planned inspections as per the inspection calendar. They are also to conduct specific inspections following complaints or instruction from managers. The inspector shall be responsible for seeing that all inspections and defects identified on Reflect.

Risk Officer

They are responsible for conducting specific inspections and reporting following an incident and recording and defaults from Routine (visual) inspections onto Risk Forms Register Risk Management Action Plan – Works for action.

Document Author

Director Engineering

Relevant Legislation

- AS/NZS ISO 31000:2018 Risk Management – Principles and Guidelines
- AS/NZS 4422:2016 – Playground surfacing: Specifications, requirements and test method
- AS/NZS 4486.1:1997 – Playgrounds and playground equipment, Part 1: Development, installation, inspection, maintenance and operation.
- AS4685.1-6:2014 – Playground Equipment and Surfacing

Associated Records

Nil

TOURISM AND PROMOTIONS REPORT (March 2018)

Areas Projects	Objectives	Progress and Comments
Greater Hume Visitors Guide	Implement the Greater Hume Visitor Experience Plan Delivery Plan 3.3.2.1	<ul style="list-style-type: none"> • Visitors Guide has been distributed to our 43 advertisers and Visitor Information Points (15,000 copies) • Distribution (to date) = 11400, including 3920 to other Visitor Centres/advertisers and 1500 to VIPs.
Visitor Information Centre and Submarine Museum	<p>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.</p> <p>Implement the Greater Hume Visitor Experience Plan.</p> <p style="text-align: center;">Delivery Plan 3.3.2.1</p>	<ul style="list-style-type: none"> • Visitor Information stats forwarded to AVIC Network were: <ul style="list-style-type: none"> March 2018: 1184 walk in, 69 phone calls and 6 emails Admissions to Submarine Museum, statistics for: <ul style="list-style-type: none"> March 2018: 42 in family groups, 137 adults, 14 school children, 150 pensioners and 38 in groups. Visitor Information Centre Survey, some results: (Visitors are randomly surveyed each month to provide information on gender, age, travel patterns, home location, satisfaction rating, comments and suggestions on attractions and the visitor experience.) <ul style="list-style-type: none"> ○ How did you hear about us: 4 x Sign, 1 x Referral, 2 x Other ○ Age groups: 1 x 19 to 34 years, 2 x 35-54 years, 3 x 55 years or more, 1 x N/A ○ Travelling Group: 2 x Family, 1 x Alone, 1 x Friends, 3 x Other. ○ Post Codes/Country: Canada, 5558, 2705,1050, 2640, 2736 ○ After Visiting VIC will you stay longer: 2 x 1-2 Days, 2 x Stay Longer, 4 x N/A • Please see attached graphs showing above statistics.
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. Delivery Plan 3.3.2.1	<ul style="list-style-type: none"> • Visitor and What's On advertising in Out and About Autumn Edition in Border Mail. • Greater Hume Public Notices • Emailed 'What's On in 'March' 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. • Arranged promotions through Jindera 150th Celebration Committee, ANZAC Day, Wymah Family Fun Day, Brocklesby Bush Dash and various community markets.
Social Media	<p>Implement and enhance online communication tools using technologies such as social networking mechanism.</p> <p>Implement the Greater Hume Visitor Experience Plan</p> <p style="text-align: center;">Delivery Plan 3.3.2.1</p>	<ul style="list-style-type: none"> • Individual facebook pages: <ul style="list-style-type: none"> ○ Greater Hume Council – 818 likes ○ Greater Hume Visitors Information Centre – 358 likes ○ Holbrook Submarine Museum – 805 likes ○ Greater Hume Children's Services – 484 likes ○ Greater Hume Youth Advisory Committee – 208 likes ○ Buy Local in Greater Hume – 298 likes • QR Codes – Used on a regular basis in promotions and advertising.
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. Delivery Plan 1.1.2.7, 2.1.1.1	<ul style="list-style-type: none"> • 2019 Australia Day will be held in Walla Walla during the 150th Anniversary Celebrations.

TOURISM AND PROMOTIONS REPORT (March 2018)

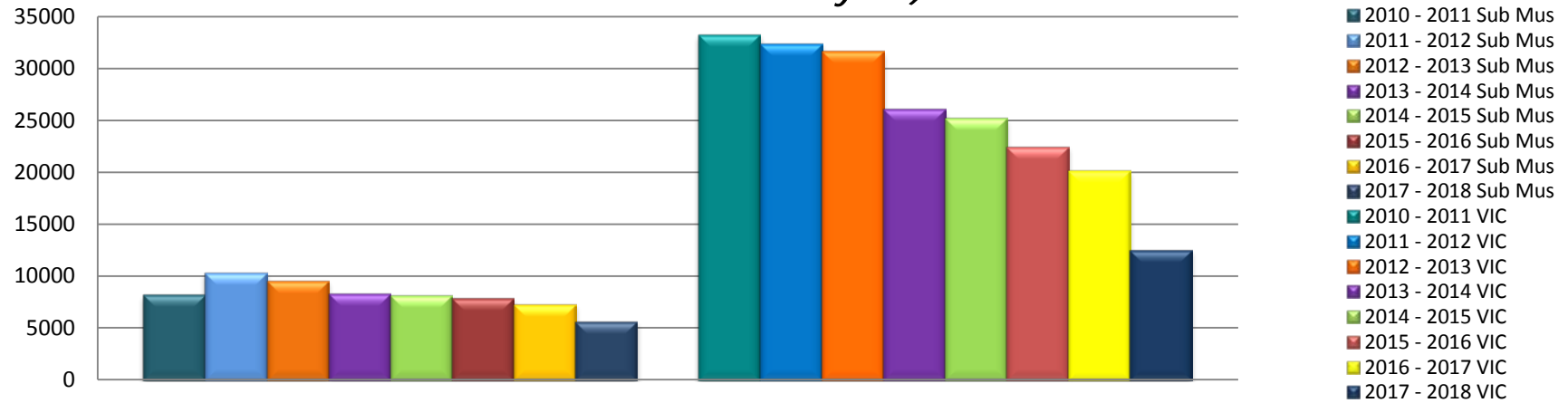
Greater Hume Tourism	The Tourism Public Forum Program will be held four times a year in different community locations across the shire where tourism operators, event organisers and interested members of the public would be invited via email, social media, website and community newsletters to attend. Delivery Plan 3.3.2.1	<ul style="list-style-type: none"> The Visitor Experience Plan was endorsed by Greater Hume Council at its March 2014 meeting. The next Tourism Public Forum will be held on Tuesday 15 May 2018 at Greater Hume Council's Jindera Community Hub. The bimonthly Greater Hume Tourism and Promotions Newsletter was sent out in March to over 200 Tourism Operators and Event Organiser's in Greater Hume. A grant application to NSW Government to replace the stairs and viewing platform of Morgan's Lookout has been submitted. The new stairs and viewing platform will be much easier to negotiate and comply with current Australian Standards. Included will be additional stairs from the bottom of the rocky outcrop, seating and interruptive signage. The grant application has been successful, planning has commenced.
Signage	Implement the Greater Hume Visitor Experience Plan. Delivery Plan 3.3.2.1	Currently also working on Burrumbuttock signage and VIP signage.
Murray Arts	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. Delivery Plan 3.3.2.1	<ul style="list-style-type: none"> Murray Arts is now displaying the "Sum of Us" Exhibition on their website. http://www.murrayarts.org.au/index.php/the-sum-of-us Headlie Taylor Header sculpture project. Council endorsed the Memorandum of Understanding between Murray Arts, Headlie Taylor Header Museum Committee and Greater Hume Council at the June meeting. Mr Paul Smits has now been engaged and contracts have been signed as the artist for the sculpture. It is envisaged the sculpture will be completed by May 2018. Director Engineering and Tourism and Promotions Officer met with representatives of HTHM Committee to discuss location and requirements to install the sculpture in Bicentennial Park.
New Council Website	Develop a new Greater Hume Council website including a dedicated Have Your Say portal which is compliant with accessibility standards. Delivery Plan 1.2.1.1	<ul style="list-style-type: none"> At Council's March meeting OpenCities was approved to build and implement a new Greater Hume Council website. Planning has commenced.
Murray Regional Tourism	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. Delivery Plan 3.3.2.1	<ul style="list-style-type: none"> MRT Digital Platform - The Greater Hume site is now live, www.visitgreaterhume.com. Murray Farm to Plate Project – a workshop involving a wide cross section of primary producers, value adders, retail, food service and food & agritourism will be held in Albury on Monday 30 April, 2pm to 5pm at Miss Amelie, 46 Elgin Blvd, Wodonga, to develop this strategy. Currently promoting this throughout Greater Hume.
Museums and Heritage	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. Delivery Plan 3.3.2.1	<ul style="list-style-type: none"> The Sum of Us exhibition is now displaying on the Murray Arts (http://www.murrayarts.org.au/index.php/the-sum-of-us) and Visit Greater Hume (https://www.visitgreaterhume.com.au/explore/tours-and-trails/the-sum-of-us-exhibition-trail) websites Diversity project – Diversity has now been launched through the media. The Diversity Pop Up Museum is now available for display and exhibitions. The Museum Adviser has been currently working with the six community museums on Disaster Management Plans for each museum.

TOURISM AND PROMOTIONS REPORT (March 2018)

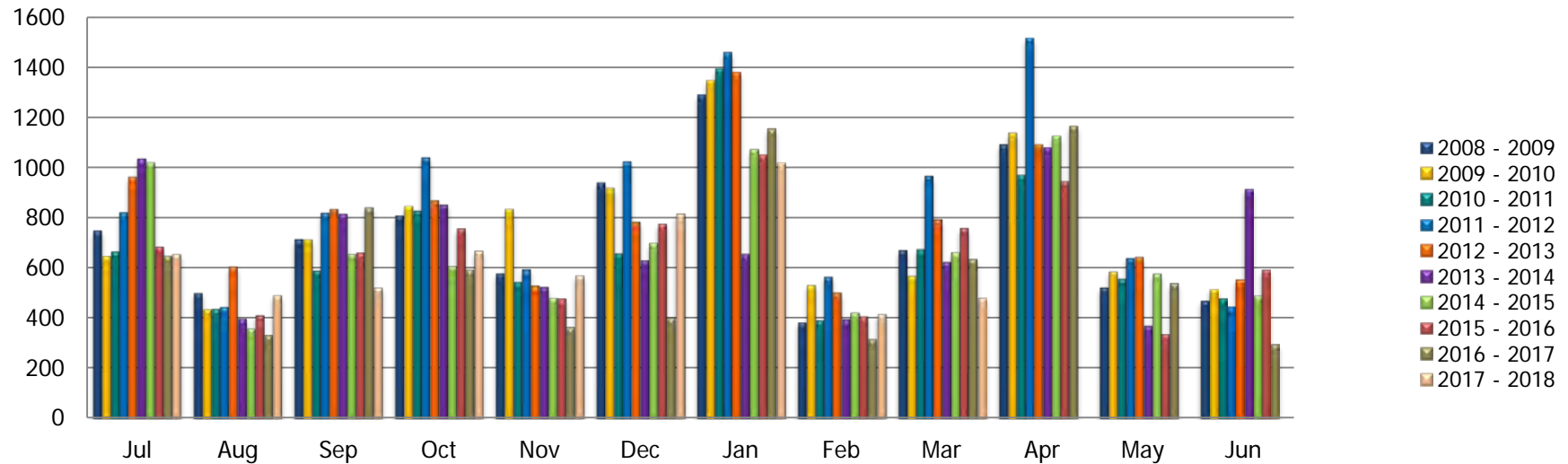
Greater Hume Council Newsletters	Redesign the format and content of Council's quarterly newsletter to ensure effective and targeted content. Delivery Plan 1.2.1.1	<ul style="list-style-type: none"> The new Greater Hume Autumn Newsletter has been finalised and printed, will be out week of 16 April 2018. 																																																																														
Websites	Maintain and enhance Greater Hume's website	<p>Website Stats:</p> <table border="1"> <thead> <tr> <th>Month/Year</th> <th>Total Users</th> <th>Page Views</th> <th>Average Time on Site</th> <th>New Visits %</th> <th>Bounce Rates %</th> </tr> </thead> <tbody> <tr> <td colspan="6">Greater Hume Council Website – www.greathume.nsw.gov.au</td> </tr> <tr> <td>2018</td> <td>2730</td> <td>9743</td> <td>2:05</td> <td>66.7</td> <td>52.87</td> </tr> <tr> <td>2017</td> <td>3046</td> <td>12706</td> <td>2:41</td> <td>69.7</td> <td>51.71</td> </tr> <tr> <td>2016</td> <td>2430</td> <td>9279</td> <td>2:34</td> <td>66.9</td> <td>49.87</td> </tr> <tr> <td colspan="6">Visit Greater Hume Website – www.visitgreathume.com.au</td> </tr> <tr> <td>2018</td> <td>650</td> <td>827</td> <td>1:42</td> <td>84.2</td> <td>72.07</td> </tr> <tr> <td colspan="6">Town websites – www.(townname).nsw.au</td> </tr> <tr> <td>Culcairn</td> <td>207</td> <td>680</td> <td>1:22</td> <td>85.7</td> <td>54.94</td> </tr> <tr> <td>Henty</td> <td>467</td> <td>1121</td> <td>:55</td> <td>86.5</td> <td>68.06</td> </tr> <tr> <td>Holbrook</td> <td>1049</td> <td>2889</td> <td>1:09</td> <td>79.8</td> <td>60.86</td> </tr> <tr> <td>Jindera</td> <td>222</td> <td>627</td> <td>1:20</td> <td>84.5</td> <td>57.09</td> </tr> <tr> <td>Walla Walla</td> <td>264</td> <td>828</td> <td>2:04</td> <td>81.8</td> <td>51.84</td> </tr> </tbody> </table> <p>Top 10 popular Greater Hume web page visits for March were:</p> <ol style="list-style-type: none"> 1. Contact Us – 682 visitors 2. Local Environment Plan/Planning and Development – 398 visitors 3. Employment Opportunities – 349 visitors 4. Greater Hume Council – 318 visitors 5. Waste Recycling/Landfill Information – 286 visitors 6. Events/Current Events – 224 visitors 7. Greater Hume Council/Meetings – 190 visitors 8. Council Services – 190 visitors 9. Simply Greater Living/Sport Recreation – 161 visitors 10. Council Services/Waste Recycling – 141 visitors <p>Top 5 popular Visit Greater Hume web page visits for March were:</p> <ol style="list-style-type: none"> 1. Event / Morgan Country Car Club Swap Meet – 429 visitors 2. Events / Calender of Events – 211 visitors 3. Explore / History and Heritage – 48 visitors 4. Event / Jindera Community Garage Sale – 46 visitors 5. Destinations / Holbrook – 34 visitors <p>Delivery Plan 1.2.1.1</p>	Month/Year	Total Users	Page Views	Average Time on Site	New Visits %	Bounce Rates %	Greater Hume Council Website – www.greathume.nsw.gov.au						2018	2730	9743	2:05	66.7	52.87	2017	3046	12706	2:41	69.7	51.71	2016	2430	9279	2:34	66.9	49.87	Visit Greater Hume Website – www.visitgreathume.com.au						2018	650	827	1:42	84.2	72.07	Town websites – www.(townname).nsw.au						Culcairn	207	680	1:22	85.7	54.94	Henty	467	1121	:55	86.5	68.06	Holbrook	1049	2889	1:09	79.8	60.86	Jindera	222	627	1:20	84.5	57.09	Walla Walla	264	828	2:04	81.8	51.84
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**TOURISM AND PROMOTIONS REPORT
(March 2018)**

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 18th April, 2018

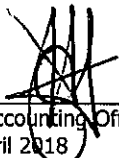
COMBINED BANK ACCOUNT FOR THE MONTH ENDED March 31st, 2018**CASHBOOK RECONCILIATION**

	General Fund	Trust Fund
General Ledger Cashbook Balance as at 1st March, 2018	62,154.27	45,847.02
Cashbook Movement as at 31st March, 2018	-64,038.15	
Less: Term Deposits included in Cashbook Balance (Trust only)	0.00	0.00
General Ledger Cashbook Balance as at 31st March, 2018	<u>-1,883.88</u>	<u>45,847.02</u>

BANK STATEMENT RECONCILIATION

Bank Statement Balance as at 31st March, 2018	NAB	\$0.00	45,847.02
	Hume	\$1,494.17	
	Bendigo	\$195.75	
	WAW	\$0.00	
	Total	<u>1,689.92</u>	<u>45,847.02</u>
(LESS) Unpresented Cheques as at 31st March, 2018		-5,057.12	0.00
(LESS) Unpresented EFT Payments as at 31st March, 2018		0.00	0.00
PLUS Outstanding Deposits as at 31st March, 2018		1,486.49	0.00
PLUS / (LESS) Unmatched Cashbook Transactions 31st March, 2018		-3.17	0.00
Cashbook Balance as at 31st March, 2018		<u>-1,883.88</u>	<u>45,847.02</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
 4 April 2018

This is page no.1 of Schedule No.1 of the Director Corporate & Community Services' Schedule of Information to Ordinary Council Meeting held on Wednesday 18th April, 2018


GENERAL MANAGER

MAYOR

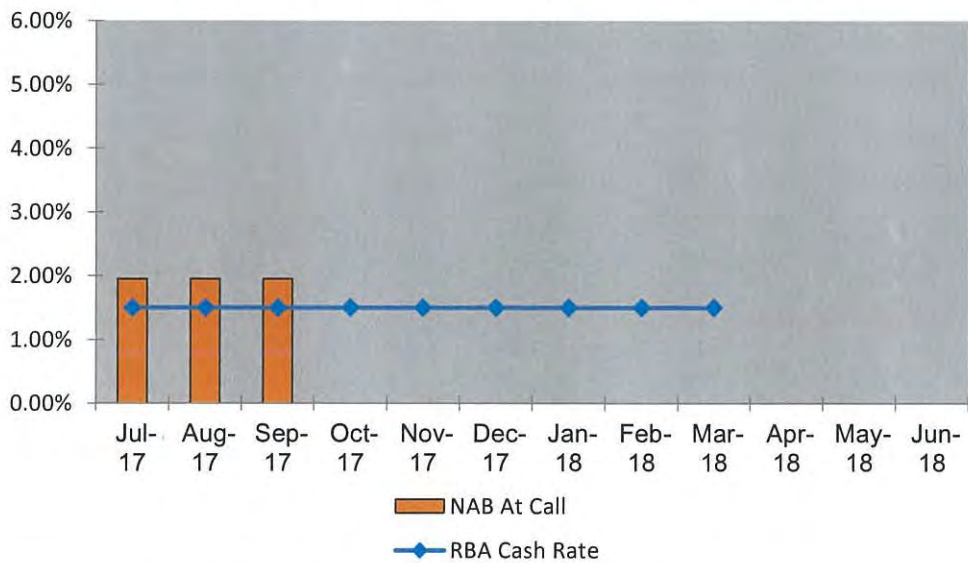
**GREATER HUME SHIRE COUNCIL
COMBINED INVESTMENT ACCOUNT - MONTH ENDED 31 March 2018**

Investment Number	Financial Institution	Rating	Amount Invested	Interest Rate %	Term (Days)	Date Invested	Maturity Date
<u>National Australia Bank</u>							
GHS191	NAB	A- 1+	500,000.00	2.45%	274	07-Jul-17	07-Apr-18
GHS204	NAB	A- 1+	500,000.00	2.35%	89	18-Feb-18	18-May-18
GHS184	NAB	A- 1+	506,482.20	2.45%	182	08-Dec-17	08-Jun-18
GHS180	NAB	A- 1+	509,765.32	2.35%	92	13-Mar-18	13-Jun-18
GHS197	NAB	A- 1+	500,000.00	2.45%	273	28-Nov-17	28-Aug-18
	NAB	A- 1+	<u>5,588,317.21</u>	1.50%	@ Call	27-Apr-09	Variable
			<u>8,104,564.73</u>				
<u>Hume Bank</u>							
GHS190	HUME	Unrated	500,000.00	2.25%	90	08-Jan-18	08-Apr-18
GHS123	HUME	Unrated	500,000.00	2.40%	181	29-Nov-17	29-May-18
GHS203	HUME	Unrated	500,000.00	2.30%	182	20-Dec-17	20-Jun-18
GHS142	HUME - Trust	Unrated	45,819.31	2.60%	365	30-Jun-17	30-Jun-18
GHS074	HUME	Unrated	500,000.00	2.60%	365	05-Jul-17	05-Jul-18
GHS189	HUME	Unrated	500,000.00	2.60%	365	07-Jul-17	07-Jul-18
GHS200	HUME	Unrated	500,000.00	2.30%	122	20-Mar-18	20-Jul-18
GHS160	HUME	Unrated	500,000.00	2.40%	181	19-Feb-18	19-Aug-18
GHS155	HUME	Unrated	500,000.00	2.40%	181	25-Feb-18	25-Aug-18
GHS192	HUME	Unrated	500,000.00	2.50%	184	07-Mar-18	07-Sep-18
GHS193	HUME	Unrated	500,000.00	2.25%	365	29-Dec-17	29-Dec-18
GHS054	HUME - Trust	Unrated	63,415.99	2.60%	365	01-Mar-18	01-Mar-19
			<u>5,109,235.30</u>				
<u>Bendigo Bank</u>							
GHS185	BENDIGO	A-2	500,000.00	2.15%	121	07-Dec-17	07-Apr-18
GHS187	BENDIGO	A-2	500,000.00	2.50%	274	07-Jul-17	07-Apr-18
GHS161	BENDIGO	A-2	500,000.00	2.53%	274	09-Jul-17	09-Apr-18
GHS165	BENDIGO	A-2	300,000.00	2.05%	90	21-Jan-18	21-Apr-18
GHS186	BENDIGO	A-2	500,000.00	2.20%	151	07-Dec-17	07-May-18
GHS098	BENDIGO	A-2	250,000.00	2.10%	120	06-Feb-18	06-Jun-18
GHS177	BENDIGO	A-2	500,000.00	2.05%	92	07-Mar-18	07-Jun-18
GHS182	BENDIGO	A-2	500,000.00	2.50%	365	07-Jun-17	07-Jun-18
GHS199	BENDIGO	A-2	500,000.00	2.15%	151	28-Jan-18	28-Jun-18
GHS203	BENDIGO	A-2	500,000.00	2.20%	153	20-Mar-18	20-Aug-18
			<u>4,550,000.00</u>				
<u>WAW Credit Union</u>							
GHS151	WAW	Unrated	600,000.00	2.30%	121	01-Dec-17	01-Apr-18
GHS202	WAW	Unrated	500,000.00	2.15%	59	20-Feb-18	20-Apr-18
GHS105	WAW	Unrated	400,000.00	2.30%	120	08-Jan-18	08-May-18
GHS166	WAW	Unrated	15,889.54	2.65%	365	20-May-17	20-May-18
GHS121	WAW	Unrated	300,000.00	2.30%	120	21-Feb-18	21-Jun-18
GHS159	WAW	Unrated	500,000.00	2.30%	122	21-Mar-18	21-Jul-18
GHS179	WAW	Unrated	500,000.00	2.45%	181	14-Feb-18	14-Aug-18
GHS198	WAW	Unrated	500,000.00	2.65%	365	28-Aug-17	28-Aug-18
GHS168	WAW	Unrated	500,000.00	2.40%	184	13-Mar-18	13-Sep-18
GHS169	WAW	Unrated	500,000.00	2.25%	365	03-Oct-17	03-Oct-18
GHS128	WAW	Unrated	450,000.00	3.00%	579	08-Mar-17	08-Oct-18
GHS149	WAW	Unrated	500,000.00	2.95%	577	27-Aug-17	27-Mar-19
			<u>5,265,889.54</u>				
<u>Westpac</u>							
GHS129	WESTPAC	AA	500,000.00	2.61%	120	10-Oct-17	07-Feb-18
			<u>500,000.00</u>				
General Fund Total			23,404,564.73				
Trust Fund Total			125,124.84				
			<u>\$23,529,689.57</u>				
Total Investment at							31-Mar-18
				2.18%	Average Rate of Interest on Investment		
				2.39%	Average Rate of Interest on Investment YTD		

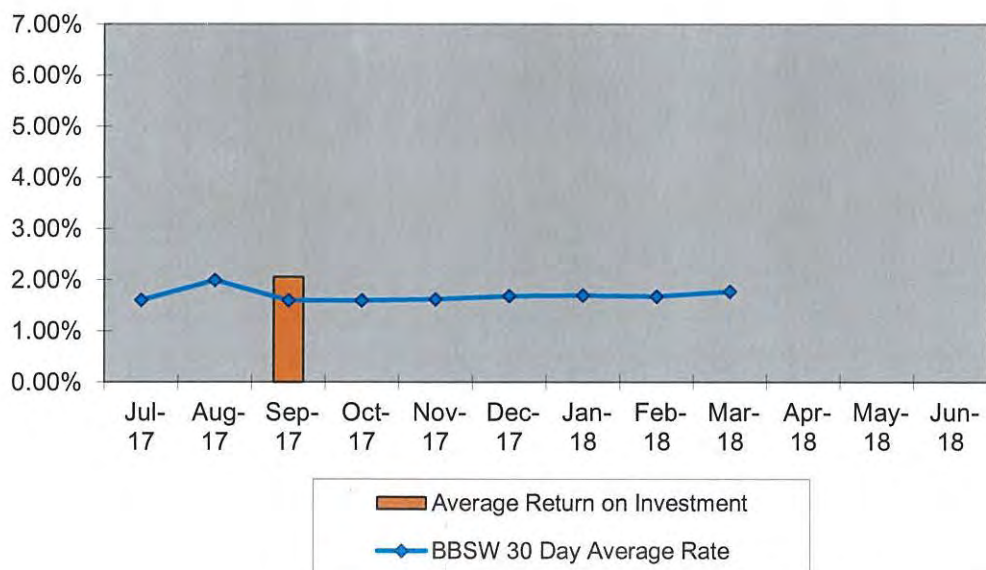
This is the Schedule of Investments presented to Council for consideration for March 2018. I hereby certify that the investments have been made in accordance with Section 625 of the Local Government Act, 1993, the Regulations and Council's Investment Policy.


 Responsible Accounting Officer
 Wednesday, 4 April 2018

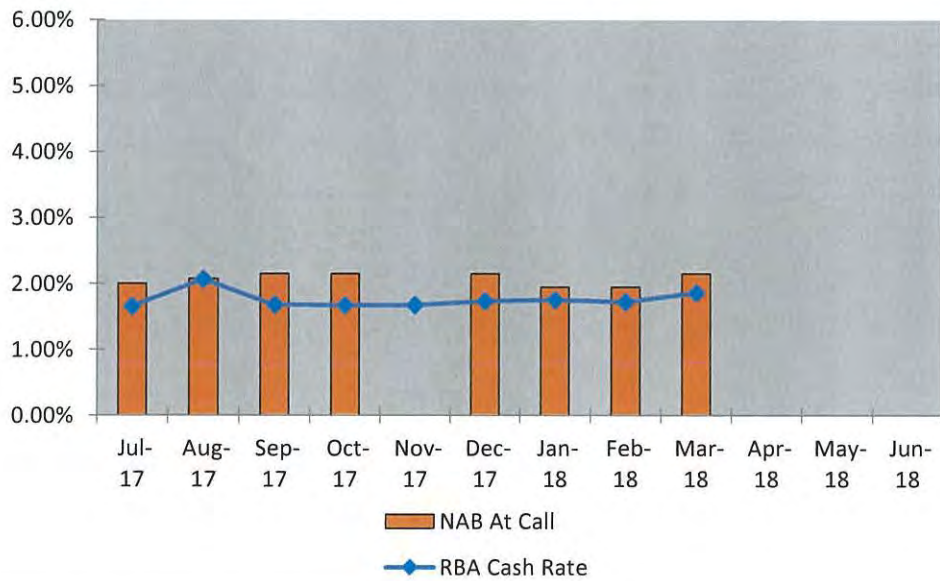
Cash Fund Performance Against RBA Cash Rate



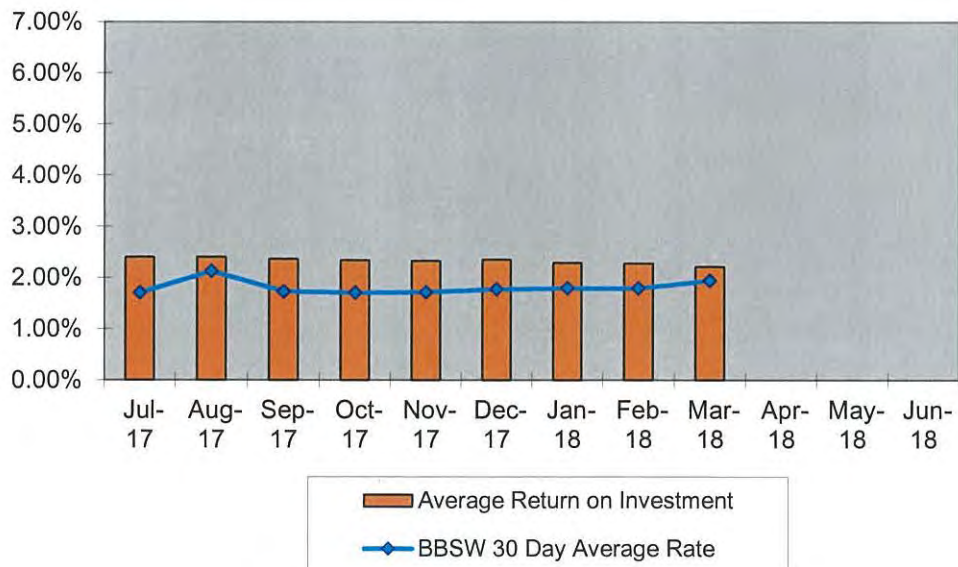
30 Day Term Deposit Performance Against BBSW Index



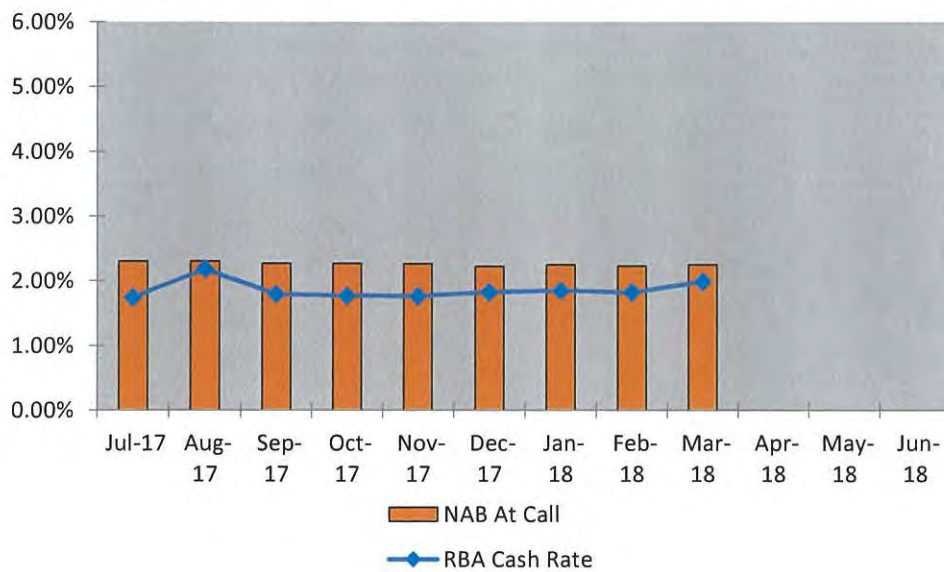
60 Day Term Deposit Performance Against BBSW Index



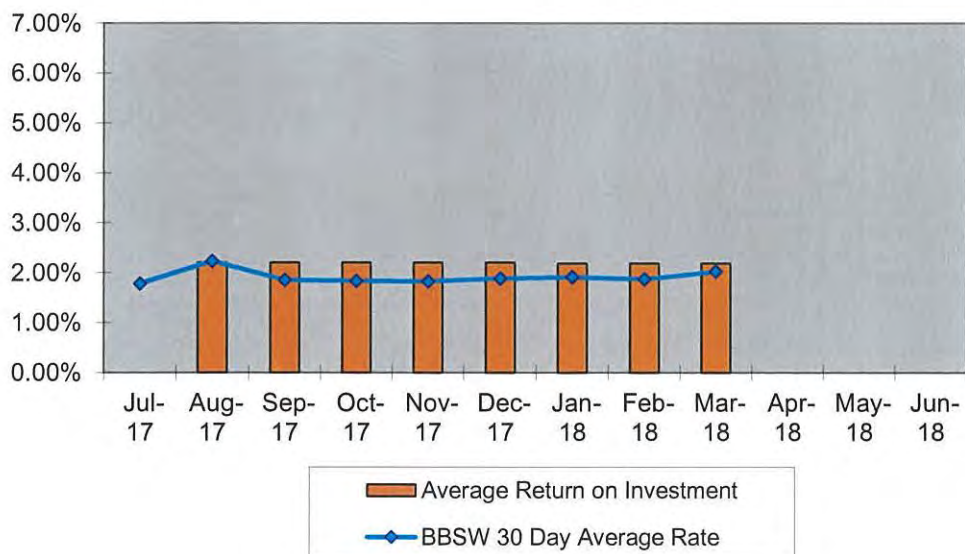
90 Day Term Deposit Performance Against BBSW Index



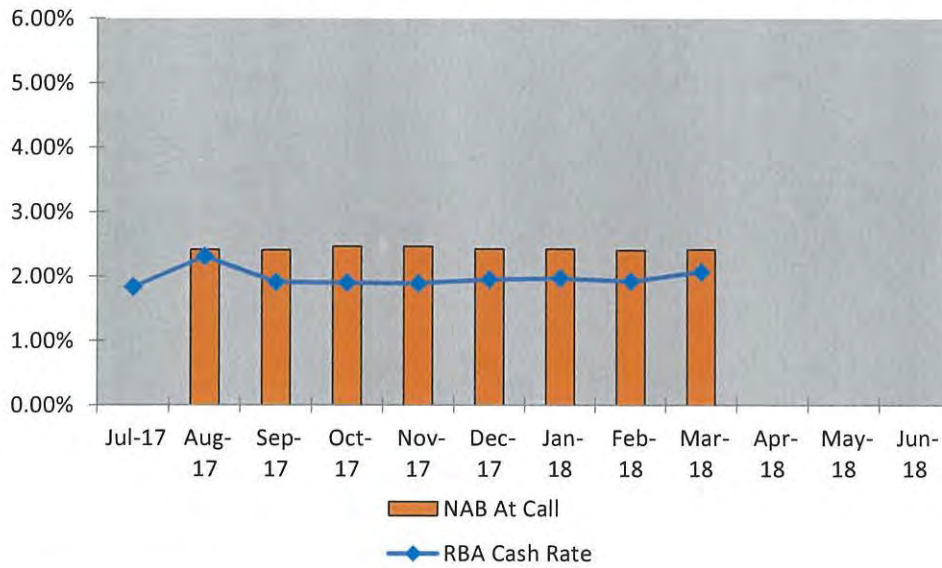
120 Day Term Deposit Performance Against BBSW Index



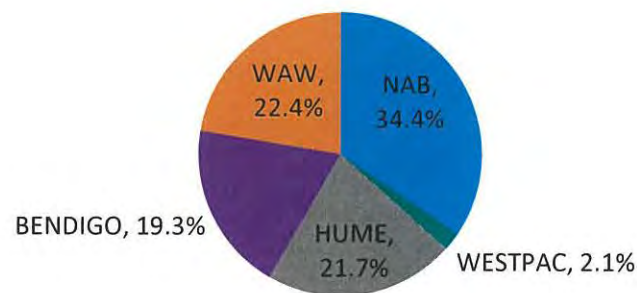
150 Day Term Deposit Performance Against BBSW Index



180 Day Term Deposit Performance Against BBSW Index



INVESTMENT DISTRIBUTION



Applications Approved

c_dm073

Approved Between 1/03/2018 and 31/03/2018

09/04/2018

Application No.	Location	Development Type	Est. Cost	Received	Determination	Total Elapsed Days	Stop Days	Adjusted Elapsed Days	
DA/2017/169	Applicant: M Rattray 2 Donald ST CULCAIRN Lot: 17 Sec: 13 DP: 5886	New Granny Flat	\$67,656	28/11/2017	Approved	6/03/2018	3	96	3
DA/2017/171	Applicant: L S Dwyer 791 Stonehaven RD HOLBROOK Lot: 4 DP: 1111992	New Dwelling	\$165,000	29/11/2017	Approved	22/03/2018	2	224	4
DA/2017/172	Applicant: Cavalier Homes Albury Coogera CCT JINDERA Lot: 7171 DP: 1215007	New Dwelling, Garage & Shed	\$320,000	8/12/2017	Approved	2/03/2018	12	73	12
DA/2017/181	Applicant: J J Thurling 36A Thomas ST GEROGERY Lot: 2 DP: 1220168	New Dwelling Carport & Shed	\$400,000	15/12/2017	Approved	23/03/2018			
DA/2018/5	Applicant: Lekeal Pty Ltd Hume HWY HOLBROOK Lot: 9 DP: 1129439	New Dwelling & Garage	\$495,480	17/01/2018	Approved	23/03/2018	6	60	6
DA/2018/12	Applicant: Ashman Constructions 518 Quartz Hill RD JINDERA Lot: 44 DP: 882446	New Shed	\$37,400	30/01/2018	Approved	15/03/2018	43	2	43
DA/2018/13	Applicant: Shed Boss 128 Drumwood RD JINDERA Lot: 102 DP: 1225240	New Shed & Carport - As Modified	\$0	12/03/2018	Approved	12/03/2018	1	0	1
DA/2018/14	Applicant: Holbrook District Race Club 92 Racecourse RD HOLBROOK Lot: 109 DP: 753340	Bathroom-Changeroom & Verandah	\$32,000	2/02/2018	Approved	16/03/2018	31	12	31

Applications Approved

c_dm073

Approved Between 1/03/2018 and 31/03/2018

09/04/2018

Application No.	Location	Development Type	Est. Cost	Received	Determination	Total Elapsed Days	Stop Days	Adjusted Elapsed Days	
DA/2018/15	Applicant: Spiire 145 Hueske RD JINDERA Lot: 109 DP: 1155572	2 Lot Torrens Title Subdivision	\$0	1/02/2018	Approved	1/03/2018	29	0	29
DA/2018/16	Applicant: R Cevaal 5316 Olympic HWY HENTY Lot: 25 DP: 13322	New Shed	\$38,015	1/02/2018	Approved	12/03/2018	40	0	40
DA/2018/20	Applicant: Get Wet Pools 4 Ribery CT JINDERA Lot: 711 DP: 1202940	New Swimming Pool	\$53,000	8/02/2018	Approved	5/03/2018	26	0	26
DA/2018/21	Applicant: K M Davies 3 Anvil RD JINDERA Lot: 216 DP: 1237080	New Shed	\$19,515	8/02/2018	Approved	14/03/2018	35	0	70
DA/2018/24	Applicant: Peter Bowen Homes 10 Pomegranate DR JINDERA Lot: 211 DP: 1237080	New Dwelling & Garage	\$393,825	21/02/2018	Approved	13/03/2018	21	0	21
DA/2018/27	Applicant: J & J Carroll Pty Ltd 81 Bowna RD BOWNA Lot: 2 DP: 1036310	New Dwelling & Garage	\$449,795	28/02/2018	Approved	23/03/2018	15	9	15
DA/2018/28	Applicant: Shed Boss 80 Hueske RD JINDERA PLT: 4 DP: 581243	New Awning	\$11,948	13/03/2018	Approved	15/03/2018	2	1	2
CDC/2018/4	Applicant: Afonso Building Solutions 21 Young ST HOLBROOK Lot: 8 Sec: 17 DP: 758522	New Dwelling & Garage	\$294,960	16/02/2018	Approved	19/03/2018	29	3	29

Applications Approved

c_dm073

Approved Between 1/03/2018 and 31/03/2018

09/04/2018


Application No.	Location	Development Type	Est. Cost	Received	Determination	Total Elapsed Days	Stop Days	Adjusted Elapsed Days	
CDC/2018/6	Applicant: Shed Boss Coogera CCT JINDERA Lot: 7172 DP: 1215007	New Shed & Carport	\$47,963	22/02/2018	Approved	29/03/2018	22	14	22
CDC/2018/7	Applicant: Shed Boss 80 Hueske RD JINDERA PLT: 4 DP: 581243	New Awning	\$0	22/02/2018	Cancelled	13/03/2018	20	0	20
CDC/2018/11	Applicant: Lewis Homes Coogera CCT JINDERA Lot: 7172 DP: 1215007	New Dwelling & Garage	\$418,978	1/03/2018	Approved – Private Certifier	1/03/2018	1	0	1
CDC/2018/12	Applicant: Narellan Pools Albury Pty Ltd 7 Ann DR JINDERA Lot: 9 DP: 1146154	New Swimming Pool	\$35,000	1/03/2018	Approved – Private Certifier	1/03/2018	1	0	1

Report Totals & Averages

Total Number of Applications : 20
Total Estimated Cost : 3,280,535.00

Average Elapsed Calendar Days: 45.79
 Average Calendar Stop Days: 26.00
 Average Adjusted Calendar Days: 19.79

Total Elapsed Calendar Days: 870.00
 Total Calendar Stop Days: 494.00
 Total Adjusted Calendar Days: 376.00


 Director Environment & Planning
 Greater Hume Shire Council

MINUTES
GREATER HUME COUNCIL AUDIT, RISK AND IMPROVEMENT COMMITTEE,
HELD ON 6 FEBRUARY 2018 AT GREATER HUME CHAMBERS, CULCAIRN

- Present:** Mr David Maxwell – Independent Chairperson
Cr Denise Osborne – Greater Hume Council
Cr Heather Wilton – Greater Hume Council
Alison Lee – Internal Auditor, Crowe Horwath
- Observers:** Steven Pinnuck – General Manager, Greater Hume Shire Council
Dean Hart – Chief Financial Officer
Suzanne Klemke – Manager Corporate Services
- Apologies:** Cr Kim Stewart – Greater Hume Council
David Smith – Director Corporate and Community Service, Greater Hume Council

Meeting Commenced 10.05am

ITEM 1 Welcome and Apologies

RESOLVED [David Maxwell/Cr Osborne]

That the apologies from David Smith and Cr Stewart be accepted.

ITEM 2 Acknowledgement of Country

The Chair offered an acknowledgement of Country

ITEM 3 Declarations of Interest

Mr. David Maxwell disclosed an insignificant pecuniary interest in relation to the supply of templates, training and handbooks to Local Government generally.

ITEM 4 Confirmation of Minutes from the meeting held on 28 November 2017

RESOLVED [David Maxwell/Cr Osborne]

That the Minutes of the Greater Hume Council Audit, Risk and Improvement Committee meeting held on 28 November 2017 as printed and circulated be confirmed as a true and correct record of the proceedings of the meeting.

Business Arising

NSW Audit Office Final Management Letter

RESOLVED [David Maxwell/Cr Wilton]

That the final management letter be received and noted and any outstanding matters to be included in the Recommendations Matrix.

ITEM 5 Records Management Review Report

RESOLVED [Cr Osborne/Cr Wilton]

That the Committee receives and notes the Records Management Review Report and that the management comments be endorsed.

MINUTES**GREATER HUME COUNCIL AUDIT, RISK AND IMPROVEMENT COMMITTEE,
HELD ON 6 FEBRUARY 2018 AT GREATER HUME CHAMBERS, CULCAIRN****ITEM 6 Review of the Audit Committee Charter and Internal Audit Charter****RESOLVED [Cr Osborne/Cr Wilton]**

1. That the Audit, Risk and Improvement Committee Charter be referred to Council for adoption.
2. The Internal Audit Charter be developed into a Standard Conditions of Contract for further review by the Audit, Risk and Improvement Committee.

RESOLVED [Cr Wilton/David Maxwell]

That the Internal Audit Plan be listed on the Agenda for the next meeting.

At this point Item 7 was deferred until later in the meeting.

ITEM 8 Internal Audit Recommendations Matrix as at February 2018

David Maxwell commented that it may be appropriate to consider having both the Mayor and Deputy Mayor authorise the General Manager's Credit Card

RESOLVED [Cr Wilton/Cr Osborne]

That the Internal Audit Committee Recommendations Matrix (as tabled at the meeting) be received and noted

ITEM 9 Notification of Fraud Incidents, Inquiries from other agencies**RESOLVED [Cr Osborne / Cr Stewart]**

That the Committee receives and notes the General Manager's verbal report that there have been no fraud incidents or inquiries from other agencies.

ITEM 7 Audit Universe

David Maxwell suggested that the Risk Management Policy adopted in July 2013 needs reviewing. There was also discussion on the Risk Management Framework and Risk Register.

Internal Auditor, Alison Lee offered to resend an example.

RESOLVED [Cr Osborne / Cr Stewart]

1. That the Risk Management Policy be reviewed in the near future.
2. The Risk Management Framework be distributed to all members of the Audit, Risk and Improvement and be included on the Agenda for the next meeting.

Item 10 Next meeting

Tuesday 1 May 2018.

There being no further business the meeting closed at 11.45pm

CULCAIRN COMMUNITY DEVELOPMENT COMMITTEE MEETING 13 MARCH 2018,
CULCAIRN COUNCIL CHAMBERS, 7.30PM

PRESENT: Diane McElwaine, Glenice Miller, Paul Wilksch, Terry Weston, Karen Schoff, Ken Scheuner, Kirsty Wilksch

APOLOGIES: Christine Parker, Jennifer Christensen, Lolita Landman. These were accepted on the motion of Diane, seconded Glenice, carried.

MINUTES FROM PREVIOUS MEETING 20 FEBRURAY 2018 were accepted on the motion of Paul, seconded Terry, carried.

BUSINESS ARISING FROM MINUTES:

1. The 100yr book. Karen said that Thompsons printing are happy to print-they do have a digital copy still. Karen has suggested that there be no changes as the Editor (Leon Wegener) has been unwell. The Schoff family have offered to pay for the first re-print of the books. A small note in the front of the re-printed 100 year books such as "the funds for this reprint have been donated, funds from the sale of these books will be managed by the Culcairn Community Development Committee to be channelled into community projects" The motion was-to print up to 500 copies of the 100yr centenary book as per quoted cost ,by Thompson printing-the quantity to be decided upon by the Schoff family. Moved by Paul, seconded Karen, carried, with thanks to the Schoff family for their generosity.

In Letter to Council-125yr books, what stock is left of them, and the funds from the sales of these books, has it been earmarked as mentioned in the front of the book and can we take over the sales of these books.

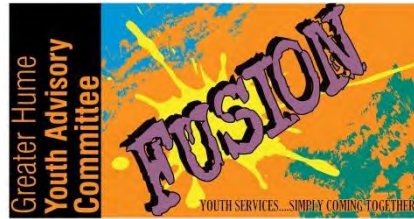
2. Starlings in the palm trees, Balfour Street, Greg Blackie has said there is money allocated in the budget for further eradication of the birds.
3. Peppercorn trees, 2 gone already. Can we request to Council that they replace with advanced trees, in season so that they can be looked after.

In our letter to Council we are to support the letter from Phil Honeywill with regards to the gutter on north side of this street-that it be straightened/repared where tree roots have lifted it and that the gutter be cleaned out regularly to prevent debris clogging up the underground drains. (Case number 4044/2018) this was moved by Ken, seconded Glenice that we show our support for this request.

4. The Garden Club will write to Council to ask for a copy of their correspondence with the ARTC about the Railway mess behind the gardens in Railway Parade. Greg Aplin has offered to support us in getting some action out of them.
5. THE SKATE PARK HAS BEEN GIVEN THE GREEN LIGHT, funding of \$170,000 has been received by Council for this project, we need to work out where it goes. Do a survey of people, 3 options, Eric Thomas Park, Jubilee Park, or the Sportsground near the Tennis Club.-ask at the community information day.

6. COMMUNITY GRANTS OF \$50,000 OR MORE ON OFFER SOON THROUGH COUNCIL-
Much discussion about the Community Garden and a playground? Off lease area between McBean Street and Douglas Street, North West in Culcairn-would that be a spot for the Community garden? Ask at the Community information day- (secretary asked S. Pinnuck about the area-community garden ok-but the Council doesn't want small parks to maintain, so not interested in a playground there as well-question-what is there to maintain with a playground with a softfall area under it?) secretary spoke to Kerrie Wise, yes, you can group projects together to make it up to \$50,000-the 'Expression of interest' form has been emailed around. 10 pages, quotes need to be itemised, has to be in by the 4th of April.
7. Kerrie Wise will have information about the mobile museum for our community information day, either her or another staff member will come along.
8. Wall of fame-Ken has information from Wagga about theirs-which is in the footpath, much discussion about this, maybe community members could nominate, or pay for a 'block' to honour a family member-more thought to be put into this idea.
9. Bike track information signs, Kirsty talked to Jackie Lister (Council), she was waiting for new Council Logo, will get it happening. She thinks there were 4 information signs and funding is there for this.
10. Diane to followup with Steve Pinnuck about the archives, where are they now? Old Library has been re-shaped.
11. FACEBOOK page for our committee, Karen suggested it, and will look into the idea of her setting one up.

Meeting closed 9.30pm, NEXT MEETING 10 APRIL, **7PM(DAYLIGHT SAVING FINISHED)**-
REMEMBER THE COMMUNITY INFORMATION DAY-20 MAY 2018.



GENERAL MEETING OF THE GREATER HUME YOUTH ADVISORY COMMITTEE

Thursday 1 March 2018 commencing at 4.00pm

- PRESENT
- Natasha Spalding
 - Mitchell O’Keeffe
 - Kassandra Body
 - Blayd Slatter
 - Joely Scott
 - Tom Newton
 - Customer/Library Service and Youth Development Trainee Emily Jones
 - Library & Youth Services Development Officer: Susan Kane
- APOLOGIES:
- Rebecca Combridge
 - Hayden Honeywell
 - Liam Upton

ACKNOWLEDGEMENT OF COUNTRY

Chairperson Mitch O’Keeffe offered an Acknowledgement of Country at the commencement of the meeting.

CORRESPONDENCE IN

No Correspondence In

CORRESPONDENCE OUT

No Correspondence Out

MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of Greater Hume Youth Advisory Committee at Culcairn as printed and circulated, were confirmed as a true and accurate record of the proceedings of Thursday 1 February meeting. Moved Mitchell O’Keeffe, Seconded Kassandra Body

BUSINESS ARISING FROM PREVIOUS MEETING
--

Welcome to new Members

Chairperson Mitch O’Keeffe welcomed the new members Joely Scott and Tom Newton to the Greater Hume Youth Advisory Committee

Battle of the Bands Update

An update was given by Customer/Library Service and Youth Development Trainee Emily Jones in regards to the food and acts participating in the Battle of the Bands competition. There are 6 bands coming out to participate in the night – 5 of which are actually competing and the other two are our headlining acts and our dinner entertainment. Two food vans are coming out for dinner, Hot Potato Hot Potato and Mini Dutch Pancakes, a token system will be used for dinner - \$10 – and any extra food or drinks will be at the youth personal cost. Our judges are to be local school music teachers and they are still to respond as to whether they are attending or not.

A job list will be decided for the Youth Committee for the night – Blayd and Cassandra are to be the ticket collectors at the door and Natasha will help, Library & Youth Services Development Officer: Susan Kane and Blayd will help manage the running sheet for the night, Tom will run set changes and Mitch will run the sound. Those members who are able are to meet at the Riverlife Church at 4.00pm to help set up the venue.

Youth Committee Banner and T-Shirts

Library & Youth Services Development Officer Susan Kane showed the Youth Committee an idea for their new banner and it was approved by the Committee. The logo on the T-Shirts however, was agreed upon that it would look better as a circle rather than the rectangle used at the moment.

Action: Susan and Emily to look into the creation of a new Fusion Logo

Library Promotion Videos

It was decided that the filming dates for the promotional videos should be on a Friday at the Henty Library at 4.00pm till 5.00pm

Action: Mitch to send through the edited videos to be posted onto the Facebook pages

BUSINESS ARISING

No Business Arising

Next General Meeting to be held on 5 April at 4pm.

Meeting Closed 5pm.

Chairperson.....

Date.....

RISK – RWHS Committee Meeting Agenda & Minutes

Agenda	
Day, Date	Tuesday, 20 March 2018
Time, Location	10:00, Culcairn Office, Round Conference Room
Apologies	Di Snow
Minutes of previous Meeting	28 November 2017
Business Arising from previous Minutes	- First Aid Procedure
General/New Business	<ol style="list-style-type: none"> 1. Correspondence <ol style="list-style-type: none"> a. Rehabilitation Outcomes 2. Risk <ol style="list-style-type: none"> a. StateWide 2017/18 RMAP / Continuous Improvement Process progress 3. WHS <ol style="list-style-type: none"> a. StateCover Grant 2017-18 progress b. GHC Risk/WHs Policy reviews/updates c. Inspections, review and plan next ones 4. Emergency Management <ol style="list-style-type: none"> a. Review status and identify ongoing tasks 5. New/Other Business
Review of Risks/Hazards/Incidents	
Review of Claims	
Training/Activities	
Next Meeting	

Minutes

Meeting held 20 March 2018, 10:00 at Culcairn Office

PRESENT

Children's Services, Jindera CH	Deanne Burr
Culcairn Depot	Aaron Dixon Liam Speirs
Culcairn Office, Jindera Office, Henty Office	Jackie Lister Di Snow Max Trimble
Facilities, Landfills	Andrew Shaw
LEMO, Water & Waste Water	Michael Oliver
Holbrook Depot	Bill Heriot Hunter Martin Marc Haynes (backup)
Holbrook Office, CTC, VIC	Camilla Webb Mark Lister
Jindera Depot	Lee Tooney Sam Harris Greg Woods (backup)
Management Rep	Greg Blackie

APOLOGY

Di Snow & Liam Speirs

DISTRIBUTION

All Staff (email)
Staff Noticeboards (hardcopy)

MINUTES OF PREVIOUS MEETING

Minutes of previous RWHSC meeting held on 28 November 2017 were presented to the meeting and accepted: YES / NO

Business Arising from previous Minutes	Action By	% Complete
First Aid Procedure published in InfoXpert, letters to go out to affected staff, procedure awareness session for identified FA Officers	Di, Mark, Suzanne	90%

General/New Business	Action By	% Complete
1. Correspondence		
a. Rehabilitation Outcomes have rebranded and are now called Align Work Health		
b. SafeWork NSW Improvement Notice – Jindera transfer station	(see 5. Other/New Business)	
2. Risk	Jackie	
StateWide 2017-2018 RMAP: - 5% - Risk Group Meeting Attendance o attended 24/11/2016 Wagga, 02/02/2017 Coota, 25/05/2017 Temora, 16/11/2017 Albury, 13/02/2018	Jackie, Di, other staff	60%

<ul style="list-style-type: none"> Berrigan, combined with Mock Trial <ul style="list-style-type: none"> o next meeting 17/05/2018 at West Wyalong - 5% - Conference Attendance <ul style="list-style-type: none"> o attended 08/2017 - 40% - CIP Workbooks: Footpaths, RS Signs, Stormwater, Trees <ul style="list-style-type: none"> o StateWide implementation visit 05/09/2017 o StateWide progress review 22/11/2017 o StateWide final review June 2018 - 20% - Board Initiative – 1 Participation in: <ul style="list-style-type: none"> o Risk Profiling o BCP – 06/06/2017 o Integrity Mgmt o Mock Trial – 13/02/2018 - 30% - System Improvement – strategic or operational risk, MANEX endorsed and reviewed <ul style="list-style-type: none"> o Business Continuity Plan o Community Use Agreements for Council Facilities 		
3. WHS	Di	
StateCover Grant 2017-18: High-risk Plant & Equipment Assessments – all assessments completed and required actions documented; the most urgent action being replacement of the Patching Truck Holbrook; Work-group to be formed to develop procedure once mechanic recruitment finalised	Di	80%
GHC Risk/WHS Policy Review Schedule – all policies and procedures to be reviewed over next 12 months, commencing with those affected by the recent legislative changes, then prioritised by workplace need: <ul style="list-style-type: none"> - WHS Policy (draft for feedback) - Workplace Health & Injury Management Policy (draft for feedback) - WHS Consultation Procedure (draft for feedback) - Heavy Vehicle Chain of Responsibility Procedure (draft for feedback) 	Di	20%
Inspection Calendar: BMX/skate parks (Holbrook – Mark & Camilla; Henty – Jackie & Max); caravan parks; cemeteries; community halls; depots and yards; workshop; stores; libraries/mobile libraries; office areas ; parks and gardens (paper-based, auditor?); footpaths (Reflect); landfills; road construction sites; work camps; water treatment; waste water treatment; swimming pools (Holbrook-Mark & Di/Camilla; Culcairn-Aaron & Liam; Jindera-Aaron & Lee; Walla-Max & Liam; Henty-Greg & Aaron); vehicles; medical centres; residences	RWHSC member with site person, as per roster	70%
4. Emergency Management	Michael	
EM Site/Building Plans (frames to be purchased for Plan display)	Max & Brett	30%
EM Safety Boxes	Aaron	40%
EM Signs with GPS coordinates	Aaron	100%
EM Guide – Electronic Flipcharts – email reminder req'd to advise All Staff	Jackie	100%
EM Waste Water Manuals	Jackie & Paul	0%
EM Pool Manuals	Jackie & Andrew	30%

EM Hall Manuals	Jackie, Max & Brett	80%
EM – Holbrook Depot rep	Bill	100%
EM – Manuals – printing, collating, binding	Jackie & CSOs	0%
Status of GHSC Emergency Management Plans / Guides		
EMP Culcairn Office Library; last drill 07/12/2016 bomb evac; 2017 drill due (armed hold up)	Michael, Aaron	EMP – 99% Drill – 0%
EMP Henty Office Library	Jackie	0%
EMP Holbrook Library CTC	Jackie	0%
EMP Holbrook Office; last drill 06/12/2016 sus-mail evac; 2017 drill due (bomb threat)	Mark, Camilla	EMP – 99% Drill – 0%
EMP Holbrook VIC	Jackie	0%
EMP Hume Bank – Jindera Community Hub Shared Premises	Suzanne	50% Drill 0%
EMP Culcairn Depot; last drill 17/03/2016 evac; 2018 drill due 03/18 (chemical incident)	Aaron, Liam	EMP – 99% Drill – 100%
EMP Holbrook Depot Drill 6/18	Jackie, Bill	EMP – 50% Drill – 0%
EMP Jindera Depot; last drill 30/06/2016 evac Drill 9/18	Jackie, Lee	EMP – 99% Drill – 0%
EM Guide Landfills	Jackie, Andrew	30%
Fire Incident Response MP Landfills	Jackie, Andrew	90%
EMP Waste Water Sites	Jackie, Paul	0%
EMP Swimming Pools	Jackie, Andrew	0%
EM Guide Generic Electronic Flipchart for Desktops	Jackie, Michael Rudebeck	100%
EM Guide Community Facilities	Jackie, Max	80%
EMP Jindera Community Hub, including Children Services TTA reviewed site and updated EMP; Aaron to install Assembly Area signage; initial Drill to be coordinated	Jackie, Di, Deanne, Aaron, Thurgoona Training Academy	80%
5. New/Other Business		
Depot Plant – responsibility to be delegated by Operations Overseer under new structure arrangements – pre-start checks to be completed and any faults reported to mechanics	Operations Overseer	Ongoing
Heavy Vehicle Chain of Responsibility (CoR) requirements to be investigated further and implemented	Di	50%
Fork Lift training urgent – Darren Candy & Lee Tooney	Greg, Di	100%
MANEX approved script now available for staff to manage aggressive phone callers	MANEX, Di	100%
Propose now that Sam Harris is a permanent employee, that he step-down from assisting the RWHSC and be replaced with new Jindera Trainee to support Lee Tooney	RWHSC, Greg	

'If You Get Injured At Work' – legislative requirement: updated poster must be displayed on workplace noticeboards for staff information – the latest version is grey/red and is to replace the old blue version – RWHSC members to remove blue posters and put up the grey/red posters	RWHSC	
Doorbell installed at Jindera Community Hub for disabled access is at shoulder height – Doorbell to be relocated	Deanne/ Andrew	
'Evacuation Assembly Area' sign to be erected in carpark at rear of Jindera Community Hub	Aaron	
Headlamps be issued to callout staff/trailers	Aaron	
SafeWork NSW inspection Jindera Transfer Station 8/3/18 – Implement signage controls as per GHC P/L Report + yellow line painted 300mm off the barrier of each skip (DO NOT CROSS) at all facilities as agreed by Andrew Shaw – Ext.16/4/18	Andrew/ Aaron/ Jackie/Di	20%
SafeWork NSW PIN issued 8/3/18 for Jindera Transfer Station – Develop & implement TCP for all landfills – Ext. 16/4/18	Andrew/ Michael/ Brett	

Review of Risks/Hazards/Incidents		Status/Comment	
2017: 136 in total; 2018 to date: 14		Di/Jackie	ongoing
1.	Risks		
Event Management – 2017: 211 in total; 2018 to date: 79		Jackie	ongoing
Number of 2018 Risk Incidents (SafeHold P/L) to date:		8	
2.	Hazards/Incidents		
Number of Incidents (SafeHold) from 2017 to date: Hazards – 6 Near Miss – 6 Environment – 0 Personal Incidents – 38 Property Related – 76 Incident Only – 17			

Review of Claims		Status/Comment	
1.	Risk (StateWide Mutual Dashboard)		
Number of 2018 Liability Claims (currently trending lower than all councils but slightly higher than other regional councils)		3	0 finalised
Liability breakdown 2018 to date: - 33% liability: motor vehicle damage, road surfaces; trees - 33% property: residential assets, approvals - 33% personal: injury - 0% other category			
2.	WHS (StateCover Mutual SMART Dashboard)		
Number of days since last Lost Time Injury (LTI)		38	Previous best: 216
Number of Open Workers Compensation Claims (currently trending lower than all councils and other regional councils)		13	Premium sensitive: 8

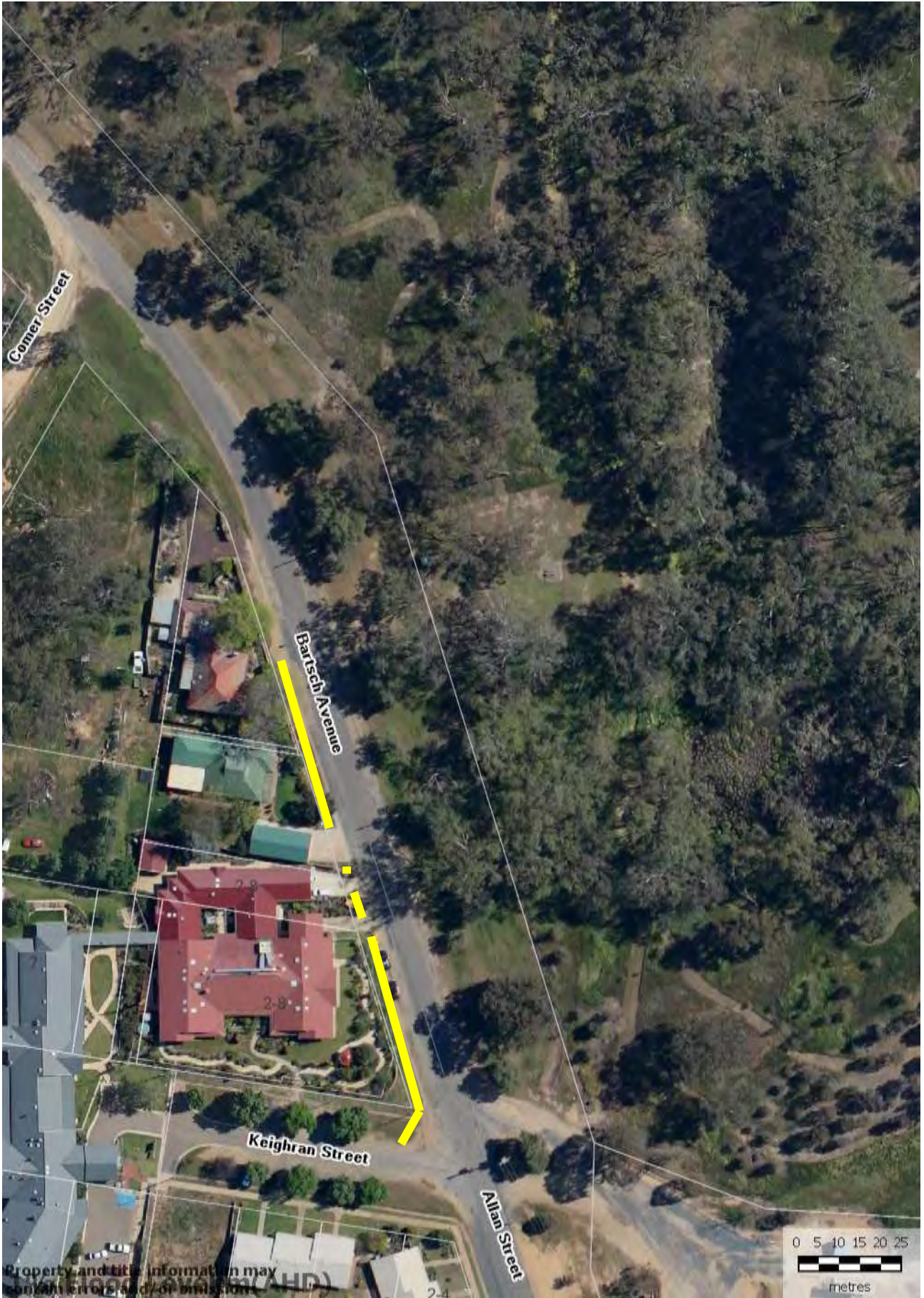
<p>Open Workers Compensation breakdown 2018 to date:</p> <ul style="list-style-type: none"> - 2009: Hearing – MTI - 2013: Knee – LTI - 2014: Back, Neck – LTI - 2015: Shoulder – LTI - 2015: Back – Declined - 2016: Shoulder – MTI - 2017: Ankle – LTI - 2017: Shoulder – MTI - 2017: Hearing – MTI - 2017: Back, Neck – MTI - 2017: Shoulder/scapula – LTI - 2018: Back – LTI - 2018: Shoulder – MTI 		
Number of active Non-work-related Injury Management cases	2	

Training / Activities (refer also to Calendar)	Status/Comment
<p>RWHS Committee training: Risk, WHS, Emergency, First Aid.</p> <ul style="list-style-type: none"> - RWHS Committee (TBA - customised course under development) - Emergency/Warden – 14 Nov at Thurgoona Training Academy - First Aid – Max, Hunter, Lee, Connor, Greg? (TBA) 	14 Nov – Emg/Warden
Bushfire Awareness Online	To be completed by all outdoor staff
Audiometric/Hearing Testing – outdoor staff (at depots – details TBC)	18 Sept 2017 & 5 Dec 2017
Culcairn Office E-drill (Michael/Aaron to coordinate)	Nov 2017
Holbrook Office E-drill (Camilla/Mark to coordinate)	Nov 2017
HazChem Annual Health Monitoring	Dec 2017
Forklift training urgent x 2 (DC & LT)	Jan 2018
W&WW Manual Handling, Asbestos Awareness, Chemical Handling, Lockout Tag out	13 Feb 2018
Landfill Attendant - Manual Handling, Asbestos Awareness, Chemical Handling, Lockout Tag out	9 Apr 2018
Cross cut chainsaw training for outdoor staff including trainees Aaron/Di approx. \$5000.00	June 18
Depot B'fast meeting and E-drill – Culcairn (Aaron/Liam to coordinate drill)	15 Mar 2018
Jindera CH E-drill (Di/Jackie/Deanne/TTA to coordinate)	Apr-May 2018
Flu Vaccinations	Apr-May 2018
All Staff Event	10 May 2018 (am)
Outdoor Staff Manual Handling	10 May 2018 (pm)
Outdoor Staff Noise Awareness	10 May 2018 (pm)
Depot B'fast meeting and E-drill – Jindera (Lee/Trainee to coordinate drill)	13 Sep 2018
Depot B'fast meeting and E-drill – Holbrook (Bill/Hunter to coordinate drill)	14 June 2018

Outdoor Staff Skin Checks	Nov-Dec 2018
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Meeting Closed at: 11.11am

Next Meeting: Thursday, 14/06/18, 09:00 at Holbrook Office



Bartch Street HENTY - Footpath Project 2017/2018

	Property Address	Property Locality	Owner	Blair Street Frontage Measurement	Cost per Metre (GST inc)	Property Total	Cost Percentage as per Policy	Total Cost per Owner
1	2-8 Keighran St	HENTY NSW	UPA	49	132.00	\$ 6,468.00	0.5	\$ 3,234.00
2	9 Bartch Ave	HENTY NSW	L. E. Ellis	23	132.00	\$ 3,036.00	0.5	\$ 1,518.00
3	11 Bartch Ave	HENTY NSW	K.L. Dale	30	132.00	\$ 3,960.00	0.5	\$ 1,980.00
4						\$ -		\$ -
5						\$ -		\$ -
6						\$ -		\$ -
7						\$ -		\$ -
Total Income:							\$	6,732.00

7



Blair Street Culcairn - Footpath Project 2017/2018

	Property Address	Property Locality	Owner	Blair Street Frontage Measurement	Cost per Metre (GST inc)	Property Total	Cost Percentage as per Policy	Total Cost per Owner
1	10 Blair Street	CULCAIRN NSW	Catholic Church	39	132.00	\$ 5,148.00	0.5	\$ 2,574.00
2	14 Blair Street	CULCAIRN NSW	Catholic Church	47	132.00	\$ 6,204.00	0.5	\$ 3,102.00
3	18 Blair Street	CULCAIRN NSW	PW & JR Dawson	21	132.00	\$ 2,772.00	0.5	\$ 1,386.00
4	20 Blair Street	CULCAIRN NSW	NJ & AI Jeacocke	17.33	132.00	\$ 2,287.56	0.5	\$ 1,143.78
5	22 Blair Street	CULCAIRN NSW	NJ & AI Jeacocke	17.33	132.00	\$ 2,287.56	0.5	\$ 1,143.78
6	24 Blair Street	CULCAIRN NSW	KL & HJ Baker	18.45	132.00	\$ 2,435.40	0.5	\$ 1,217.70
7	26 Blair Street	CULCAIRN NSW	KS Barber	35.18	132.00	\$ 4,643.76	0.5	\$ 2,321.88
Total Income:							\$	12,889.14



Pioneer Drive and Urana St Jindera - Footpath Construction 2017/2018

	Property Address	Property Locality	Owner	Pioneer Drive Frontage Masurement	Urana Street / Pech Ave - Boundary %	Cost Percentage as per Policy	Owner Contribution - Footpath \$/m	Owner Contribution - K+C \$/m	Estimated Total Cost per Owner
1	198 Urana Road	JINDERA NSW 2642	NJ Pollard	14.10		0.50	\$ 846.00		\$ 846.00
2	102 Pioneer Drive	JINDERA NSW 2642	SB & ML Tucker	44.00		0.50	\$ 2,640.00		
2	102 Pioneer Drive	JINDERA NSW 2642	SB & ML Tucker	18.50	0.25		\$ 555.00		\$ 3,195.00
3	104 Pioneer Drive	JINDERA NSW 2642	SA Cook & DC Podubinski	16.40		0.50	\$ 984.00		\$ 984.00
4	106 Pioneer Drive	JINDERA NSW 2642	CJ Thompson	15.00		0.50	\$ 900.00		\$ 900.00
5	110 Pioneer Drive	JINDERA NSW 2642	AJ Edwards	15.00		0.50	\$ 900.00		\$ 900.00
6	112-120 Pioneer Drive	JINDERA NSW 2642	Spoonerism Pty Ltd / TJ Cox	207.50		0.50	\$ 12,450.00		
6	112-120 Pioneer Drive	JINDERA NSW 2642	Spoonerism Pty Ltd / TJ Cox	130.20		0.50		\$ 9,765.00	\$ 22,215.00
7	1 Pech Avenue	JINDERA NSW 2642	SJ Bradbury & CG Flory-Bradbury	30.20	0.25		\$ 906.00	\$ 1,132.50	\$ 2,038.50
							Total Income: \$ 24,253.50		

80.00 Cost per sq. Metre

150.00 Cost per lin. Metre

1.5 Metre

North arrow pointing upwards.



Rankin Street Holbrook - Kerb and Channel Project 2017/2018

	Property Address	Property Locality	Owner	Rankin Street Frontage Measurement	Cost per Metre (GST inc)	Property Total	Cost Percentage as per Policy	Estimated Cost to Owner
1	1/86 Peel Street	HOLBROOK NSW	TM Byron	25.58	92.38	\$ 2,363.08	0.5	\$ 1,181.54
2	2/86 Peel Street	HOLBROOK NSW	AM & KL Emerson	25.58	92.38	\$ 2,363.08	0.5	\$ 1,181.54
3	41 Vine Street	HOLBROOK NSW	CE & IE Wheeler	51.31	92.38	\$ 4,740.02	0.5	\$ 2,370.01
4	84 Peel Street	HOLBROOK NSW	Mr GJ Hawk	21.85	92.38	\$ 2,018.50	0.5	\$ 1,009.25
5	39 Vine Street	HOLBROOK NSW	MM & GL Hobden	50.55	92.38	\$ 4,669.81	0.5	\$ 2,334.90
Total Income:							\$	8,077.24