

Circular Details	Circular No 16-32 / 9 September 2016 / A511602
Previous Circular	16-30 <i>Local Government Amendment (Governance and Planning) Act 2016</i>
Who should read this	Councillors / General Managers
Contact	Council Governance 02 4428 4100 olg@olg.nsw.gov.au
Action required	Oaths and affirmations of office to be taken at the first meeting

Oath or affirmation of office by councillors

What's new or changing

- As a result of the recent amendments to the *Local Government Act 1993*, councillors (including mayors) are now required to take an oath or affirmation of office. The prescribed words of the oath and affirmation are contained in the attachment to this Circular.
- Oaths or affirmations of office must be taken by each councillor at or before the first meeting of the council after being elected.

What this will mean for your council

- Each council will need to make arrangements for the oath or affirmation to be taken by each councillor at the first meeting of a newly-elected council or at a newly-elected councillor's first meeting following a by-election.
- Councillors should be made aware of this requirement prior to the first meeting of a newly-elected council or the newly-elected councillor's first meeting following a by-election.
- An oath or affirmation should be taken by each councillor as the first item of business for the meeting.
- The general manager must ensure that a record is kept of the taking of the oath or affirmation. This can be done by way of a signed statement containing the oath or affirmation or by recording the taking of the oath or affirmation by each councillor in the minutes of the council meeting.
- If the councillor is unable to attend the first council meeting, he or she may take the oath or affirmation of office at another location in front of the general manager.
- The oath or affirmation of office may also be taken before an Australian legal practitioner or a Justice of the Peace.
- The taking of the oath or affirmation outside a council meeting must be publically recorded by the council.
- Where an oath or affirmation is taken outside a council meeting, a council staff member should also be present to ensure that an accurate record can be kept by the council.

Key points

- A councillor who fails, without a reasonable excuse, to take the oath or affirmation of office, will not be entitled to attend council meetings until they do so and will be taken to be absent without leave.
- If a councillor is absent without leave for three consecutive ordinary council meetings their office is automatically declared vacant and a by-election must be held.

Where to go for further information

- For further information contact the Office of Local Government's Council Governance Team on 02 4428 4100.



Tim Hurst
Acting Chief Executive

Attachment**Oath**

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

Affirmation

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

Holbrook Rotary

Murray Jones

(0429992636) (debbieandmurray@gmail.com)

Hard Waste Collection Greater Hume Shire

Dear Colin

I would like to inform you that I now have the support of the Henty, Holbrook, Culcairn, Walla-Walbundrie-Rand and Jindera Football clubs to collect Hard Waste in their own towns inside the 50 kilometre signs. The proposed date for this shire wide event is Clean up Australia Day, March 3rd 2019.

The Holbrook Rotary Club will be coordinating each Football club in the towns of Holbrook, Henty, Culcairn, Walla and Jindera. We ask that each of these main town's Landfills/Transfer stations to be open from 9am on the Sunday 3rd March until close (approximately 3pm). Thus giving out of town volunteer's time to access Landfills also.

The Holbrook Rotary club would like this day to become a Shire wide event as per discussion with you the Mayor and the General Manager. That is that all residents of the shire being able to access the landfill for a Free Tip day with the only charge to be \$30 for the degassing of refrigerators and freezers. (If that was free as well it would obviously be appreciated)

I will start an advertising campaign as soon as the community newsletters recommence in January 2019 with articles in all papers.

Holbrook Rotary would like to ask council to please waive/pay for registration forms to be included in the community papers at the start of February and to also allow for the collection of these registration forms at each council office/ctc/library in the towns of Holbrook, Henty, Culcairn, Walla and Jindera.

I look forward to hearing from you soon

Murray Jones

Community Service Holbrook Rotary Club



Greater
Hume
Council

DEVELOPMENT CONTRIBUTIONS PLAN

SECTION 7.12 ENVIRONMENTAL PLANNING & ASSESSMENT ACT 1979

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1. Administration & operation of the plan

1.1 What is the name of this development contributions plan?

This development contributions plan is called the *Greater Hume Council Section 7.12 Development Contributions Plan 2019* (“the development contributions plan”).

1.2 Application of this development contributions plan

The development contributions plan applies to all land within the local government area of Greater Hume.

1.3 When does this development contributions plan commence?

The development contributions plan commences on **[INSERT DATE OF COUNCIL RESOLUTION]**.

1.4 The purpose of this contributions plan

The primary purpose of the development contributions plan is:

- to authorise the imposition of a condition on all development consents and complying development certificates requiring the payment of a contribution pursuant to section 7.12 of the *Environmental Planning and Assessment Act 1979* (EP&A Act);
- to assist the Greater Hume Council (“council”) in providing the appropriate public facilities that are required to maintain and enhance amenity and service delivery within the Greater Hume local government area; and
- to publicly identify the purposes for which the levies are required.

1.5 When is the levy applicable?

The levy is applicable to applications for development consent and applications for complying development certificates under

Part 4 of the EP&A Act, except where exempt under section 1.6 below.

The amount to be levied is:

- 0.5% of development cost where the proposed cost of carrying out the development is more than \$100,000 but less than \$200,000; or
- 1.0% of development cost where the proposed cost of carrying out the development is \$200,000 or more.

1.6 Are there any exemptions to the levy?

Under section 7.17 of the EP&A Act, the Minister for Planning has directed that a levy cannot be imposed in respect of development:

- where the proposed cost of carrying out the development is \$100,000 or less; or
- for the purpose of disabled access; or
- for the sole purpose of providing affordable housing; or
- for the purpose of reducing a building’s use of potable water (where supplied from water mains) or energy; or
- for the sole purpose of the adaptive reuse of an item of environmental heritage; or
- other than the subdivision of land, where a condition under section 7.11 of the EP&A Act has been imposed under a previous development consent relating to the subdivision of the land on which the development is proposed to be carried out.

In addition, Council will not impose a levy in respect of development for which Council considers by formal ratification at a full Council meeting as an exemption. For such claims to be considered, any such development will need to include a comprehensive submission arguing the case for exemption.

1.7 Relationship with other plans and policies

The development contributions plan repeals the *Greater Hume Shire Council*

Development Contributions Plan commenced on 8th July 2017.

The development contributions plan supplements the provisions of the *Greater Hume Local Environmental Plan 2012* and any amendment or local environmental plan which it may supersede.

1.8 Pooling of levies

The development contribution plan expressly authorises money obtained from section 7.12 levies paid for different purposes to be pooled and applied (progressively or otherwise) for the public facilities listed in the works program (Schedule 1) in accordance with the staging set out in that Schedule.

1.9 Construction certificates and the obligation of accredited certifiers

In accordance with clause 146 of the *Environmental Planning and Assessment Regulation 2000* (“the EP&A Regulation”), a certifying authority must not issue a construction certificate for building work or subdivision work under a development consent unless it has verified that each condition requiring the payment of levies has been satisfied.

In particular, the certifier must ensure that the applicant provides a receipt(s) confirming that levies have been fully paid and copies of such receipts must be included with copies of the certified plans provided to the council in accordance with clause 142(2) of the EP&A Regulation. Failure to follow this procedure may render such a certificate invalid.

1.10 Complying development certificates and the obligations of accredited certifiers

In accordance with section 7.21 of the EP&A Act, a certifying authority (Council or an accredited certifier) must impose a condition requiring monetary contributions in accordance with the development contributions plan which satisfies the following criteria:

- Pursuant to section 4.17(1) of the EP&A Act and the development

contributions plan, a levy calculated in accordance with Section 1.11 below.

- The amount to be paid is to be adjusted in accordance with Section 1.14 below.

1.11 How will the levy be calculated?

The levy will be calculated as follows:

Levy payable = L x \$C

Where:

- **L** is 0.005 where the cost of development is more than \$100,000 and less than \$200,000 or 0.01 where the cost of development is \$200,000 or more; and
- **\$C** is the cost of carrying out the proposed development (calculated in accordance with Section 1.12 below).

1.12 How will the cost of carrying out the proposed development be calculated?

A development application or an application for complying development certificate must submit an estimated cost of development that has been calculated in accordance with clause 25J of the EP&A Regulation.

That clause provides as follows:

25J Section 7.12 levy—determination of proposed cost of development

- (1) The proposed cost of carrying out development is to be determined by the consent authority, for the purpose of a section 7.12 levy, by adding up all the costs and expenses that have been or are to be incurred by the applicant in carrying out the development, including the following:
 - (a) if the development involves the erection of a building, or the carrying out of engineering or construction work—the costs of or incidental to erecting the building, or carrying out the work, including the costs (if any) of and incidental to demolition, excavation and site preparation, decontamination or remediation,
 - (b) if the development involves a change of use of land—the costs of or incidental to doing anything necessary to enable the use of the land to be changed,
 - (c) if the development involves the subdivision of land—the costs of or incidental to preparing, executing and registering the plan of subdivision and any related covenants, easements or other rights.

- (2) For the purpose of determining the proposed cost of carrying out development, a consent authority may have regard to an estimate of the proposed cost of carrying out the development prepared by a person, or a person of a class, approved by the consent authority to provide such estimates.
- (3) The following costs and expenses are not to be included in any estimate or determination of the proposed cost of carrying out development:
- the cost of the land on which the development is to be carried out,
 - the costs of any repairs to any building or works on the land that are to be retained in connection with the development,
 - the costs associated with marketing or financing the development (including interest on any loans),
 - the costs associated with legal work carried out or to be carried out in connection with the development,
 - project management costs associated with the development,
 - the cost of building insurance in respect of the development,
 - the costs of fittings and furnishings, including any refitting or refurbishing, associated with the development (except where the development involves an enlargement, expansion or intensification of a current use of land),
 - the costs of commercial stock inventory,
 - any taxes, levies or charges (other than GST) paid or payable in connection with the development by or under any law.
- (4) The proposed cost of carrying out development may be adjusted before payment, in accordance with a contributions plan, to reflect quarterly or annual variations to readily accessible index figures adopted by the plan (such as a Consumer Price Index) between the date the proposed cost was determined by the consent authority and the date the levy is required to be paid.
- (5) To avoid doubt, nothing in this clause affects the determination of the fee payable for a development application.

Without limitation to the above, council may review the estimated cost of development and may seek the services of an independent person to verify the costs. In these cases, all costs associated with obtaining such advice will be at the expense of the applicant and no construction certificate will be issued until such time that the levy has been paid.

1.13 When is the levy payable?

A levy must be paid to council at the time specified in the condition on the development consent that imposes the levy. If no such time is specified, the levy

must be paid prior to the issue of a construction certificate or complying development certificate.

1.14 How will the levy be adjusted?

Contributions required as a condition of consent under the provisions of the development contributions plan will be adjusted at the time of payment of the contribution in accordance with the following formula:

$$\text{Contribution at time of payment} = \$C_o + \$A$$

Where:

$\$C_o$ is the original contribution as set out in the consent condition; and

$\$A$ is the adjustment amount which is:

$$\frac{\$C_o \times (\text{Current Index} - \text{Base Index})}{\text{Base Index}}$$

where:

the **Current Index** is the most recent quarterly Consumer Price Index for Sydney as published by the Australian Bureau of Statistics (Ref:6401.0) at the time the levy is paid; and

the **Base Index** is the quarterly Consumer Price Index for Sydney as published by the Australian Bureau of Statistics (Ref:6401.0) for the period immediately prior to the date of the development consent.

Note: In the event that the Current Index is less than the Base Index, the contribution payable shall be that stated in the consent condition.

1.15 Can deferred or periodic payments be made?

Council does not allow deferred or periodic payment of levies authorised by the development contributions plan.

2. Expected development & demand for public facilities

The relationship between expected development and the demand for public facilities is established through:

- population growth in parts of the Shire;

- the future population will require the provision of additional public facilities; and
- the future population will diminish the existing population's enjoyment and standards of public facilities unless additional facilities are provided.

Council is committed to providing the equitable distribution of public facilities for the benefit and well-being of all residents. Council's works program (Schedule 1) identifies the public amenities or services to be provided, recouped, extended or augmented by contribution monies derived by this plan.

This development contributions plan applies to all land within the local government area of Greater Hume. The contributions levied will be applied towards meeting the cost of provision or augmentation of public facilities that have been or will be provided across the entire local government area in accordance with the works program (Schedule 1).

Department of Planning (DoP) Circular (Ref: PS 05-003) states there does not have to be a connection between the subject of the development consent levy and the object any monies derived are spent on. Consequently monies derived by this plan may be used to embellish public facilities in a location remote from that which the levy was derived (e.g. in another town).

Council may also levy contributions towards the provision of water and sewerage infrastructure. These contributions are levied under Section 64 of the *Local Government Act 1993* and therefore are not part of this Development contributions plan. Reference should be made to the separate contributions plan for levies towards water and sewer infrastructure.

3. Works program

The works program (Schedule 1) identifies the public facilities for which section 7.12

levies under the EP&A Act will be required.

Levies paid to council under a condition authorised by the development contributions plan will be applied towards meeting the cost of provision or augmentation of public facilities that have been or will be provided. Schedule 1 provides a summary of public facilities, which have been or will be provided by council over the next five years, as well as the estimated cost of provision and timing.

4. References

The following reference documents have been utilised in the preparation of this Section 7.12 Plan.

- *Environmental Planning and Assessment Act 1979*
- *Environmental Planning and Assessment Regulation 2000*
- Department of Planning – Development Contributions Practice Notes – July 2005
- *Greater Hume Local Environmental Plan 2012*

Dictionary

In this plan, unless the context or subject matter otherwise indicates or requires, the following definitions apply:

EP&A Act means the *Environmental Planning and Assessment Act 1979*

Council means Greater Hume Shire Council

Development contributions plan means *Greater Hume Council Section 7.12 Development Contributions Plan 2019*

levy means a levy under s7.12 of the EP&A Act authorised by the development contributions plan

public facility means a public amenity or public service

EP&A Regulation means the *Environmental Planning and Assessment Regulation 2000*

Schedule 1 – Works Program

Public facilities to be funded/ embellished through section 7.12 contributions are listed in the following Schedule.

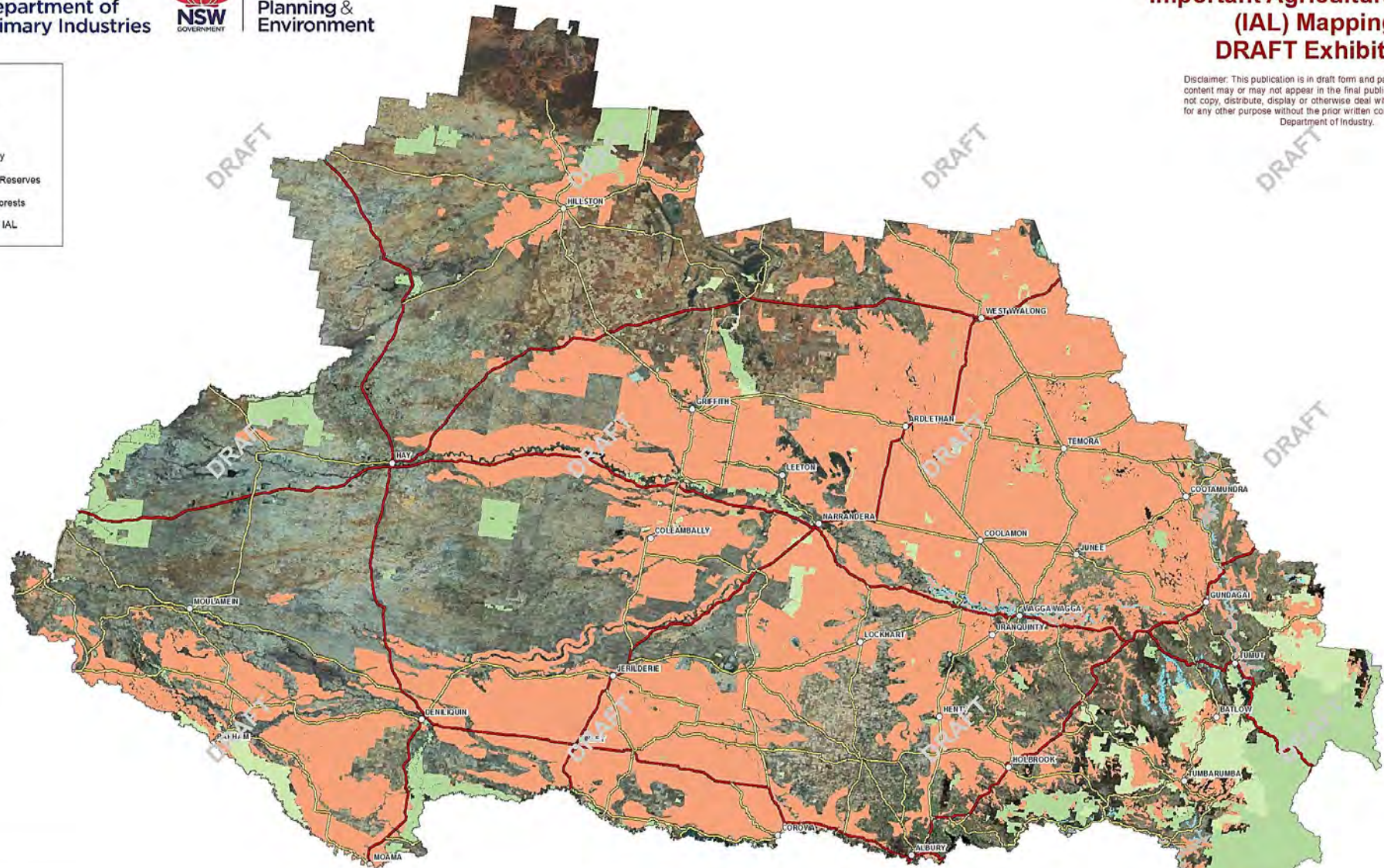
DESCRIPTION	ESTIMATED COST	ESTIMATED TIME FRAME	PRIORITY
Walla Walla swamp walking track	\$100,000	1 year	High
Gerogery drainage	\$150,000	1-2 years	High
Culcairn Balfour Street drainage	\$150,000	1-2 years	High
Jindera Hall & Multipurpose Stadium	\$150,000	2-3 years	Medium
Roundabout at intersection of Pioneer Drive & Jindera Street Jindera.	\$104,000	3-5 years	High
Roundabout at intersection of Pioneer Drive & Urana Street Jindera.	\$104,000	3-5 years	High

ANNEXURE 4
Important Agricultural Lands
(IAL) Mapping
DRAFT Exhibition

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Legend

- Town
- Road
- Highway
- NPWS Reserves
- State Forests
- DRAFT IAL



Riverina Murray - DRAFT IAL



The information contained in this publication is based on the knowledge and understanding at the time of writing (September 2018) and may not be accurate, current, or complete. The State of New South Wales (including the NSW Department of Industry), the author and the publisher take no responsibility, and will accept no liability, for the accuracy, currency, reliability or correctness of any information included in the document (including material provided by third parties). Readers should make their own inquiries, and rely on their own advice when making decisions related to material contained in this publication.

0 25 50 km
Projection: GDAB Geographics
Map produced by the Important Agricultural Lands Mapping Program, NSW Department of Primary Industries, September 2018.

This map incorporates data which is © Land and Property Information 2016, Standard Instrument Local Environment Plan - Land Zoning © State Government of NSW and Department of Planning and Environment 2008, © 2013 Land and Soil Capability © State Government of NSW and Office of Environment and Heritage (OEH) 2013, Slope derived from 1" SRTM DEM-S, © CSIRO 2012, 1" SRTM derived Hydrological Digital Elevation Model (DEM-H) v1.0 © Geoscience Australia 2017, Annual Average Rainfall © Commonwealth of Australia (Bureau of Meteorology) 2017, Irrigation areas supplied by Coleambally Irrigation, Murray Irrigation, Murray-Darling Basin Authority (Murrumbidgee) Irrigation (2018) and RMCG (2018).

**ORDINARY MEETING OF GREATER HUME SHIRE COUNCIL
TO BE HELD AT COUNCIL CHAMBERS, BALFOUR STREET, CULCAIRN
ON WEDNESDAY, 18 OCTOBER 2017**

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

Report prepared by General Manager – Steven Pinnuck

REASON FOR REPORT

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

REFERENCE TO DELIVERY PLAN ACTIONS

Strategy – Increased number of visitors enjoy our shire

DISCUSSION

Background

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

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

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

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

Key duties for the full time employee have included:

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

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

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

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

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

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

Table 1

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

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

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

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

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

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

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

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

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

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

Options for improved efficiency

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

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

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

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

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

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

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

Table 2

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

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

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

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

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

The yellow "i"



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

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

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

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

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

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

BUDGET IMPLICATIONS

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

CONCLUSION

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

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

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

RECOMMENDATION

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

[Show header](#)

holbrook submarine musium

From : wazlen@bigpond.com 'wazlen@bigpond.com'

To : Steven Pinnuck 'SPinnuck@greaterhume.nsw.gov.au'; Heather Wilton 'HWilton@greaterhume.nsw.gov.au';

Sent : 4 November 2018 11:48:57

Hello Steven and Heather ,

Today we have had a steady stream of people coming into our shop and complaining that they had travelled considerable distance to view the exhibition in the submarine museum only to find it shut. This happens every weekend , with a large group of veteran bikies the other week very unhappy.

This is an essential part of the Hume shires tourism trail and the shire should be able to find a way of manning this national attraction every day, this is why business people pay rates and that is why the shire should be working for the rate payers and have tourists come to our region to help grow our towns.

So stop this false economizing and get back to helping the rate payers.

There is a way to do this ,just find it.

Warren and Helen thompson

Submarine café.

Core Staff Numbers Policy

Document Name	Document Version Number	Review Date
Core Staff Numbers Policy	1.0.2	
Date Adopted	Minute Number	Status
Click Here to Enter Date	Insert Minute Number Here	Re Adopted, No Alterations

Purpose

To formally record the core staff numbers applicable to Greater Hume Shire Council as at 26 May 2004 in accordance with Section 218CA of the Local Government Act 1993. **This policy is not subject to a review date.**

Scope

Nil

Definitions

Nil

Policy Content

Section 218 CA Subsection 2 of the Local Government Act 1993 states:

“The transferee Council must ensure that the number of regular staff of the council employed at the rural centre is, as far as reasonably practicable, maintained at not less than the same level of regular staff as were employed by the previous council at the centre immediately before amalgamation or alteration of boundaries took effect.”

Section 354B of the Local Government Act 1993 defines a “rural centre” as:

“Rural centre means a centre of population of 5,000 people or fewer, and includes a geographical area that is prescribed, or is of a kind prescribed, by regulations in force for the purposes of this definition as being a rural centre.”

The following staff numbers applied at each rural centre as at 26 May 2004.

Jindera	30 staff
Culcairn	45 staff
Holbrook	54 staff

Note: The above staff numbers are based on the number of actual people employed and are not calculated on a Full Time Equivalent basis.

Links to Policy

Nil

Links to Procedure

Nil

Links to Forms

Nil

References

Proclamation dated 26 May 2004

Responsibility

General Manager

Core Staff Numbers Policy

Document Author

General Manager

Relevant Legislation

Local Government Act 1993

Associated Records

Nil

Draft

Internet, Email & Computer Use Policy

Document Name	Document Version Number	Review Date
Internet, Email & Computer Use Policy	1.0.3	Click here to enter a date.
Date Adopted	Minute Number	Status
Click here to enter a date.		Revised

Purpose

This policy sets out the standards of behaviour expected of persons using Greater Hume **Shire Council (Council)** computer facilities, or when making reference to Council on external sites including social networking sites. This policy should be read in conjunction with the Greater Hume **Council** Social Media Policy.

Scope

This policy applies to all Council Staff, Elected Members and people who use Council's Computer Network by any means (Users). The policy also applies to Users who contribute to external blogs and sites including social networking sites who identify themselves as being associated with Council.

This policy also sets out the type of surveillance that will be carried out in Council's workplace, relating to the use of Council's Computer Network.

Definitions

'Blogging' means the act of using web log or 'blog'. 'Blog' is an abbreviated version of 'weblog' which is a term used to describe websites that maintain an ongoing chronicle of information. A blog is a frequently updated website featuring diary style commentary, audio-visual material and links to articles on other websites.

'Confidential Information' includes but is not limited to trade secrets of Council; non-public information about the organisation and affairs of the Council such as: pricing information such as internal cost and pricing rates, production scheduling software, special supply information; marketing or strategic plans; exclusive supply agreements or arrangements; commercial and business plans; contractual arrangements with the third parties; tender policies and arrangements; financial information and data; training materials' technical data; schematics; proposals and intentions; designs; policies and procedures documents; concepts not reduced to material form; information which is personal information for the purposes of privacy law; and all other information obtained from Council or obtained in the course of working or providing services to Council that is by its nature confidential.

'Computer Surveillance' means surveillance by means of software or other equipment that monitors or records information input or output, or other use, of Council's Computer Network (including, but not limited to, the sending and receipt of emails, text messages, social media sites and the accessing of websites).

'Computer Network' includes all Council's internet, email, hand held devices and computer facilities which are used by Users, inside and outside working hours, in the workplace of Council or at any other place while performing work for Council. It includes, but not restricted to, telephones, mobile phones, smart devices, computers connected to any corporate network, wireless devices on Council provided internet plans (including but not limited to PC's, laptops, notebooks, tablets), email, facsimiles, internet and includes personal home computers and technology which has access to Council's IT network.

Internet, Email & Computer Use Policy

'Intellectual Property' means all forms of intellectual property rights throughout the world including copyright, patent, design, trade mark, trade names, and all confidential information and including know-how and trade secrets.

'Person' includes any natural person, company, partnership, association, trust, business, or other organisation or entity of any description and a Person's legal personal representative(s), successors, assigns or substitutes.

'Social networking site' means Facebook, Twitter, MySpace, YouTube, Instagram, Snapchat and other similar sites.

Policy Content

Use of Internet, Email and Computer

Where use is allowed, users are entitled to use Council's Computer Network only for legitimate business purposes.

Users are permitted to use Council's Computer Network for limited and reasonable personal use. However any such personal use must not impact upon the User's work performance or Council resources or violate this policy or any other Council policy.

Council gives no warranty or assurance about the confidentiality or privacy of any personal information disclosed by any User in the course of using the Computer Network for the User's personal purposes.

Requirements for Use

Users must comply with the following rules when using Council's Computer Network.

- Users must use their own username/login code and/or password when accessing the Computer Network.
- Users in possession of Council electronic equipment must at all times handle the equipment in a responsible manner and ensure that the equipment is kept secure.
- It is the responsibility of each user to maintain the confidentiality and security of their own password. ~~Users should protect their username/login code and password information at all times and not divulge such information to any other Person, unless it is necessary to do so for legitimate business reasons.~~
- Users should ensure that when not in use or unattended, the Computer device is shut down.
- A disclaimer is automatically included in all Council emails, and must not be removed.
- Persons who are not employed by Council (including Councillors) must not be given access to the Council's corporate network under any circumstances, unless approval is first sought and obtained from the General Manager. This includes work experience students, volunteers, etc. Where approval to access equipment and software is conditionally given, such persons are not permitted to use an existing user's log-in id or password. In such circumstances, an authorised officer will arrange a temporary account with the appropriate security privileges
- If a User receives an email which the User suspects contains a virus, the User should not open the email or attachment to the email and should immediately contact the Information Technology Officer for assistance.

Internet, Email & Computer Use Policy

- If a User receives an email or text message the content of which (including an image, text, materials or software) is in breach of this policy, the User should immediately forward to their Supervisor and the Director Corporate & Community Services for reference for any impending disciplinary action, then delete the email or text message and report the matter to the Information Technology Officer. The User must not forward the email or text message to any other person.

Prohibited Conduct

Users must not send (or cause to be sent), upload, download, use, retrieve, or access any email or text message or material on Council's Computer Network that:

- Is obscene, offensive or inappropriate. This includes text, images, sound or any other material, sent either in an email or in an attachment to an email, or through a link to a site (URL) or in text message or as an attachment to a text message. For example, material of a sexual nature, indecent or pornographic material
- Causes (or could cause) insult, offence, intimidation or humiliation
- May be defamatory or could adversely impact the image or reputation of Council. A defamatory message or material is a message or material that is insulting or lowers the reputation of a person or group of people
- Is illegal, unlawful or inappropriate
- Affects the performance of, or causes damage to Council's Computer Network in any way
- Gives the impression of or is representing, giving opinions or making statements on behalf of Council without the express authority of Council. Further, Users must not transmit or send Council's documents or emails or text messages (in any format) to any external parties or organisations unless expressly authorised to do so.

Users must not use Council's Computer Network:

- To violate copyright or other intellectual property rights. Computer software that is protected by copyright is not to be copied from, or into, or by using Council's Computer Network, except as permitted by law or by contract with the owner of the copyright
- In a manner contrary to Council's privacy policy
- To create any legal or contractual obligations on behalf of Council unless expressly authorised by Council
- To disclose any Confidential Information of Council or any customer, rate payer, client or supplier of the Council's unless expressly authorised by Council
- To install software or run unknown or unapproved programs on the Council's Computer Network. Under no circumstances should Users modify the software or hardware environments on Council's Computer Network.
- To gain unauthorised access (hacking) into any other computer within Council or outside Council, or attempt to deprive other Users of access to or use of Council's Computer Network
- To send or cause to be sent chain or SPAM emails or text messages in any format
- To use Council Computer Network for personal gain. For example, running a personal business.

Internet, Email & Computer Use Policy

Users must not use another User's Computer Network access (including passwords and usernames/login codes) for any reason without the express permission of the User or Council.

Details on Blocking Email or Internet Access

Council reserves the right to prevent (or cause to be prevented) the delivery of an email or text message sent to or from a User, or access to an internet website (including a social networking site) by a User, if the content of the email text message or the internet website is considered:

- Obscene, offensive or inappropriate. This includes text, images, sound or any other material, sent to or from a User, or access to an internet website (including a social networking site) by a User, if the content of the email text message or the internet website is considered
- Causes or may cause insult, offence, intimidation or humiliation
- Defamatory or may incur liability or adversely impacts on the image or reputation of the Council. A defamatory message or a message or material that is insulting or lowers the reputation of a person or a group of people
- Illegal, unlawful or inappropriate
- To have the potential to affect the performance of, or cause damage to or overload Council's Computer Network, or internal or external communications in any way
- To give the impression of or is representing, giving opinions or making statements on behalf of the Council without the express authority of Council.

In the case that an email is prevented from being delivered to or from a User, the User will receive a prevented delivery notice. The notice will inform the User that the delivery of the email has been prevented. The notice will not be given if delivery is prevented in the belief that:

- The email was considered to be SPAM, or contain potentially malicious software
- The content of the email (or any attachment) would or might have resulted in an unauthorised interference with, damage to or operation of any program run or unauthorised interference with, damage to or operation of any program run or data stored on any of the Council's equipment
- The email (or any attachment) would be regarded by a reasonable person as being, in all the circumstances, menacing, harassing or offensive.

Council is not required to give a prevented delivery notice for any email messages sent by a User if the Council is not aware (and could not reasonably be expected to be aware) of the identity of the User who sent the e-mail or is not aware that the e-mail was sent by the User.

Type of Surveillance in the Council's Workplace

On a continuous and ongoing basis during the period of this policy, Council will carry out Computer Surveillance of any User at such times of Council's choosing and without further notice to any User.

Computer surveillance occurs in relation to:

- Storage volumes
- Internet sites – every web site visited is recorded including the time of access, volume downloaded and the duration of access
- Download volumes
- Suspected malicious code or viruses

Internet, Email & Computer Use Policy

- Emails – the content of all emails received, sent and stored on the Computer Network. (this also includes emails deleted from the Inbox)
- Computer hard drives – Council may access any hard drive on the Computer Network
- Text messages - Council may access any text messages stored on a User's hand held device and the User must provide Council with the device for the purpose of allowing such access and
- Mobile telephone records – Council may access the records of a User's hand held device that has been provided by Council.

Council retains logs, backups and archives of computing activities, which it may audit. Such records are the property of Council, are subject to State and Federal laws and may be used as evidence in legal proceedings, or in workplace investigations into alleged misconduct.

What will the Computer Surveillance Records be Used For?

Council may use and disclose the Computer Surveillance records where the use or disclosure is:

- For a purpose related to the employment of any employee, the retention of any other User or related to Council's business activities or
- Use or disclosure to a law enforcement agency in connection with an offence
- Use or disclosure in connection with legal proceedings
- Use or disclosure reasonably believed to be necessary to avert an imminent threat of serious violence or other injury to any person or substantial damage to property.

For example, use or disclosure of Computer Surveillance records can occur in circumstances of assault, suspected assault, suspected harassment, stalking or bullying, theft or suspected theft of Council's property (or that of a related corporation of the Council) or damage to Council's equipment or facilities (or that of a related corporation of the Council).

Standards in Relation to Blogs and Sites Not Operated by the Council

Council acknowledges that Users have the right to contribute content to public communications on websites not operated by Council, such as social networking sites, MySpace, Facebook, Twitter, YouTube, Snapchat, Instagram and other similar sites. However, inappropriate use of such communications has the potential to cause damage to Council, employees, clients and suppliers. For that reason, the following provisions apply to all Users:

- As it may not be possible for any user of an external site to conduct a search that will identify any blogged comments about Council, Users must not publish any material which identifies themselves as being associated with Council.
- Users must not publish any material that may expose Council to any possible legal liability. Examples include, but are not limited to, defamation or discrimination proceedings.

Warning

Apart from the potentially damaging effects a blog or social networking entry may have on Council, inappropriate blogs or social networking entries on internal or external sites can also have adverse consequences for a User in terms of future career prospects, as the material remains widely and permanently accessible to other site users (even when deleted from a blog or social networking site).

Internet, Email & Computer Use Policy

Enforcement

Users must comply with the requirements of this policy. Any breach of this policy may result in disciplinary action which may include termination of employment (or, for persons other than employees, the termination or non renewal of contractual arrangements).

Other disciplinary action that may be taken includes, but is not limited to, issuing a warning, suspension or disconnection of access to all or part of Council's Computer Network whether permanently or on a temporary basis.

Links to Policy

Bring your own device Policy
Performance & Misconduct Policy
Bullying & Harassment Policy
Work Health & Safety Policy

Links to Procedure

Nil.

Links to Forms

Nil.

References

Nil.

Responsibility

Director Corporate & Community Services

Document Author

Manager Corporate Services

Relevant Legislation

Copyright Act 1968
Anti discrimination Act 1977
Spam Act 2003

Associated Records

Nil.

Fraud Control Policy

Document Name	Document Version Number	Review Date
Fraud Control Policy	1.0.3	November 2018
Date Adopted	Minute Number	Status

Purpose

Greater Hume Council recognises its obligation to have systems in place to identify and deal effectively with the risks of fraud and corruption.

Greater Hume Council will not tolerate corrupt conduct by Council Officers or customers in their dealings with Council. Greater Hume Council believes that an emphasis on prevention is the best method of dealing with potential fraud and corruption.

Greater Hume Council is committed to:

- Minimising the opportunities for corrupt conduct by Council Officers and its customers.
- Detecting, investigating and disciplining/prosecuting corrupt conduct.
- Reporting corrupt conduct to the Independent Commission Against Corruption (ICAC) and where appropriate to the NSW Police.
- Taking a risk management approach to the identification and management of corruption risks.

Greater Hume Council has identified four pillars of corruption control based on Standards Australia AS8001 -2008 Fraud and Corruption Control and the NSW Audit Office Fraud Control Improvement Toolkit. These pillars are separated into the areas of Planning and Resourcing; Prevention; Detection; and Response.

Scope

This policy is applicable to all Council Officers (see definition below) and suppliers. This policy's intent is to uphold the integrity and ethical standards expected by our community through effective and appropriate corruption prevention whilst protecting Greater Hume Council funds and assets, and maintaining the integrity, security and reputation of Greater Hume Council and its employees.

Definitions

The Australian Standard AS 8001-2008 Fraud and Corruption Control defines fraud as: 'Dishonest activity causing actual or potential financial loss to any person or entity including theft of moneys or other property by employees or persons external to the entity and where deception is used at the time, immediately before or immediately following the activity. This also includes the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for a normal business purpose or the improper use of information or position for personal financial benefit'.

Council Officers (also known as Public Officials) includes Councillors; full- time, part- time and casual staff members whether they are permanent or casual employees; consultants; volunteers; contractors; and external members of Council Committees.

Corrupt conduct is deliberate or intentional wrongdoing, not negligence or a mistake. It is defined in sections 7, 8 and 9 of the Independent Commission Against Corruption Act 1998 (ICAC Act). The definition provided in these sections is intentionally broad. Corrupt conduct includes the dishonest or partial exercise of official functions by a public official. The conduct of a person, who is not a public official, when it adversely affects the impartial or honest exercise of official functions by a public official, also comes within the definition.

Fraud Control Policy

Corrupt conduct may involve bribery, blackmail, fraud, theft, forgery and/or official misconduct (including breach of trust, fraud in office, nonfeasance, misfeasance, malfeasance, oppression, extortion or imposition). *NB: This list is not exhaustive. Please refer to s.7 s.9 of the ICAC Act.*

References

Independent Commission Against Corruption Act 1988 (ICAC Act)
Standards Australia AS8001 -2008 Fraud and Corruption Control
NSW Audit Office Fraud Control Improvement Toolkit

Policy Content

1. PLANNING AND RESOURCING

1.1 Corruption Control Policy

This policy, along with other associated Greater Hume Council policies and procedures, have been implemented to minimise corruption and respond proportionately to the risks faced by Greater Hume Council.

Greater Hume Council's risk management strategies have been developed outlining the key risks faced by Greater Hume Council and its actions in implementing, monitoring, detecting and ultimately preventing corruption within Greater Hume Council.

1.2 Responsibilities

- a) General Manager
 - Has ultimate responsibility for managing corruption risks in Greater Hume Council.
 - Is obliged, under section 11 of the ICAC Act, to report any matter that he or she reasonably suspects involves or may involve corrupt conduct to the ICAC.
- b) Directors
 - Are responsible for understanding and implementing Greater Hume Councils Code of Conduct and relevant Greater Hume Council policies and procedures.
- c) Chief Financial Officer
 - Has a particular responsibility in relation to the prevention of corruption as it relates to Greater Hume Councils financial system, procurement and contract management processes.
- d) Group Leaders, Team Leaders and Supervisors
 - Are responsible for understanding and implementing Greater Hume Councils Code of Conduct and relevant Greater Hume Council policies and procedures.
- e) All Council Officers
 - Have a general responsibility to carry out their duties lawfully and behave according to Greater Hume Council's Code of Conduct and/or Statement of Business Ethics.
 - Are responsible for reporting corrupt conduct as outlined under Greater Hume Councils Model Code of Conduct Procedures and Reporting a Serious Wrongdoing - Public Interest Disclosures Policy and Procedure.
- f) Members of the Public
 - Concerns from members of the public about possible corrupt activity can be reported as outlined in Greater Hume Councils Complaints Management Policy and/or Model Code of Conduct Procedures.

Fraud Control Policy

g) Suppliers

- Have a general responsibility to carry out their duties lawfully and behave according to Greater Hume Councils Statement of Business Ethics.

2. PREVENTION

2.1 Corruption Risk Assessment

Greater Hume Council's management team are committed to controlling fraud and corruption risks. Corruption risk assessments are undertaken by Greater Hume Council and its Directorates to identify the type, nature and extent of the risks to be managed. Improvements to internal control systems are implemented and regularly monitored for efficacy. Individual Directorates are also responsible for developing and implementing policies, procedures and processes which specifically address functional corruption risks within their group.

Related material:

Greater Hume Council Fraud Control Policy (This Policy)

Greater Hume Council Risk Management Policy and Framework

Greater Hume Council Corporate Credit Card Policy and Procedure

2.2 Council Officer Awareness

Every Council Officer has a responsibility to prevent corruption. Greater Hume Council provides Code of Conduct and Public Interest Disclosure training to new employees at orientation and within 6 months of their commencement. Existing employees undertake refresher training every 3 years. Councillors are provided with Code of Conduct and Public Interest Disclosure training at the commencement of their elected term. Additional workshops and training are provided to Councillors, Directors, Managers and Team Leaders to assist with identification, management and response to suspected corrupt conduct.

Related material:

Greater Hume Council Code of Conduct and Model Code of Conduct Procedures

Greater Hume Council Public Interest Disclosure Policy and Procedure

Greater Hume Council Code of Meeting Practice

Greater Hume Council Councillors Payment of Expenses and Provision of Facilities Policy

2.3 Customer, Community and Contractor Awareness

Contractors and suppliers engaged by Greater Hume Council in the provision of goods and services are provided with Greater Hume Councils Statement of Business Ethics which sets out the expected standards of behaviour of Council Officers.

Customers may raise any concerns they have with the conduct of Council Officers as outlined in our Complaints Management Policy and/or Model Code of Conduct Procedures.

Related material

Greater Hume Council Procurement Policy

Greater Hume Council Contract Management Policy

3. DETECTION

3.1 Internal and External Reporting

Policies and procedures are in place to encourage the reporting of suspected corrupt conduct both within Greater Hume Council and with external authorities. External authorities may include the ICAC, NSW Police, the Office of Local Government or the NSW Ombudsman. These systems may allow for anonymous reporting and protection against reprisals.

Related material:

Greater Hume Council Public Interest Disclosure Policy and Procedure
Protected Disclosures Act 1994 (NSW)

3.2 Detection Systems

Greater Hume Councils management team are responsible for identifying and implementing controls that minimise and prevent corrupt conduct. Internal mechanisms are used to regularly review medium and high risk processes to detect any irregularities. The results of these investigations are reported to Greater Hume Councils Audit, Risk and Improvement Committee.

Related material:

Greater Hume Council Audit, Risk and Improvement Committee Charter

4. RESPONSE

4.1 Investigation

Investigations are conducted by appropriate staff in accordance with Greater Hume Councils Internal Investigation Procedure and/or Model Code of Conduct Procedures. Where appropriate, recommendations from an investigation may consider improvements to Greater Hume Councils policies and procedures to reduce the likelihood of corrupt conduct in the future. Notification and reporting to external bodies will be conducted in line with Greater Hume Councils legal and policy requirements.

4.2 Conduct and Disciplinary Systems

Greater Hume Councils Code of Conduct outlines the standards expected of Council Officers. Any corrupt conduct will be fully investigated and dealt with in accordance with the Model Code of Conduct Procedures and Greater Hume Councils Internal Disciplinary Procedure .

Related material:

Local Government Act 1993
Local Government (General) Regulation 2005
Crimes Act 1900 (NSW)

NONCOMPLIANCE WITH THIS POLICY

Failure to comply with the terms of this policy may result in disciplinary procedures and/or dismissal.

Links to Policy

As listed above

Links to Procedure

NSW Audit Office Fraud Control Improvement Toolkit

Links to Forms

Nil

Fraud Control Policy

References

Nil

Responsibility

Director Corporate & Community Services

Document Author

Director Corporate & Community Services

Relevant Legislation

Section 356, Local Government Act 1993

Clause 209, Local Government (General) Regulation 2005

Crimes Act 1900 (NSW)

Associated Records

Nil

DRAFT

Interim Day Labour Co-Funding Arrangements | Implementation

From 1 November 2018 the NSW Government is removing restrictions on day labour (including internal plant and equipment hire) for councils that opt-in to the interim NSW Day Labour Co-Funding Arrangements.

All local councils are requested to advise the Office of Emergency Management (OEM) of their position.



Important information!

All local councils should advise OEM of their position regarding the interim Day Labour Co-Funding Arrangements by 1 November 2018, but no later than 31 January 2019.

- Only councils that have opted-in to the Day Labour Co-Funding Arrangements prior to an eligible disaster can claim for day labour, internal plant and equipment hire and Emergency Works up to the three (3) month time limit.
- Once a council has advised OEM of their position regarding the Day Labour Co-Funding Arrangements, the council's position will stand until 1 November 2019.
- If a council has not advised OEM of their position and an eligible disaster impacts their local government area after 1 November 2018, the council will be regarded as having opted-out of the new interim NSW Day Labour Co-Funding Arrangements, for that specific eligible disaster.

Interim Arrangements

The interim NSW Day Labour Co-Funding Arrangements include:

- eligibility to claim for costs related to day labour (incl. internal plant and equipment hire),
- an extended time limit for Emergency Works from 21 days to 3 months, and
- a revised conditional co-funding model which is aligned with the DRFA cost-sharing principle.

Councils have the option to 'opt-out' and stay with the pre-DRFA arrangements, which means:

- day labour costs (incl. internal plant and equipment hire) remain ineligible for funding assistance,
- the time limit for Emergency Works remains at 21 days, and
- the co-funding for councils remains the same as under the pre-DRFA policy.

NSW Day Labour Co-Funding Arrangements and Mitigation Policy consultation with councils will continue until October 2019.

[Access all relevant information here](https://drfa.support/interimdaylabour2018)
<https://drfa.support/interimdaylabour2018>

Timeline



Step-by-step instructions

- 1 Read the DRFA factsheet. (Also circulated on 17 Sept 2018)
- 2 Read the new co-funding model factsheet.
- 3 Do a cost impact analysis for your council.
- 4 Read Appendix D – Day Labour Co-Funding Arrangements Guidelines
- 5 If your council has questions contact OEM.
- 6 Advise OEM of your council's position.

Coppabella Road







GREATER HUME SHIRE COUNCIL

Schedule of the Director Corporate Community Services' Schedule of Information to Council Meeting -
Wednesday 19th December 2018


COMBINED BANK ACCOUNT FOR THE MONTH ENDED November 30th, 2018***CASHBOOK RECONCILIATION***

	General Fund	Trust Fund
General Ledger Cashbook Balance as at 1st November, 2018	-43,156.71	50,052.04
Cashbook Movement as at 30th November, 2018	99,646.65	0.00
Less: Term Deposits included in Cashbook Balance (Trust only)	0.00	0.00
General Ledger Cashbook Balance as at 30th November, 2018	<u>56,489.94</u>	<u>50,052.04</u>

BANK STATEMENT RECONCILIATION

Bank Statement Balance as at 30th November, 2018	NAB	\$0.00	50,052.04
	Hume	\$22,315.49	
	Bendigo	\$3,920.60	
	WAW	\$2,644.00	
	Total	<u>28,880.09</u>	<u>50,052.04</u>
(LESS) Unpresented Cheques as at 30th November, 2018		-6,032.73	0.00
(LESS) Unpresented EFT Payments as at 30th November, 2018		0.00	0.00
PLUS Outstanding Deposits as at 30th November, 2018		33,502.58	0.00
PLUS / (LESS) Unmatched Cashbook Transactions 30th November, 2018		140.00	0.00
Cashbook Balance as at 30th November, 2018		<u>56,489.94</u>	<u>50,052.04</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 December 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

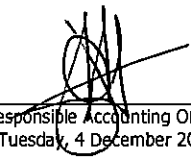
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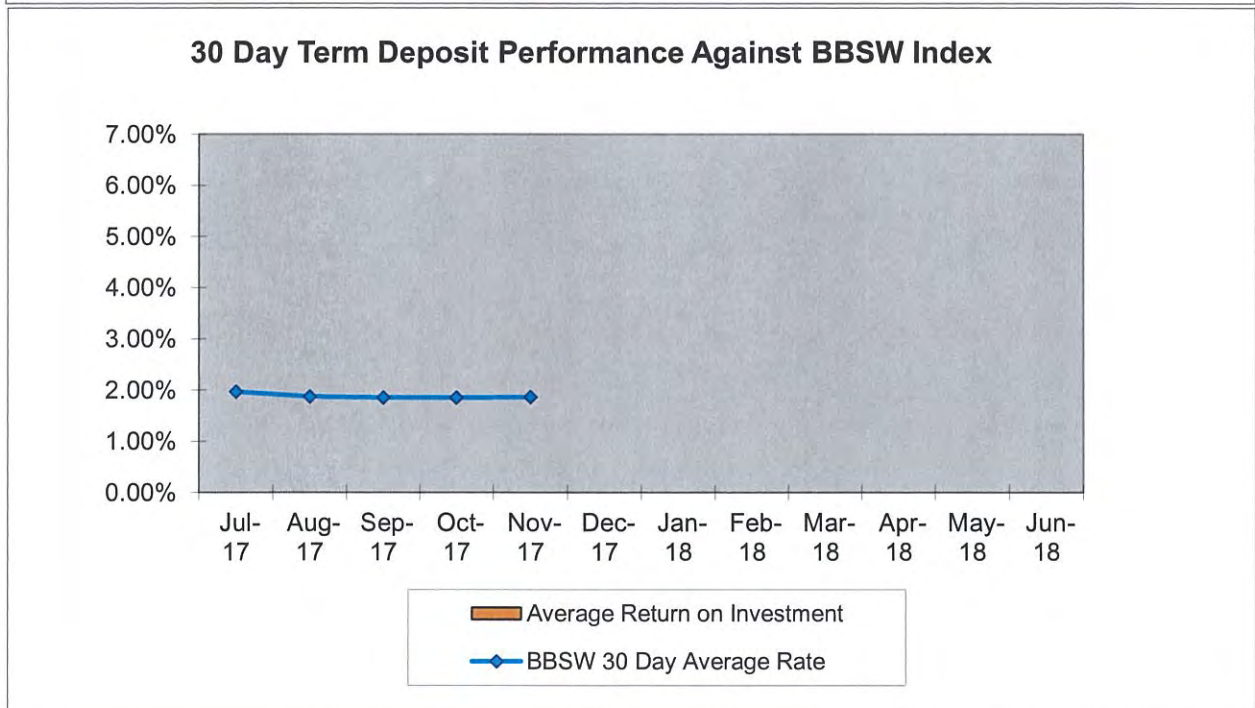
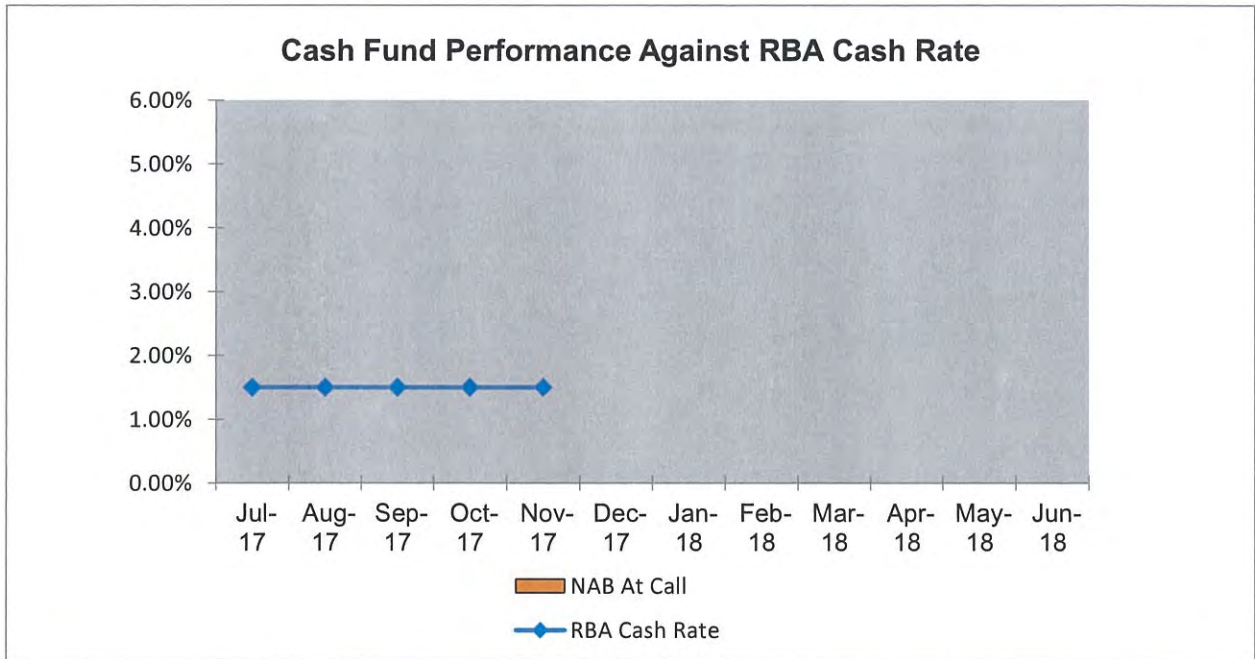
MAYOR

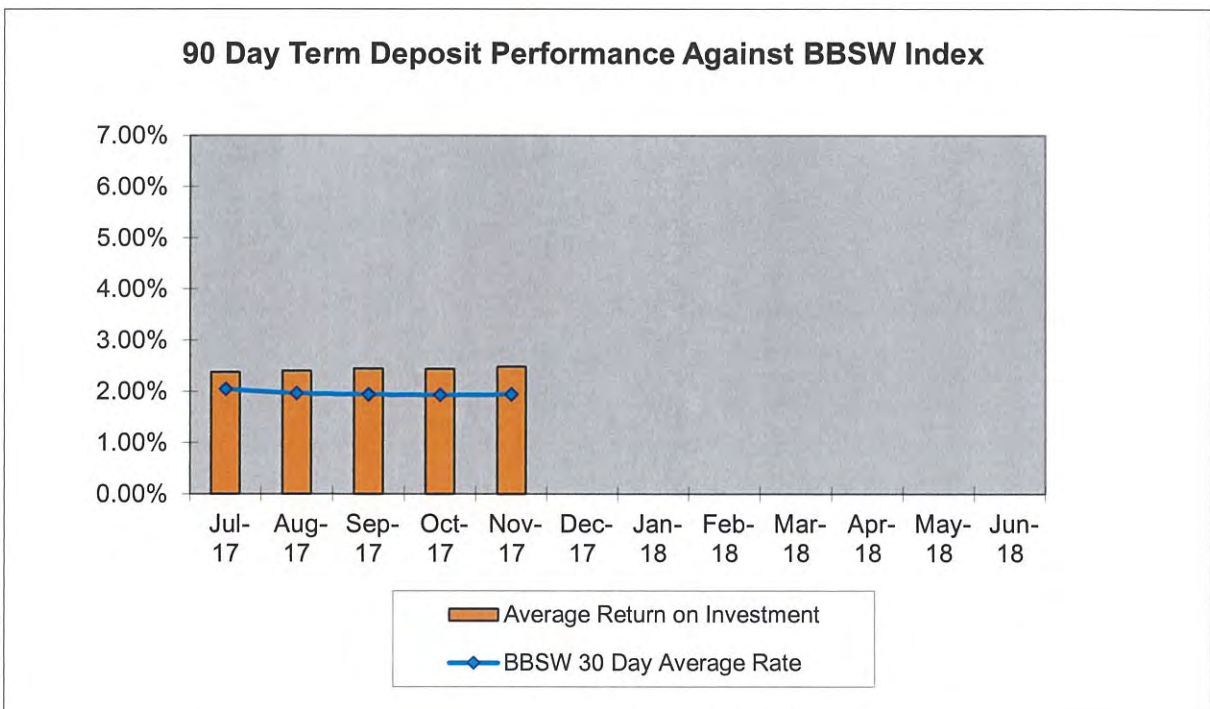
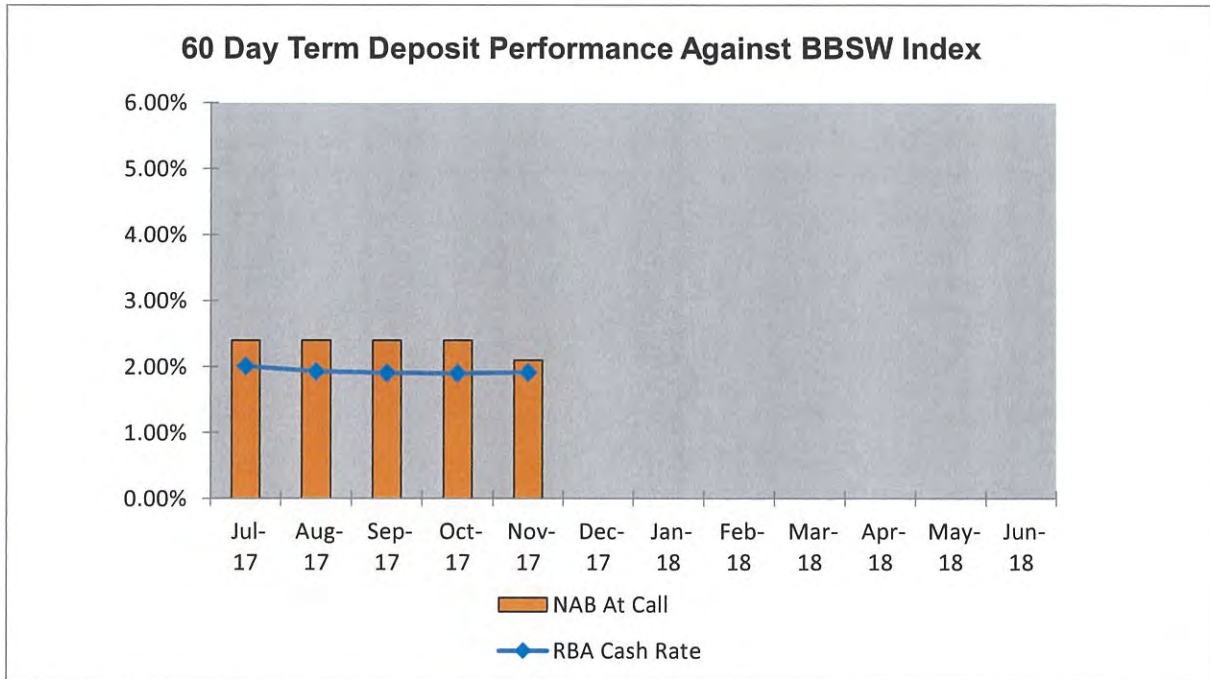
**GREATER HUME SHIRE COUNCIL
COMBINED INVESTMENT ACCOUNT - MONTH ENDED 30 November 2018**

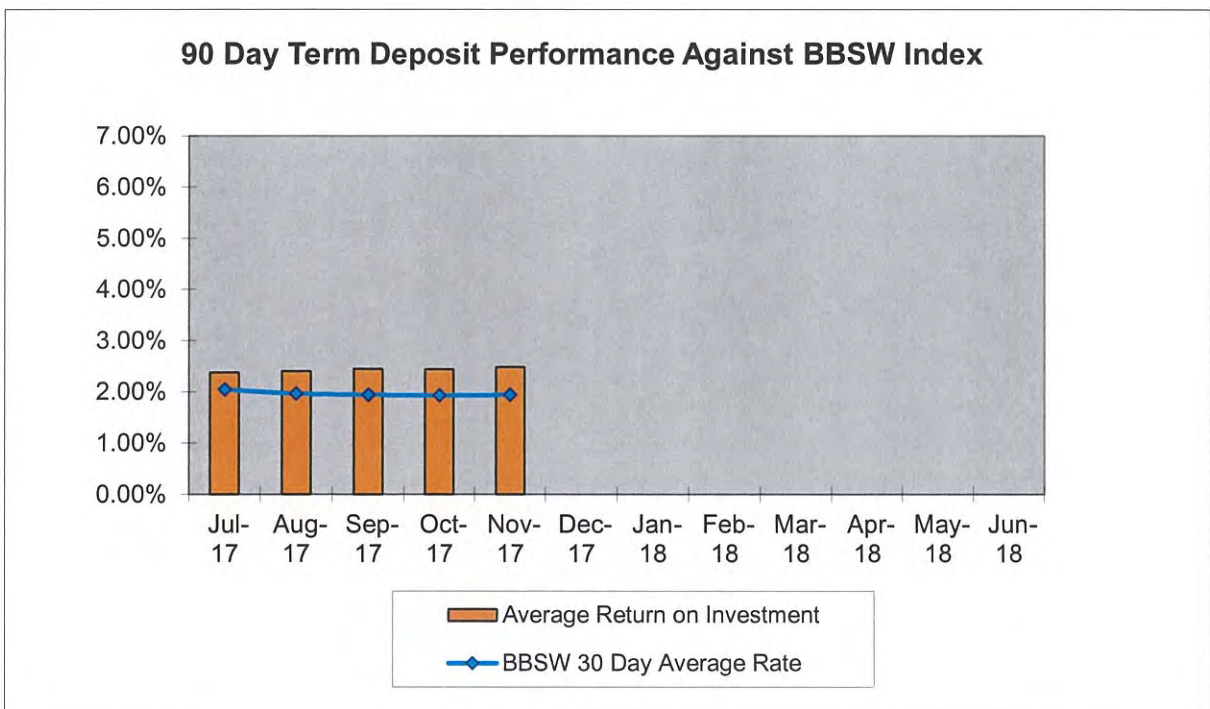
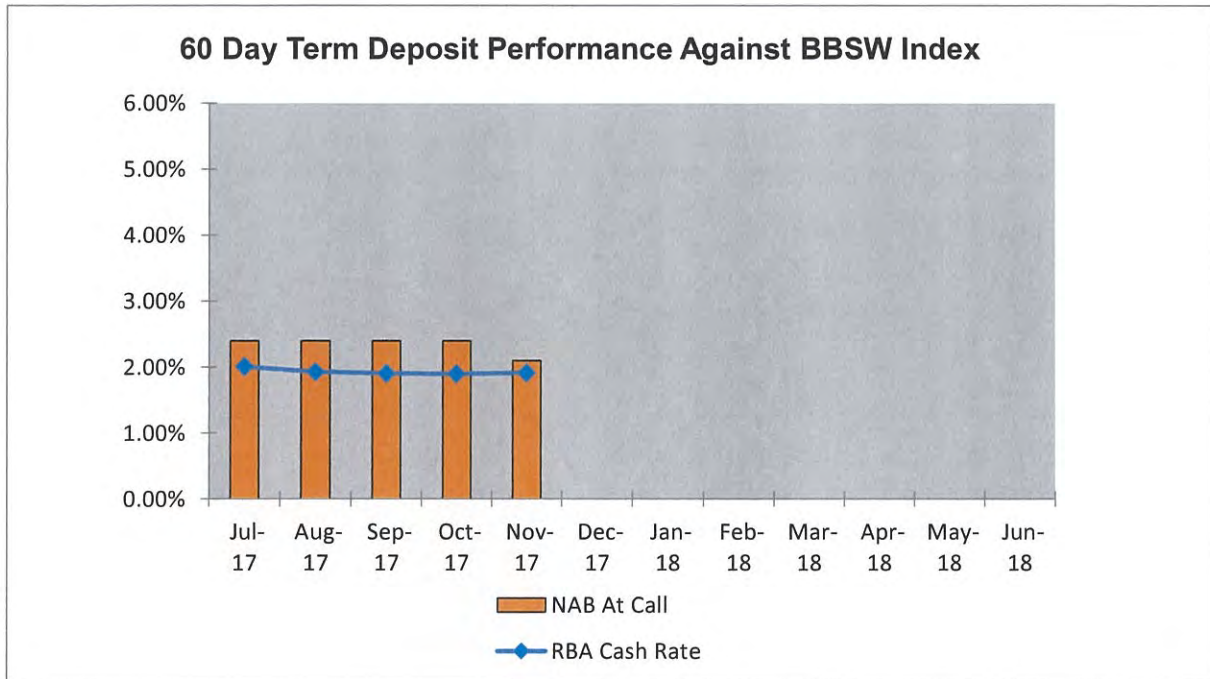
Investment Number	Financial Institution	Rating	Amount Invested	Interest Rate %	Term (Days)	Date Invested	Maturity Date
<u>National Australia Bank</u>							
GHS180	NAB	A- 1+	509,765.32	2.50%	93	11-Sep-18	13-Dec-18
GHS197	NAB	A- 1+	500,000.00	2.60%	184	28-Aug-18	28-Feb-19
GHS206	NAB	A- 1+	500,000.00	2.50%	92	21-Nov-18	21-Feb-19
GHS184	NAB	A- 1+	506,482.20	2.60%	181	06-Sep-18	06-Mar-19
GHS191	NAB	A- 1+	500,000.00	2.60%	184	05-Oct-18	07-Apr-19
GHS204	NAB	A- 1+	500,000.00	2.60%	181	18-Nov-18	18-May-19
	NAB	A- 1+	<u>4,712,524.26</u>	1.50%	@ Call	27-Apr-09	Variable
			<u>7,728,771.78</u>				
<u>Hume Bank</u>							
GHS192	HUME	Unrated	500,000.00	2.50%	90	07-Sep-18	06-Dec-18
GHS190	HUME	Unrated	500,000.00	2.50%	122	08-Aug-18	08-Dec-18
GHS160	HUME	Unrated	500,000.00	2.50%	122	19-Aug-18	19-Dec-18
GHS193	HUME	Unrated	500,000.00	2.25%	365	29-Dec-17	29-Dec-18
GHS203	HUME	Unrated	500,000.00	2.50%	92	20-Oct-18	20-Jan-19
GHS074	HUME	Unrated	500,000.00	2.50%	123	05-Oct-18	05-Feb-19
GHS189	HUME	Unrated	500,000.00	2.50%	92	07-Nov-18	07-Feb-19
GHS200	HUME	Unrated	500,000.00	2.50%	92	20-Nov-18	20-Feb-19
GHS155	HUME	Unrated	500,000.00	2.50%	184	25-Aug-18	25-Feb-19
GHS054	HUME - Trust	Unrated	63,415.99	2.60%	365	01-Mar-18	01-Mar-19
GHS205	HUME	Unrated	500,000.00	2.50%	120	21-Nov-18	21-Mar-19
GHS123	HUME	Unrated	500,000.00	2.50%	120	29-Nov-18	29-Mar-19
GHS142	HUME - Trust	Unrated	<u>47,010.61</u>	2.60%	365	30-Jun-18	30-Jun-19
			<u>5,610,426.60</u>				
<u>Bendigo Bank</u>							
GHS186	BENDIGO	A-2	500,000.00	2.15%	122	07-Aug-18	07-Dec-18
GHS161	BENDIGO	A-2	500,000.00	2.55%	153	09-Jul-18	09-Dec-18
GHS165	BENDIGO	A-2	300,000.00	2.55%	153	21-Jul-18	21-Dec-18
GHS098	BENDIGO	A-2	250,000.00	1.80%	64	03-Nov-18	06-Jan-19
GHS185	BENDIGO	A-2	500,000.00	1.80%	61	07-Nov-18	07-Jan-19
GHS203	BENDIGO	A-2	500,000.00	2.45%	153	20-Aug-18	20-Jan-19
GHS187	BENDIGO	A-2	500,000.00	2.45%	153	07-Sep-18	07-Feb-19
GHS199	BENDIGO	A-2	500,000.00	2.45%	153	28-Sep-18	28-Feb-19
GHS177	BENDIGO	A-2	500,000.00	2.45%	151	07-Oct-18	07-Mar-19
GHS182	BENDIGO	A-2	500,000.00	2.45%	151	07-Oct-18	07-Mar-19
GHS207	BENDIGO	A-2	<u>500,000.00</u>	2.40%	151	21-Nov-18	21-Apr-19
			<u>5,050,000.00</u>				
<u>WAW Credit Union</u>							
GHS168	WAW	Unrated	500,000.00	2.45%	91	13-Sep-18	13-Dec-18
GHS159	WAW	Unrated	500,000.00	2.40%	61	21-Oct-18	21-Dec-18
GHS179	WAW	Unrated	500,000.00	2.40%	60	12-Nov-18	11-Jan-19
GHS121	WAW	Unrated	300,000.00	2.45%	92	21-Oct-18	21-Jan-19
GHS151	WAW	Unrated	600,000.00	2.65%	184	31-Jul-18	31-Jan-19
GHS105	WAW	Unrated	400,000.00	2.45%	90	06-Nov-18	04-Feb-19
GHS166	WAW	Unrated	16,508.42	2.45%	90	18-Nov-18	16-Feb-19
GHS198	WAW	Unrated	500,000.00	2.65%	180	28-Aug-18	24-Feb-19
GHS149	WAW	Unrated	500,000.00	2.95%	577	27-Aug-17	27-Mar-19
GHS169	WAW	Unrated	500,000.00	2.65%	184	03-Oct-18	05-Apr-19
GHS128	WAW	Unrated	450,000.00	2.65%	182	08-Oct-18	08-Apr-19
GHS202	WAW	Unrated	500,000.00	2.65%	180	20-Nov-18	19-May-19
GHS208	WAW	Unrated	<u>500,000.00</u>	2.65%	181	21-Nov-18	21-May-19
			<u>5,766,508.42</u>				
General Fund Total			24,028,771.78				
Trust Fund Total			<u>126,935.02</u>				
			<u>\$24,155,706.80</u>			Total Investment at	30-Nov-18
			2.30%			Average Rate of Interest on Investment	
			2.25%			Average Rate of Interest on Investment YTD	

This is the Schedule of Investments presented to Council for consideration for November 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.

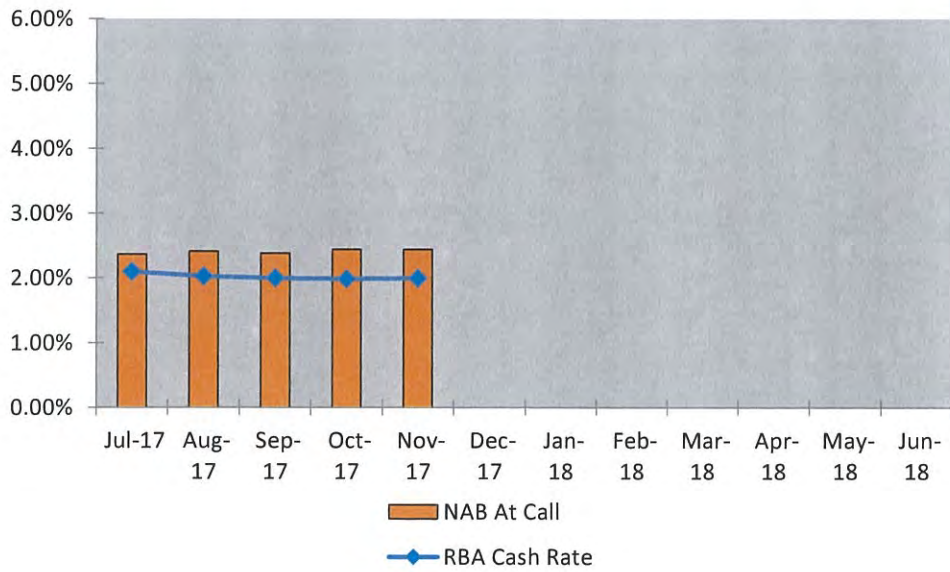

 Responsible Accounting Officer
 Tuesday, 4 December 2018



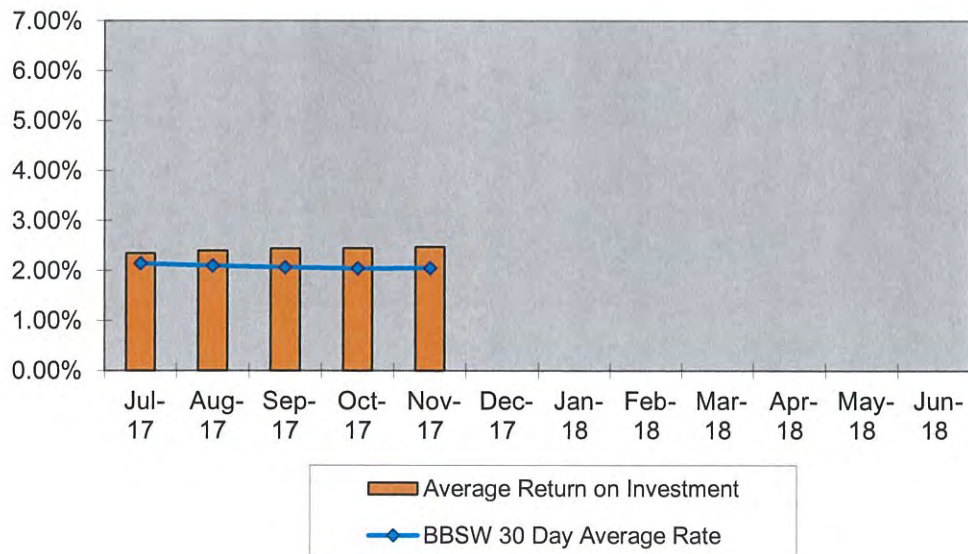




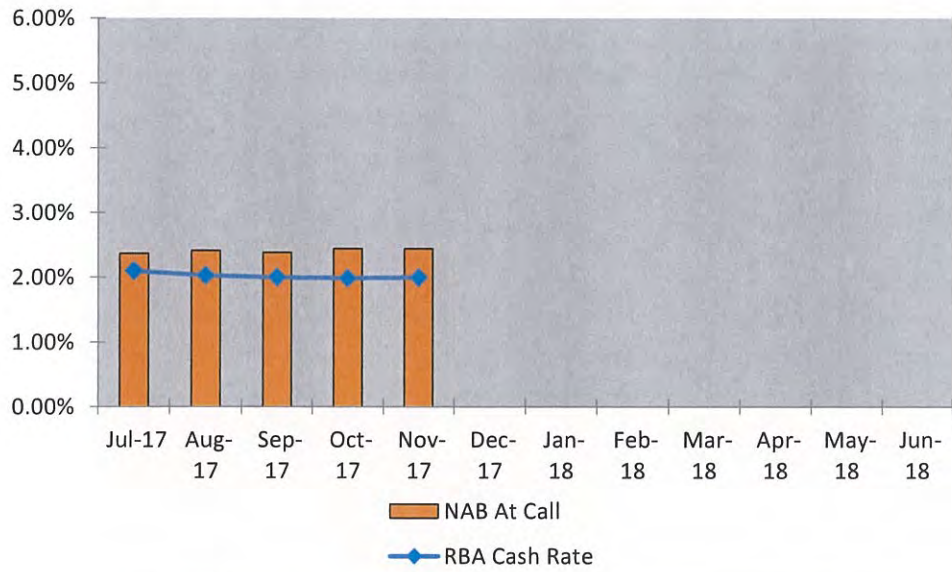
120 Day Term Deposit Performance Against BBSW Index



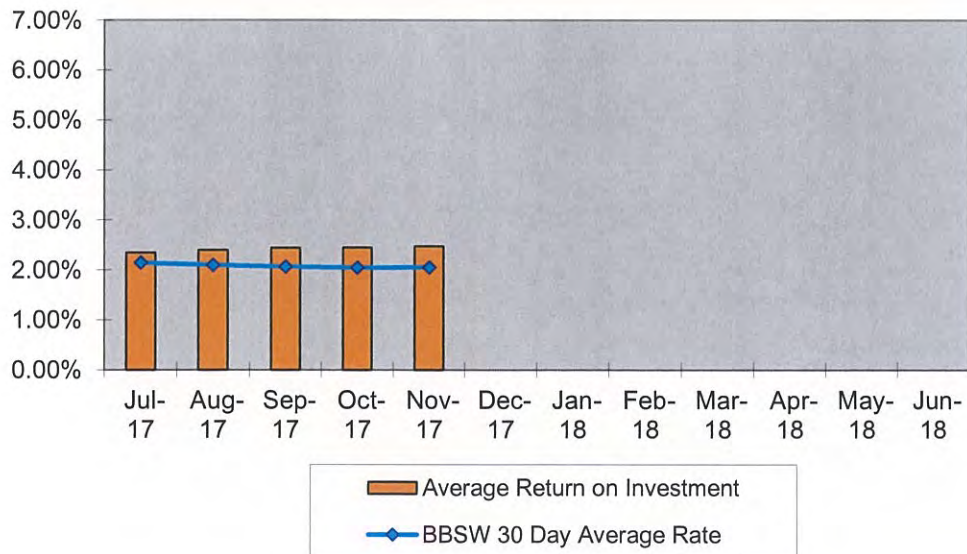
150 Day Term Deposit Performance Against BBSW Index



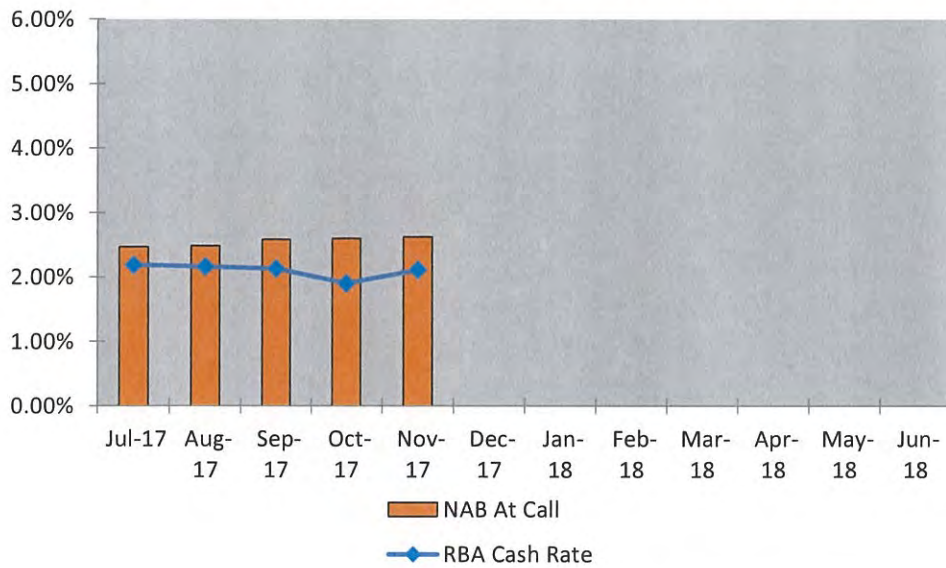
120 Day Term Deposit Performance Against BBSW Index



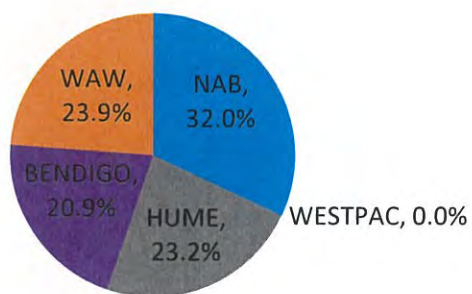
150 Day Term Deposit Performance Against BBSW Index



180 Day Term Deposit Performance Against BBSW Index



INVESTMENT DISTRIBUTION



Applications Approved

c_dm073

Approved Between 1/11/2018 and 30/11/2018

07/12/2018

Application No.	Location	Development Type	Est. Cost	Received	Determination	Total Elapsed Days	Stop Days	Adjusted Elapsed Days	
DA/2015/78	Applicant: R Bell 53 Morgans RD WALLA WALLA Lot: 134 DP: 753764	Change of Use Involving Shed Renovation & New Shed - As Modified	\$0	3/10/2018	Approved	20/11/2018	49	0	49
DA/2017/80	Applicant: L A Howard 61 Railway PDE CULCAIRN Lot: 12 Sec: 6 DP: 3988	Dual Occupancy (Attached)	\$300,000	5/06/2017	Approved	7/11/2018	97	424	97
DA/2018/96	Applicant: Henty Machinery Field Day 22 Lubkes RD HENTY Lot: 23 DP: 753725	Relocate Existing Frame & Place Sign on Frame	\$0	20/06/2018	Withdrawn	6/11/2018	63	77	63
DA/2018/119	Applicant: B P Jones 122 Drumwood RD JINDERA Lot: 103 DP: 1225240	New Carport	\$9,880	26/07/2018	Approved	7/11/2018	35	70	35
DA/2018/127	Applicant: L M Webb 25-27 Young ST HOLBROOK Lot: 1011 DP: 702801	New Shed	\$18,000	7/08/2018	Approved	12/11/2018	9	89	9
DA/2018/135	Applicant: J A Chapman 16 Britton CT JINDERA Lot: 31 DP: 1132425	New Dwelling & Garage	\$210,000	20/08/2018	Approved	6/11/2018	52	27	52
DA/2018/156	Applicant: Greater Hume Shire Council 29 Lookout RD WALLA WALLA Lot: 104 DP: 753764	2 Lot Subdivision for Lease Purposes	\$0	11/10/2018	Approved	12/11/2018	33	0	33
DA/2018/160	Applicant: Shed Boss 2/143 Urana ST JINDERA Lot: 3 DP: 1224690	New Shed	\$16,702	16/10/2018	Approved	2/11/2018	18	0	18

Applications Approved

c_dm073

Approved Between 1/11/2018 and 30/11/2018

07/12/2018

Application No.	Location	Development Type	Est. Cost	Received	Determination	Total Elapsed Days	Stop Days	Adjusted Elapsed Days	
DA/2018/161	Applicant: Greater Hume Shire Council 80 Commercial ST WALLA WALLA Lot: 2 DP: 1105566	Construction and Use of New Childcare Building	\$500,000	17/10/2018	Approved	14/11/2018	29	0	29
DA/2018/162	Applicant: ASDA Sheds & Garages 10 Third AVE HENTY Lot: 27 DP: 12560 Lot: 26 DP: 12560	New Garage & Skillion	\$41,126	16/10/2018	Approved	2/11/2018	18	0	18
DA/2018/163	Applicant: Peter Bowen Homes 41 Wilson ST HOLBROOK Lot: A DP: 389758	New Dwelling & Garage	\$279,650	17/10/2018	Approved	8/11/2018	16	7	16
DA/2018/164	Applicant: T M Clancy 15 Sweetwater DR HENTY Lot: 8 DP: 270552	New Verandah	\$15,000	22/10/2018	Approved	27/11/2018	3	68	6
DA/2018/166	Applicant: Culcairn Early Childhood Centre 10 Federal ST CULCAIRN PLT: 82 DP: 753757	Playground Shade Sail	\$6,182	23/10/2018	Approved	12/11/2018	21	0	21
DA/2018/167	Applicant: Moorak Holbrook Pty Limited 2018 Henty Cookardinia RD COOKARDINIA Lot: 131 DP: 753344	New Transportable Dwelling	\$252,160	23/10/2018	Approved	21/11/2018	7	23	7
DA/2018/168	Applicant: K N Hicks 27 Nyhan ST HOLBROOK Lot: 2 Sec: 15 DP: 758522 Lot: 3 Sec: 15 DP: 758522 Lot: 1 Sec: 15 DP: 758522	New Dwelling & Verandah	\$152,467	24/10/2018	Approved	13/11/2018	21	0	21

Applications Approved

c_dm073

Approved Between 1/11/2018 and 30/11/2018

07/12/2018

Application No.	Location	Development Type	Est. Cost	Received	Determination		Total Elapsed Days	Stop Days	Adjusted Elapsed Days
DA/2018/169	Applicant: Rolema Pty Ltd 201 Mandaring RD HOLBROOK Lot: 18 DP: 753353	Dual Occupancy - New Dwelling	\$434,058	24/10/2018	Approved	14/11/2018	22	0	22
DA/2018/171	Applicant: Conquest Pools 251 Molkentin RD JINDERA Lot: 465 DP: 1128983	New Swimming Pool	\$38,250	25/10/2018	Approved	15/11/2018	22	0	22
DA/2018/172	Applicant: Everlast Pools & Spas Rankins LA HOLBROOK Lot: 2 DP: 625136	New Swimming Pool	\$90,050	26/10/2018	Approved	16/11/2018	22	0	22
DA/2018/175	Applicant: V J Farrell 63 Ivor ST HENTY Lot: 7 Sec: B DP: 5282 Lot: B DP: 371464	Dwelling Demolition	\$18,600	30/10/2018	Approved	19/11/2018	21	0	21
DA/2018/176	Applicant: ASDA Sheds & Garages 7 Anvil RD JINDERA Lot: 317 DP: 1242303	New Garage	\$14,067	31/10/2018	Approved	20/11/2018	21	0	21
DA/2018/178	Applicant: Conquest Pools 1543 Culcairn Holbrook RD MORVEN Lot: 1 DP: 1062349	New Swimming Pool	\$43,150	30/10/2018	Approved	28/11/2018	16	14	16
DA/2018/180	Applicant: N J Dodge 110 Thomas ST GEROGERY Lot: 11 DP: 1118170	Dual Occupancy - Secondhand Dwelling & Garage	\$110,000	1/11/2018	Approved	26/11/2018	26	0	78
DA/2018/182	Applicant: M E Warry 131 Jindera ST JINDERA Lot: 16 DP: 247292	New Shed	\$15,750	8/11/2018	Approved	28/11/2018	8	13	8

Applications Approved

c_dm073

Approved Between 1/11/2018 and 30/11/2018

07/12/2018

Application No.	Location	Development Type	Est. Cost	Received	Determination	Total Elapsed Days	Stop Days	Adjusted Elapsed Days	
CDC/2018/51	Applicant: C A Rattray 2 Donald ST CULCAIRN Lot: 17 Sec: 13 DP: 5886	Aboveground Swimming Pool	\$5,000	25/10/2018	Approved	29/11/2018	6	60	12
CDC/2018/52	Applicant: Phil Wilkins Building Design 197 Hueske RD JINDERA Lot: 111 DP: 1180234	Residential Alterations & Additions - Bedroom Rumpus Room &	\$58,000	5/10/2018	Approved	9/11/2018	9	27	9
CDC/2018/53	Applicant: Get Wet Pools 3 Stirbeck ST HOLBROOK Lot: 14 Sec: J DP: 4843	New Swimming Pool	\$40,783	5/11/2018	Approved	9/11/2018	5	0	5
CDC/2018/54	Applicant: Lewis Homes 3150 Olympic HWY CULCAIRN Lot: 7 DP: 7064	New Dwelling & Garage	\$519,689	1/11/2018	Approved – Private Certifier	1/11/2018	1	0	1
CDC/2018/55	Applicant: D McQuade 869 Balldale Walbundrie RD GOOMBARGANA Lot: 181 DP: 753756	New Garage	\$60,000	22/11/2018	Approved – Private Certifier	26/11/2018	5	0	5

Report Totals & Averages

Total Number of Applications : 28
Total Estimated Cost : 3,248,564.00

Average Elapsed Calendar Days: 57.68
Average Calendar Stop Days: 32.11
Average Adjusted Calendar Days: 25.57

Total Elapsed Calendar Days: 1615.00
Total Calendar Stop Days: 899.00
Total Adjusted Calendar Days: 716.00

Director Environment & Planning
 Greater Hume Shire Council

HENTY COMMUNITY DEVELOPMENT COMMITTEE

MEETING MINUTES 26/11/2018

Meeting Opened: 6.30pm

Present: Neil Meyer, Garry Small, Dennis Kane, Jessica Kane, Doug Meyer (DM), Stephanie Bedggood, Graham Klemke, Daphne Hannam

Apologies: Nil

Moved: NA, Seconded: N/A

Minutes of the last Meeting: 29-10-2018.

Business Arising:

Moved: Graham Klemke, Seconded: Garry Small

Treasurers Report:

Attached Report provided by Dennis Kane. Closing Balance: \$110.04
Accounts to Pay Yvonne Both \$47.20 for Camping packs. Moved with
account owing to be paid: Dennis Kane, Seconded: Daphne Hannam

Correspondence:

IN:

- GH Council Tourism & Promotion Newsletter 2/11/2018 (Copy emailed 26/11/2018)
- .GHC "What's On" 13/11/2018 (Copy emailed 26/11/2018)
- GHC Ordinary Meeting Minutes 22/11/2018 (Copy emailed 26/11/2018)
- GHC Newsletter 23/11/2018. (Copy emailed 26/11/2018)
- GHC Management Committee Guidelines (355 committee)
- GHC Volunteers Guide WHS
- Tourism and Promotions Report

OUT:

Greater Hume Shire Council Report:

Doug Meyer (Deputy Mayor)

- Council continuing to explore investment outside the big 4 banks
- Doug Meyer acting Mayor for 2 months
- Discussion re migrant employment opportunities in Walla
- Discussion re Solar farms in Shire
- Discussion re private firm \$ contribution for roads

General Business

1/ Off the Leach area Smith street: Garry Small

Discussion – Motion moved Garry Small Seconded Yvonne Booth

HCDC send a letter to Greater Hume Council requesting information on possible "Off the Leach area for dogs" on Smith street south of the Common entrance. This area is to be added to the existing area along Rosler Parade. Secretary and Garry Small to liaise on letter.

2/ Facebook' page... an ongoing project

3/ Street Scape Celebration Report: *See below*

4/ Sign Railway Parade (Shopping Centre) *Bendigo Bank announced construction of Electronic Sign on Railway Parade as a Present to the community at Streetscape celebration.*

5/ Cleanup Railway yard beside Dales Funeral Service
Moved Yvonne Booth seconded Graham Klemke. *HCDC to enquire from GHC who they can write a letter too to get permission to beautify both sides of the road way at the main rail crossing on Sladen Street to hide grasses and dry outlook.*

FROM THE FLOOR:

HCDC to Nominate Streetscape party for Event of the Year GHC Australia Day awards
Moved Yvonne Booth Seconded Neil Meyer

Next Meeting: Monday 28/01/2019

Meeting Closed: 7.20pm

STREET SCAPE WRAP-UP 26-11-2018

The celebration for all events went off well with only a few minor issues. Retailers have reported excellent patronage and street pop ups, Food outlets indicating good to excellent returns. Attractions were well supported and evening entertainment extremely popular (Music and Fireworks). Doug Meyer organized the "Cutting of a ribbon" to open the street which involved those who started the streetscape project. There has been a strong push to make this a regular event, but this would need to be discussed and analyzed before any real commitment can be made. The committee has put out a small survey to help in this area and will meet again in February to both celebrate the organized event, discuss the "Good and the Bad" and if anything can be planned for the future. The estimated cost for the event is \$18,000.00. Councils contribution was \$1826 with the other funds coming from sponsorship.

Attendance Estimates

Railway Prescient :40-60

Fire & Rescue: 150 +

Bendigo Bank/Council Presentation 300-500 ?

Evening was well attended with an estimate of 500-1000 people attending in total for the day/evening

ANNEXURE 15

HENTY COMMUNITY DEVELOPMENT COMMITTEE ANNUAL GENERAL MEETING 26/11/2018
--

Meeting Opened: 7.25pm

Present: Neil Meyer, Garry Small, Dennis Kane, Jessica Kane, Doug Meyer (DM), Stephanie Bedggood, Graham Klemke, Daphne Hannam

Apologies: Nil

Moved: NA, Seconded: N/A

Minutes of the last Meeting: 31-10-2017.

True and Correct

Moved: Garry Small, Seconded: Graham Klemke

Acting mayor Doug Meyer took the chair, declared all positions vacant and called for nominations

Nominations:

Chairperson: Neil Meyer

Nominated by Yvonne Booth accepted, no other nominations- carried

Deputy Chairperson: Graham Klemke

Nominated by Neil Meyer accepted, no other nominations- carried

Secretary/Treasurer: Dennis Kane

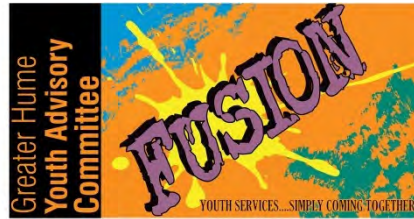
Nominated by Daphne Hannam accepted, no other nominations- carried

Committee: Yvonne Both, Garry Small, Daphne Hannam, Jessica Kane and Stephanie Bedggood

Block Nominated by Neil Meyer all accepted, no other nominations- carried

Other items: Nil

Meeting Closed: 7.45pm



GENERAL MEETING OF THE GREATER HUME YOUTH ADVISORY COMMITTEE

Thursday 6 December 2018 commencing at 4.00pm

PRESENT Mitchell O’Keeffe
Kassandra Body
Natasha Spalding
Joely Scott
Genevieve White
Customer/Library Service and Youth Development Trainee Emily
Jones

APOLOGIES: Rebecca Combridge
Library & Youth Services Team Leader: Susan Kane
Holly Davidson
Hayden Honeywell
Liam Upton
Tom Newton
Mikaela Webster

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 the Henty Library as printed and circulated, were confirmed as a true and accurate record of the proceedings of Thursday 1 November 2018 meeting. Moved Kassandra Body, Seconded Natasha Spalding.

BUSINESS ARISING FROM PREVIOUS MEETING
--

Student Wellbeing Program Webcast

Customer/Library Service and Youth Development Trainee Emily Jones spoke to the Youth Committee of the opportunity to participate in a Student Wellbeing Program Webcast. The Webcasts being run by Generation Next and is designed to build resilience in youth at an individual and whole-school level. Two different sessions were offered to the Youth Committee, one based around International Women's Day and the other on the National Day of Action Against Violence and Bullying, the Committee believed that the Day against violence and bullying including talks on overcoming anxiety, staying safe in the digital world, choosing not to hate and the power of communication, would be more beneficial for the Youth in our area.

Action: Customer/Library Service and Youth Development Trainee Emily Jones to discuss and organise with Billabong High School the possibility of holding the webcast

Re-Election

Due to the lack of attendance the re-election of the executive committee will take place at the next Youth Advisory Committee meeting.

Holbrook Pool Party Update

Customer/Library Service and Youth Development Trainee Emily Jones provided an update on how the organisation of the Pool Party on 21 January is going. She showed the finished poster to promote the event and asked the youth committee to give verbal confirmation of those willing to post on their personal social media pages promotion for the event. All in attendance of the meeting gave confirmation to promote this event. Emily explained that Steve Bowen is booked for the night, the games will include pool bingo, apple bobbing and bottle throw and the BBQ will be cooked by the pool staff. The Youth committee were happy with the organization of the night so far and have all been given a run down of the running sheet to ensure that they are up to date with their jobs on the night.

Action: Customer/Library Service and Youth Development Trainee Emily Jones to book a bus and the photobooth for the night

Customer/Library Service and Youth Development Trainee Emily Jones to create the Facebook posts for the Youth Committee to post privately

Heywire Grant Update

Customer/Library Service and Youth Development Trainee Emily Jones updated the Youth Committee on the progress of the Heywire Grant next April. She informed them of the Mini Dutch pancake cart being booked up all of April and that the idea was for the Youth Committee to cook pancakes on the night, they all seemed happy with the idea and were happy to tag-team the cooking of the pancakes. They all agreed with the idea of having a bag drop location to ensure security throughout the event and were extremely excited when told of the idea to have a music festival at the end of the event in the basketball court at the park.

Action: Customer/Library Service and Youth Development Trainee Emily Jones to take this feedback to the Heywire grant Committee

Seniors Week Grant

Customer/Library Service and Youth Development Trainee Emily Jones informed the committee of our successful application for our seniors week grant. She reminded them of the application and they were all excited to become involved in the intergenerational project next year.

Action: Customer/Library Service and Youth Development Trainee Emily Jones to keep the Committee informed about the Grant

BUSINESS ARISING

The Greater Hume Youth Advisory Committee congratulated Mitch and Mikaela on their recent engagement.

Next General Meeting to be held in February 2019 at the Culcairn Library at 4pm.

Meeting Closed 5pm.

Chairperson.....

Date.....

RISK – RWHS Committee Meeting Agenda & Minutes

Agenda	
Day, Date	Thursday, 6 December 2018
Time, Location	10:00, Culcairn Office
Apologies	
Minutes of previous Meeting	20 September 2018
Business Arising from previous Minutes	<ul style="list-style-type: none"> - SafeWork NSW Improvement Notice – Transfer Stations - SafeWork PERforM Workshop – potential SC Grant opportunity - Brocklesby Toilet Lighting - SafeHold / Vault system change over
General/New Business	<ol style="list-style-type: none"> 1. Correspondence <ol style="list-style-type: none"> a. StateCover H&W Scholarship b. StateCover WHS Audit Report 2. Risk <ol style="list-style-type: none"> a. StateWide 2017/18 Continuous Improvement Program b. StateWide 2018/19 Continuous Improvement Program 3. WHS <ol style="list-style-type: none"> a. StateCover Grant 2017-18 b. StateCover H&W Scholarship Draw 2018 c. GHC Risk/WHS Policy reviews/updates d. Inspections 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 6 December 2018, 10:00 at Culcairn Office

PRESENT

Children's Services, Jindera CH	Deanne Burr
Culcairn Depot	Aaron Dixon Liam Spiers
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 Conner Newnham Greg Woods (backup)
Management Rep	Greg Blackie

APOLOGY

Liam Spiers, Di Snow, Max Trimble, Hunter Martin, Marc Haynes & Greg Woods

DISTRIBUTION

All Staff (email)
Staff Noticeboards (hardcopy)

MINUTES OF PREVIOUS MEETING

Minutes of previous RWHSC meeting held on 20 September 2018 were presented to the meeting and accepted: YES / ~~NO~~

Business Arising from previous Minutes	Action By	% Complete
History signage being erected around Jindera could pose a risk to residents as some is positioned to close to footpaths etc.	Greg	10%
Could the Committee be notified of any future projects prior to them being commenced to help identify any potential risks hazards that may arise	MANEX	100%
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	Andrew/ Aaron/ Jackie/Di	100%
SafeWork NSW workshop 17/05/2018 attended by Jackie & Di on PERforM (participative ergonomics for manual handling). Consider putting this program up for next StateCover Grant submission – discussed with MANEX July 2018; awaiting Grant info from SC	Jackie/Di	10%
Brocklesby Toilet Lighting – review sensor/timer set up to be longer than 15 minutes (after lady trapped in the darkness)	Greg	100%

StateCover Vault System demo 04/07/2018. MANEX approved change over from SafeHold to Vault when possible.	Jackie/Di	100%
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General/New Business	Action By	% Complete
1. Correspondence		
StateCover Health and Wellbeing Scholarship 2018		
StateCover WHS Audit Report 2018		
2. Risk	Jackie	
StateWide 2017-2018 Continuous Improvement Program (CIP)	StateWide for Rebate	100%
StateWide 2018-2019 CIP: <ul style="list-style-type: none"> - 5% - Risk Group Meeting Attendance <ul style="list-style-type: none"> o 06/09/2018 Cootamundra not attended o 15/11/2018 West Wylong (not attended) o next meeting TBA - 5% - Conference Attendance <ul style="list-style-type: none"> o attended 08/2018 - 40% - CIP Workbooks: (Greg-3) Roads, Bitumen, Playgrounds, (Colin-1) Swimming Pools <ul style="list-style-type: none"> o StateWide draft submission 31/10/2018 o StateWide implementation progress 31/10/2018 o StateWide final review 31/05/2019 - 20% - Board Initiative – 1 Participation in: <ul style="list-style-type: none"> o Risk Profiling o BCP o Integrity Mgmt o AVCRM o Mock Trial - 30% - System Improvement – strategic or operational risk, MANEX endorsed and reviewed: <ul style="list-style-type: none"> o Risk Initiative 1 – Risk & WHS Management System / Vault (RWHSMS) o Risk Initiative 2 – BCP Review 	Jackie/Di; Audit, Risk & Improvement (ARI) Committee; Greg & Colin to review and update CIP workbooks according to progress	10%
3. WHS	Jackie-Safety / Di-Health	
StateCover Grant 2017-18: High-risk Plant & Equipment Assessments – all assessments completed and required actions in progress; the most urgent action being replacement of the Patching Truck Holbrook – in progress via Director Eng. Grant finalised and report sent to StateCover. Carried-over: Technology to be implemented for Plant Assessor pre-start checks and Work-group to be formed to develop procedure once mechanic recruitment finalised and settled-in.	Di / Max / Greg / Mechanics	80% SC Grant Finalised, Report Submitted
StateCover Health & Wellbeing Scholarship Draw 2018 \$8k submission for Skin Checks – successful for \$5k (claim for reimbursement raised with Finance)	Di	100%
StateCover WHS Audit Report 2018 – audit results trending similar to last year with improvement noted for volunteer mgmt, hazardous noise, infection control, preventative maintenance, asbestos, WHS audits and mgmt. review. Many of these are already in progress.	Jackie	40%
GHC Risk/WHS Policy Review Schedule – all policies and procedures to be reviewed over next 12 months, commencing with	Jackie-Safety;	70%

<p>those affected by the recent legislative changes, then prioritised by workplace need:</p> <ul style="list-style-type: none"> - WHS Policy – major revision (IX: 291770) – finalised - Workplace Health & Injury Management Policy – revised (IX: 291771) – finalised - WHS Consultation Policy (to be rescinded & replaced with procedure) – finalised - Risk & WHS Consultation Procedure – (IX: 294312) – finalised - Disaster Recovery Policy and Continuity Business Plan (to be rescinded and replaced with BCP Procedure under the Risk Mgmt Policy) – finalised - Street Stall Policy (to be rescinded – replaced with User Agreement doc's under Risk Mgmt Policy) – finalised - Heavy Vehicle Chain of Responsibility Procedure (info session attended; need to link with VendorPanel where possible) - finalised - PPE Procedure - finalised - Hazardous Noise Procedure – finalised - Smoke Free Workplace Procedure (draft for consultation) - UV Radiation Safety Procedure (draft for consultation) 	Di-Health	
<p>Inspection Calendar: bm/skate parks; 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; vehicles; medical centres; residences</p> <p>Inspection forms need to include spinal boards & straps, oxygen revival kit and testing kits</p>	<p>RWHSC member with site person Aaron & Liam Walla & Culcairn Andrew & Jackie Henty, Mark & Camilla Holbrook Lee & Greg</p>	<p>100%</p> <p>0%</p>
<p>4. Emergency Management</p>	Michael	
<p>EM Site/Building Plans (frames to be purchased for Plan displays in offices)</p>	Max & Brett	100%
<p>EM Safety Boxes</p>	Aaron	40%
<p>EM Signs with GPS coordinates</p>	Aaron	100%
<p>EM Guide – Electronic Flipcharts – email reminder req'd to advise All Staff</p>	Jackie	100%
<p>EM Waste Water Manuals</p>	Jackie & Paul	0%
<p>EM Pool Manuals</p>	Jackie & Andrew	30%
<p>EM Hall Manuals to be installed</p>	Jackie, Max & Brett	80%
<p>EM – Holbrook Depot rep</p>	Bill	100%
<p>EM – Manuals – printing, collating, binding</p>	Mark & Camilla	80%
<p>Status of GHSC Emergency Management Plans / Guides</p>		

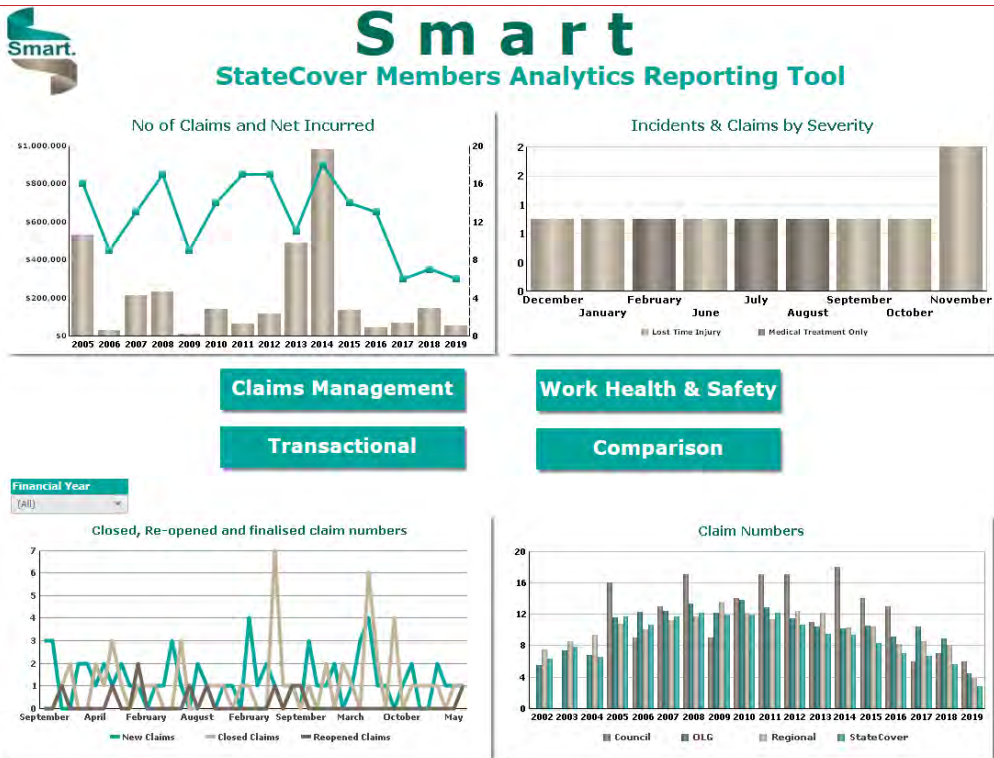
EMP Culcairn Office Library; last drill 07/12/2016 bomb evac; 2017 drill due (Suspicious Mail)	Michael, Aaron	EMP – 100% Drill – 0%
EMP Henty Office Library	Jackie	50%
EMP Holbrook Library Complex	Jackie	100%
EMP Holbrook Office; last drill 06/12/2016 sus-mail evac; 2017 drill due (bomb threat)	Mark, Camilla	EMP – 100% Drill – 0%
EMP Holbrook VIC	Jackie	0%
EMP Hume Bank – Jindera Community Hub Shared Premises	Suzanne	100% Drill 100%
EMP Culcairn Depot; last drill 17/03/2016 evac; 2018 drill due 03/18 (chemical incident)	Aaron, Liam	EMP – 100% Drill – 100%
EMP Holbrook Depot Drill 18/10/18	Jackie, Bill	EMP – 99% Drill – 100%
EMP Jindera Depot; last drill 30/06/2016 evac Drill 9/18	Jackie, Lee	EMP – 100% Drill – 100%
EM Guide Landfills	Jackie, Andrew	80%
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 to be installed	Jackie, Max	80%
EMP Jindera Community Hub, including Children Services TTA reviewed site and updated EMP; Aaron installed Assembly Area signage; initial Drill held 19/06/2018. EMP finalised and distributed. Deb and Betty to complete Warden training.	Jackie, Di, Deanne, Aaron, Betty, Deb, Thurgoona Training Academy	100%
5. New/Other Business		
NOTIFIABLE INCIDENT Friday 2 November, Worker sustained 18+ stitches to the head when bucket of the backhoe he was driving fell & dug into the ground snapping the hydraulic ram & steering column before driving 10km back to the depot. He was hospitalised for observation. Incident notified to SafeWork NSW 5/11/18. Their Ref: 2-140881 our Ref:071.2018 SafeHold: INC415.3341 Inspector assigned to incident is Craig Przibilla. He will be making enquiries at the workplace in early December.	Jackie	70%
New Statewide Regional Risk Manager: Due to a restructure our current RRM Paul Hannock will be replaced by Damien Connell (formerly of Murray River Shire Council) going forward. Handover 18/12/18.		
The Royal Life Saving Society (RLLS) has upgraded its “Keep Watch” program to add recommendations in regard to addition of another age group (11 -14 yrs) for active parental/care giver supervision and warnings in regard to distractions (mobile devices etc.) from active supervision. – Council needs to have a position on this	Andrew	%
Drones – Working with Max to policies, procedures and other requirements in relation to the purchase & use of a drone for Council Activities. There is already a clause within the wording for Public Liability insurance so activities are automatically covered, with the proviso that	Max/Jackie	10%

Council use AVCRM Drone Risk Management Tool prior to each activity. The Software is provided free of charge through Statewide & AVCRM.		
Defibs for Council facilities (3 Offices)	Jackie	10%
Holbrook Depot Drill – Fire Warden bag to be put in big shed Put another gate in near emulsion tank to ensure safe evacuation	Aaron	0%
Permanently change all Council clothing to include reflective tape (pants and shirts) Trail with W&S P&G & Construction	Aaron	0%

Review of Risks/Hazards/Incidents		Status/Comment	
2017: 136 in total; 2018 to date: 85		Jackie	ongoing
1.	Risks		
Event Management – 2017: 211 in total; 2018 to date: 202		Jackie	ongoing
User Agreements 2019:5			
Number of 2018 Risk Incidents (SafeHold P/L) to date:		43	
2.	Hazards/Incidents		
Number of Incidents (SafeHold) from 2018 to date: Hazards – 0 Near Miss – 2 Environment – 1 Personal Incidents – 9 Property Related – 29 Incident Only – 5			

Review of Claims		Status/Comment	
1.	Risk (StateWide Mutual Dashboard)		
Number of 2018 Liability Claims (currently trending lower than all councils and higher than other regional councils)		6	1 finalised

<p>Liability breakdown 2018 to date:</p> <ul style="list-style-type: none"> - 5 liability: motor vehicle damage, road surfaces; trees - 0 property: residential assets, approvals - 1 personal: injury - 0 other category 		
<p>Next StateWide Claims Review</p>	<p>TBA</p>	
<p>2. WHS (StateCover Mutual SMART Dashboard)</p>		

			
Number of Open Workers Compensation Claims (currently trending higher than all councils and other regional councils)		13	Premium sensitive: 12
Open Workers Compensation breakdown 2018 to date: <ul style="list-style-type: none"> - 2009: Hearing – MTI - 2013: Knee – LTI - 2014: Shoulder – LTI - 2014: Back, Neck – LTI - 2015: Back – Declined - 2016: Shoulder – MTI - 2017: Shoulder – MTI - 2017: Hearing – MTI - 2018: Psych – LTI - 2019: Shoulders, Knees – LTI - 2019: Knee – LTI - 2019: Hip – LTI - 2019: Head – LTI - 2019: Leg – MTI 			
Number of days since last Lost Time Injury (LTI)		34	Previous best: 216
Next StateCover WComp Claims Review		tba	
Number of active Non-work-related Injury Management cases		4	

Training / Activities (refer also to Calendar)	Status/Comment
RWHS Committee training: Risk, WHS, Emergency, First Aid. <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, Liam, Connor 	14 Nov – Emg/Warden 26-27 Sep – First Aid
Culcairn Office E-drill (Michael/Aaron to coordinate)	Dec 2018
Holbrook Office E-drill (Camilla/Mark to coordinate)	Dec 2018

Jindera CH E-drill (Deanne/TTA coordinating; Di & Jackie to observe drill)	19 June 2018
ICAM Incident Investigation training (Kim Shultz StateCover Scholarship)	19 & 20 June 2018
Traffic Control entry-level	4-6 July 2018
Depot B'fast meeting and E-drill – Culcairn (Aaron/Liam to coordinate drill)	14/3/19
Depot B'fast meeting and E-drill – Holbrook (Bill/Hunter to coordinate drill)	13/6/19
Depot B'fast meeting and E-drill – Jindera (Lee/Connor to coordinate drill)	12/9/19
<ul style="list-style-type: none"> - New Employee Inductions: 2015-8; 2016-17; 2017-22; 2018-16 - 11-13/08/2018 – Elevated Work Platform – 3 - 30/08/2018 – Work Near Overhead Powerline Refresher – 14 - 30/08/2018 – Confined Space Refresher – 1 - 09/2018 – Traffic Control renewal – 1 - 11-27/09/2018 – various Heavy Vehicle Licences – 7 - 11-13/09/2018 – Elevated Work Platform – 3 - 12-14/09/2018 – Traffic Control entry level – 1 - 12/09/2018 – SpraySmart – 2 - 20-21/09/2018 – Unsealed Roads – 2 - 25-27/09/2018 – Elevated Work Platform – 4 - 25/09/2018 – First Aid Refresher – 12 - 26-27/09/2018 – First Aid – 12 - 27/09/2018 – Confined Space Refresher – 1 - 09/10/2018 – Skin Checks (outdoor staff) – 55 - 30-31/10/2018 – Asbestos Non-Friable Removal – 1 - 7-9/11/2018 – Traffic Control entry level – 3 - 12-14/12/2018 – Traffic Control entry level – 3 - 18/12/2018 – Backhoe/Loader - 8 - TBA – Chainsaw - TBA – Forklift - StateCover proposed training – on-site for managers and supervisors – Contractor Management; WComp & IM update (date TBC) - Working at Heights training – staff to be identified - Working with Children Checks? – staff to be identified? - TAFE NSW LG Skills Strategy – funded training – application submitted <ul style="list-style-type: none"> o Location of UG Services o Water Sampling and Laboratory Skills o Waste Management - TAFE NSW Skills for Business – subsidised training – application submitted for Digital Literacy: <ul style="list-style-type: none"> o MS Office – Word, Excel level 2-3 (indoor staff) o Electronic Devices (outdoor staff) – email, phones, iPads, etc - All Staff 2019 – The Resilience Project confirmed – 14/8/19 - RWHS Committee Dates 2019 – 14/3/19 (Cul), 13/6/19 (Holb), 12/9/19(Jin) and 5/12/19 (Cul) 	

Meeting Closed at: 11.30pm

Next Meeting: 14 March 2019, 10am (after Consultative Committee meeting)



Murray Darling Association Inc.

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Echuca, Vic 3564

3rd Floor, 553 Kiewa Street
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Albury, NSW 2640

Region One Annual General Meeting

Date: 30 November 2018, Start Time: 10.30am

Location: Robert Brown Room

Address: 553 Kiewa Street, Albury

MINUTES

1. ATTENDANCE

1.1 Present

Cr David Thurley	AlburyCity Council – Chairman Region One
Mr Brad Ferris	AlburyCity Council
Cr Tony Quinn	Greater Hume Shire
Cr Terry Weston	Greater Hume Shire
Cr David Wortmann	Towong Shire Council
Mr Geoff Lucas	Beechworth (Private Member)
Mr Adrian Butler	Federation Council
Mr Mark Verbaken	City of Wodonga
Guest: Anthony Wilson	CEWH, Wodonga Office

1.2 Apologies

Cr Sarah Nicholas	Alpine Shire
Ms Emma Bradbury	Murray Darling Association
Cr Ron Mildren	City of Wodonga
Cr Kevin Mack	AlburyCity Council
Ms Sussan Ley	Federal Member of Farrer
Mr Ray Stubbs	CEO, RAMJO
Mr Andrew Lawson	AlburyCity Council
Mr Greg Whorlow	AlburyCity Council
Cr Bernard Gaffney	Indigo Shire Council
Cr Pat Bourke	Federation Council
Alexandra Anthony	Murray Darling Basin Authority

Moved: Cr Quinn, Seconded: Cr Wortmann

That the apologies be received, noted and accepted.

CARRIED

1.3 Declaration of Interests

There was no Declaration of Interests received by the Chairperson.

2. WELCOME

Cr Thurley declared the meeting opened and welcomed all delegates.

3. MINUTES

3.1 Minutes of the previous Annual General Meeting on Friday 31 January 2018 in Albury.

Moved: Cr Quinn, Seconded: Cr Weston

That the Minutes of the Murray Darling Association Region One Annual General Meeting held on Friday 31 January 2018 in Albury be accepted.

CARRIED

4. BUSINESS ARISING

There was no Business Arising from the Minutes.

5. YANCO CREEK – FEDERATION COUNCIL

Moved: Adrian Butler, Seconded: Cr Wortmann

That the discussion from Adrian Butler and information from the Narrandera Argus article be received and noted.

CARRIED

6. REPORTS

6.1 Chairman's Report

Moved: Cr Wortmann, Seconded: Brad Ferris

That:

- a. The Chairman's Report be received, noted and accepted.
- b. Andrew Reynolds and/or Joe Davis to clarify rules around interstate water trades.

CARRIED

6.2 CEO's Report

Moved: Cr Wortmann, Seconded: Brad Ferris

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

CARRIED

7.0 ELECTION OF OFFICE BEARERS

One nomination was received for Chairperson. Cr David Thurley was declared elected Chair of the Murray Darling Association Region One Committee for 2019.

Two nominations were received for the Executive. Crs Gaffney and Wortmann were declared elected.

8.0 SCHEDULE OF MEETINGS FOR 2019

That meetings for the Murray Darling Association Region One Committee will be held on the third Friday of February, May, August and November in 2019.

9.0 GENERAL BUSINESS

9.1 Strategic Planning Session – 1st February 2019

Cr Thurley advised that there will be a Strategic Planning Session held in Echuca on Friday 1 February 2019.

This session aims to set the forward direction of the Murray Darling Association for the next three years. For those interested, a formal invitation will follow.

9.2 Rainwater Diversion

Cr Quinn discussed his concerns for industry if the drought doesn't break in the next two years. He emphasized the need to divert water from the far north throughout the country to drought affected areas which led to discussions around flood plain harvesting.

10.0 STAKEHOLDERS PRESENTATION

10.1 Anthony Wilson – CEWH, Wodonga Office

The Chair, Cr Thurley thanked Anthony Wilson, from CEWH for the presentation.

11.0 NEXT MEETING

The next meeting of the Murray Darling Association Region One will be held on Friday 15 February 2019 in the Robert Brown Room, AlburyCity Council.

12.0 CLOSE

The meeting closed at 11.57am.

Walla Walla 150th Anniversary Organising Committee Meeting

**Wednesday 8th August 2018, 7:30pm
Walla Walla Bowling & Recreation Club**

Welcome: Trevor Schroeter welcomed all those in attendance and declared the meeting open.

Present: Trevor Schroeter (Chairman), Selina Kohlhagen (Secretary), Karla Lieschke (Treasurer), Ian and Judy Hueske, Annette Schroeter, Graeme Cunningham, Shelley Schilg, Ross Krause, Noel Wilksch, John Watkins, Herb Simpfendorfer, Dieter Fenz, Gloria Wenke, Colin Cunningham, Janet Paech, Tony Brinkmann, Julie Barber, Michael Hueske, John Wiesner, Cecil Lieschke

Apologies: Dorothy Brinkmann, Lyneen Merkel, Christine Biar, Trevor Barber, Neil Wenke, Merv Wegener

Moved: Annette Schroeter

Seconded: Colin Cunningham

Confirmation of Previous Minutes read and accepted.

Moved: Colin Cunningham

Seconded: Tony Brinkmann

Business Arising From Previous Minutes

- **Nissan Approach-** After a three way phone discussion including Kim Lieschke, Trevor Schroeter and Wayne Oates (Nissan Sales Manager), Trevor outlined our situation and explained with the timeframe we have a major fundraising function is out of the question however a donation towards the costs of an Oompah band, marquees, tables, chairs, toilets etc... would be greatly appreciated as our fundraising efforts would go towards paying for these things anyway. Karla Lieschke called Nissan this morning and they are happy to donate \$5000 towards expenses. This is a great outcome. We will recognise Nissan's contribution through advertising over the week-end.
- **Event Notification for Trek Re-Run-** Trevor Schroeter explained to the Committee that GHC approved the Trek Re-Run. All paperwork , risk assessments, etc... was approved.

Correspondence:

In: Email from Herb Simpfendorfer re Town Tour ideas

Email from Kerrie Wise re ABC pitch for Trek Re-Run, Mark Saddler's business card, Kim Biggs workshop

Email from Steve Bowen re MC enquiry

Email from Herb Simpfendorfer re Draft of Town Tours, letter to hosts of vari-

ous

locations

Email from Tony Brinkmann re next meeting

Phone call from Rhonda Hartley re Trek Information

Out: Emails to Herb Simpfendorfer re reply to draft letter

Email to Committee re meeting reminder

Email to Annette Schroeter re Rhonda Hartley and Amanda Lieschke's contact details for Trek Re-Run

Emailed Agenda and Minutes to committee

Moved: Noel Wilksch

Seconded: Shelley Schilg

Financial Report: Funds available \$9201.20

Moved by K Lieschke her verbal report be accepted.

Seconded: Cecil Lieschke

Business Items

- **Outback Magazine-** The article is in! Looks good and is great advertising for us. Herb Simpfendorfer to contact Janine Whitty regarding photos and to make reference to the article and advertise this in the Community Newsletter.
- **Event Budgeting-** Keep this in mind please!
- **Fundraising-** Mettwurst Drive due Monday 17th September.
- **Updates from Groups Organising Events**
 - Book-** Janet Paech reported...She's still going! Still collecting photos-incredible response. In a month and a half they'll call it quits and sit down and sort it all out.
 - Trek-** Only 6-7 weeks away. Obtained sponsorship from Kotzur's to cover printing costs etc...for the handouts/information/itinerary. At this stage there are 34 definite's and 68 no responses. Deadline is 31st August 2018. A basic itinerary will be handed out at the beginning including a list of things to do in each town along the way. Accommodation is already booked out in some places. No response as yet from ABC Back Roads program. Monica Simpfendorfer and some other community members would like to welcome the Trek Re-Run back into Walla on Friday 12th October and would like to know a time for their return.
 - Friday Night Entertainment-** Ongoing. Waiting on confirmation from Danny Phegan.
 - GHC Australia Day 2019-** Think of a suitable ambassador. Trevor Schroeter will ask the question again at the next meeting. Carly Findlay? Community related person? Historian? Comedian? We want someone with relevance to the day and who will appeal to the audience. If we don't come up with someone GHC will!
 - Beer Hall-** No response from Toohey's yet. Still within the time frame. Committee to meet again in the coming month.
 - Thanksgiving Celebration-** Have held a couple of meetings and are stressing the fact that this is a NON Denominational Community Service for the town. Local Pastors are involved and the committee are coming up with some great ideas. When the Sunday picnic lunch location is decided, the location for the service will be decided. Got some speakers in mind. A letter will be distributed to the different church groups with information regarding this service. Encouraging each denomination to celebrate the 150th in some way throughout the year.
 - Sunday Picnic Lunch-** Ongoing. BYO affair.
 - Street Parade-** Have held a couple of meetings. Have heard it's costing Jindera \$2500 to close the street for their parade. Trevor Schroeter to clarify this with Kerrie Wise from GHC. A couple of members visited Kerry Pietsch at Pleasant Hills-He has heaps of things that can be used. Organising a couple of semi trailers to bring it all in. Horses, old and new vehicles, machinery, business, sporting groups, etc... Investigating Insurance for vehicles. Event Notification Forms and Risk Assessments need to be filled out-Trevor Schroeter to take care of this. Bunting down the street to avoid people standing on the road to take photos, organise marshalls. Working on what to do with dignitaries-will they travel in the parade in horse and buggy's, in old cars or just sit on the trailer at the pub and watch the procession go by? The main costs will be getting the horses here and home again. Distributing letters to businesses, sporting groups, community organisations etc...for participation in the parade. An announcement will go in the Community Newsletter asking for anyone wishing to enter private floats. Thanks to Graeme Cunningham and Colin Schirmer for planting the crop for the working display over the weekend. Committee to speak with Russell Schroeter regarding his paddocks he has offered for parking, camping etc... Need to sort out how he/we sit regarding insurance and public liability. Unregistered Vehicle

Permit-vehicle suitable for safe use declaration, before 1994 exempt-windows, seatbelts-\$28. Working on the loading ramp at the College. All good to use boarding house for accommodation- we will need to cover the cost of the cleaner. Sudexo may supply an evening meal for those staying-maybe a cost also.

Town Tours- Herb Simpfendorfer reported this is for visitors to town and town people. At our next meeting he will confirm which locations are in and those who are out. Herb is happy for anyone to join his one man committee. Herb has it all in hand.

Final Event- ???

Catering- Ongoing

Town Beautification- Held a meeting last Sunday. Things are starting to happen. Jeff Grosse's shop is to be removed more or less straight away. Childrens Services are to be up and running by March so unfortunately it will be a building site in January. Grassed area between Blair's and the Fire Station is Railway land. Kevin Bosse is happy to maintain it if we can get someone in with a slasher. Trees in the main street hanging over the footpath. Speaking with Adam Wilson regarding cleanup of Wilson's shop. Letter to residents in town from 150th committee regarding cleanup of their blocks. Committee is meeting with Phil McDonald and will get Trevor Schroeter to come along also. Talking with businesses again.

Souvenirs- Quotes in the next month or so.

General Business

- **Letters to Businesses-** Reminder of whats going on and what they can do to celebrate. Displays, advertising, street beautification. Combine town beautification in this letter also.
- **Historical Display-** In the Town Hall, Church Hall, Bowling Club??? Photo and Powerpoint display. Hold a workshop with Kim Biggs and involve Tony and Dorothy Brinkmann, Tim Paramore, Craig Wenke.
- **Signage-** Town entrances? Flags/bunting within the town? Reproduce our signs in bigger format? Silhouette's like Lockhart (rust effect, laser cut). Wagon Wheel and Welcome to Walla Walla sign and add advertising for 150th? This could be a project rather than advertising. We need to make the town look festive/celebration. Trevor Schroeter to get quotes for next meeting- flags and bunting.
- **Parking-** John Watkins to approach Chris Wiesner and Allan Odewahn regarding their large blocks of vacant land next to Billabong Cafe for parking over the weekend.
- **Caravan Park-** John Watkins to chase up.
- **Pamphlet of Schedule-** Program

We are just over 5 months away from the celebrations.

7 weeks till the Trek Re-Run

Best way to eat an elephant is one mouthful at a time!!!

Lets get everyone keen!

Next Meeting: Wednesday 5th September, 7:30pm

@ Walla Walla Bowling & Recreation Club.

Meeting Closed: 9:00pm

Walla Walla 150th Anniversary Organising Committee Meeting

**Wednesday 5th September 2018, 7:30pm
Walla Walla Bowling & Recreation Club**

Welcome: Trevor Schroeter welcomed all those in attendance and declared the meeting open.

Present: Trevor Schroeter (Chairman), Selina Kohlhagen (Secretary), Karla Lieschke (Treasurer), Annette Schroeter, Judy Hueske, Herb Simpfendorfer, Gloria Wenke, Janet Paech, Cecil Lieschke, Colin Cunningham, Shelley Schilg, Noel Wilksch, Tony & Dorothy Brinkmann, John Watkins, Christine Biar, John Wiesner, Leonie Carey, Dieter Fenz, Julie Barber

Apologies: Lyneen Merkel, Ross Krause, Ian Hueske, Michael Hueske, Merv Wegener, Neil Wenke, Graeme Cunningham

Moved: Noel Wilksch

Seconded: Judy Hueske

Confirmation of Previous Minutes read and accepted.

Moved: Tony Brinkmann

Seconded: Janet Paech

Business Arising From Previous Minutes

- **Caravan Park-** Looking to accommodate extras for the weekend.
- **Vacant Block next to Cafe/Post Office-** Alan Odewahn is ok with using the land for car parking over the weekend. Still to speak with Chris Wiesner.

Correspondence:

In: Email from John Watkins re Town Cleanup

Phone call from Steve Bowen re MC requirements

Email from Steve Bowen re Booking Agreement Form

Email from Trev Schroeter re German Festival notes

Email from Trev Schroeter re Letters to Businesses, Schools and Agenda Items for Meeting

Phone call from Robert Lockwood re Trek Re-Run Information

Email from Tony Brinkmann re catering prices for 12/10-lunch at Mickan's and dinner prices at the Bowling Club

Email from Steve Bowen re Confirmation of Booking

Email from Ross Krause re apology for meeting

Email from Janet Paech re attending meeting

Text message from Lyneen Merkel re apology for meeting

Out: Text message to Annette Schroeter re Robert Lockwood's details

Email to Robert Lockwood re Trek Re-Run information

Email to Tony Brinkmann re catering prices for 12/10

Email to Steve Bowen re MC information and signed Booking Agreement Form

Emailed Agenda and Minutes to committee

Moved: Christine Biar

Seconded: John Wiesner

Financial Report: Funds available \$9761.20

Moved by K Lieschke her report be accepted.

Seconded: Shelley Schilg

Business Items

- **Event Budgeting-** Trevor Schroeter worked out a rough budget of \$35 000 to put on our event. This doesn't include catering. Sub committees to keep working on budgets. Do we want to charge people at the gate for the German Festival to help cover costs?? Maybe a gold coin donation??
- **Fundraising-** Mettwurst Drive due Monday 17th September. Catering at the Bowling Club on Friday 12th October. 90 people have booked in already.
- **Venues for Events & Equipment-**

Venues locked in- Australia Day and Thanksgiving Service: Car park behind Bi-Centennial Park...Sports ground for everything else. Sports Ground Committee are happy for us to use all facilities for the week. Swimming Pool Committee are aware that the car park used for pool patrons is being used on the Saturday and Sunday. Hoping to re-use GHC stage, chairs etc from Australia Day celebrations for the Thanksgiving Service on Sunday morning.

Equipment- Marquee's set up on oval to service all the events held there. 300 square metres under cover...10m wide x 30m long or 6m wide x 50m long. Will seat 256 people on chairs at tables. Organise a truck of portaloos. Stage or truck trailer?? Barlens are happy to work with us and help. They erect marquees, bring and set up table and chairs. The idea is to make an amphitheatre in front of the existing pavilion using the marquees. Obtaining quotes.
- **Updates from Groups Organising Events**

Book- All photos to be in at the end of September. Spending a week on layouts. All good!

Trek- Entries have closed. 87 have committed, chasing up 4 others. Has been very well organised by all on this sub-committee. All information and itinerary will be distributed when numbers are finalised in the next two weeks.

Friday Night Entertainment- Still waiting on confirmation from Danny Phegan at the end of this month.

GHC Australia Day 2019- Venue decided. Ambassador- someone notable, rural background, community spirit...Tim Fischer?? He has previously opened things around Walla, attended the 125th Anniversary of the town and is a descendant of the Trek.

German Festival- Steve Bowen is booked in. Scarecrow display- involve community and schools. Will be used as decorations at the sports ground. Haven't heard from Toohey's re sponsorship so Trevor Schroeter is investigating Beechworth Brewery's Beer Van. Hit up some wineries in the Barossa for wine that can be served on the night. Trevor has approached Asahi regarding sponsorship of 2000 bottles of water.

Thanksgiving Celebration- Venue has been decided. Meeting in next couple of weeks.

Sunday Picnic Lunch- Held in the marquee's at the sports ground. Organise coolrooms. Harvesting/working display to be held after lunch at the sports ground.

Street Parade- Individuals participating in the parade must provide their own public liability insurance-certificate of currency. Dignitaries will sit on semi trailer at the corner of the pub. Harvesting/working display to be held Sunday afternoon. Going to meet more regularly to get everything organised. 10th September is the cut off date for participants in the parade. Trevor Schroeter to speak with Michael Oliver GHC re street closure. 10am start...progressing well.

Town Tours- Herb Simpfendorfer has organised 10 locations for tours over the weekend. There is

a person in charge at each location. Herb will be the back up if for some reason they can't be there. An information sheet will be provided for each location. Times to be worked out. Historical Society to provide a display over the weekend in the town hall. Display must be manned at all times.

Marketing/Promotion- Signs/banners for town entrances-2 @ \$70 each. Look great! John Watkins making frames for banners. Will be erected soon.

Flags down main street...3 options- teardrop style, hang from power/light poles or bunting hanging between poles??? What would look the best?

Advertising- On HCTA website for \$100. Four spots left. Out and About magazine-Kerrie Wise \$600? TV/Radio Advertising- Trev to investigate and speak with Chris Wiesner re his advertising. Julie Barber advertising our event at Jindera's 150th parade and at Walbundrie Show in the Walla wagon with her horses. Advertise at footy finals. We need to spend the \$5000! Advertise in The Lutheran. Trevor Schroeter will put together a proposal for the Out and About magazine and present at next meeting.

Noel Wilksch moved we advertise on the HCTA website. Seconded Tony Brinkmann. Carried.

Catering- Ongoing

Town Beautification- Meeting with Phil Mc Donald. Resealing of the road from Billabong Cafe to front of PJN. Adam Wilson happy to clean up front of their shop. Meeting again at the end of September. Presenting well at the moment.

Souvenirs- Quotes in the next month or so.

General Business

- **Letters-** To Greg Aplin, Susan Ley and Heather Wilton...our official guests for the Street Parade. They will be invited to make a short speech.
- **Open Community Meeting-** At the end of October. Invite the community to come along, listen to what we have organised and recruit volunteers for various jobs.
- **Business Plan-** Fortnightly meetings after the Trek...think about it!
- **Twilight Service Meeting-** To be held at Zion Lutheran Church on the Sunday night. Holding their own event in March.
- **Window Decorations-** Janet Paech has been working on designs to put in windows throughout the town-Graetz's old shop, Adam Wilson's shop etc...Janet's design are approx \$70 each in a large sticker format. Could cost around \$400-\$500 in total. This will help to beautify the town. Moved by Gloria Wenke that we go ahead with Janet's designs. Seconded Noel Wilksch. Carried.
- **Silhouettes-** Janet has spoken to Andrew Kotzur regarding rustic/coloured silhouettes for the town. Janet to come up with a design, pass onto Andrew and let him weave his magic!
- **PJN-** Will have new doors on their shop before the celebrations.

Next Meeting: Wednesday 3rd October, 7:30pm

@ Walla Walla Bowling & Recreation Club.

Meeting Closed: 9:17pm

President's Signature: _____

Walla Walla 150th Anniversary Organising Committee Meeting

**Wednesday 3rd October 2018, 7:30pm
Walla Walla Bowling & Recreation Club**

Welcome: Trevor Schroeter welcomed all those in attendance and declared the meeting open.

Present: Trevor Schroeter (Chairman), Selina Kohlhagen (Secretary), Annette Schroeter, Shelley Schilg, Tony & Dorothy Brinkmann, Christine Biar, Michael Hueske, Ian & Judy Hueske, Herb Simpfendorfer, John Wiesner, Colin Cunningham, Dieter Fenz, Noel Wilksch

Apologies: Karla Lieschke, Cecil Lieschke, Merv Wegener, Julie Barber, Janet Paech, Lyneen Merkel, Ross & Helen Krause, Trevor Barber, Neil & Gloria Wenke, Leonie Carey, John Watkins
Graeme Cunningham

Moved: Christine Biar

Seconded: John Wiesner

Confirmation of Previous Minutes read and accepted.

Moved: Noel Wilksch

Seconded: Ian Hueske

Business Arising From Previous Minutes

- **Vacant Block next to Cafe/Post Office-** Haven't spoken to Chris Wiesner yet. Will do so.
- **Letters to Official Guests-** Will be sent out in the coming weeks.

Correspondence:

In: Phone call from Dianne Weeding re catering for Ken's funeral on 13/09

Numerous emails from committee re funeral catering

Email from Monica Simpfendorfer re catering

Email from Christine Biar re Trek Re-Run catering

Email from Tony Brinkmann re concise version of Trek story

Email from Karla Lieschke re Treasurer's Report for October meeting

Email from Trev Schroeter re Agenda Items for meeting

Email from Tony Brinkmann re Trek Re-Run History etc...

Letter from GHC re Management Committee Council Workshop

Email from Ross & Helen Krause re apology for meeting

Email from Janet Paech re apology for meeting

Text messages from Lyneen Merkel and Julie Barber re apologies for meeting

Out: Email to Committee 10/09 re catering for Ken Weeding's funeral on 13/09

Numerous reply emails from committee re funeral catering

Text message to Shelley Schilg re Red Cross and Walla Netball Club floats for parade

Emailed Agenda, Minutes and Treasurer's Report to committee

Moved: Colin Cunningham

Seconded: Shelley Schilg

Financial Report: Funds available \$9067.64

Moved by Dorothy Brinkmann that Karla Lieschke's report be accepted. Seconded: Noel Wilksch

Business Items• **Fundraising-**

Mettwurst- Will be picked up from Linke's on Saturday morning 06/10. We sold 230 in total. To be distributed from Tuesday 09/10.

Catering 12/10- Encourage Trekkers to come early for dinner as 95 for them have booked in already without regular community members.

• **Program of Events-** As discussed:

Friday 25 January: 1pm-5pm Historical Display @ Town Hall

6pm-10pm Celebration Launch & Family Entertainment @ Sports ground
(food available, BYO alcohol)

Saturday 26 January: 8am Australia Day Community Breakfast

9am GHC Australia Day Ceremony

11am Australia Day Community Morning Tea

????? Swimming Pool Open-Wally Wipe Out

11am-3pm Historical Display @ Town Hall

1pm-2pm Town Tours - Gum Swamp; Town Hall

2pm-3pm Town Tours - Memorial Cairn; Town Hall

3pm-4pm Town Tours - Memorial Cairn; Wagon Shed

4pm-5pm Town Tours - Street Walk

4pm-11pm German Festival @ Sports ground

Sunday 27 January: 10am for 10:30am start - Thanksgiving Community Celebration in
Bi-Centennial car park

12noon Shared Community Picnic Lunch @ Sports ground; soft drink
available

Vintage Harvesting Demonstration

1pm-4pm Historical Display @ Town Hall

2pm-3pm Town Tours - Lutheran Church; Morgans Lookout

3pm-4pm Town Tours - Lutheran Church; Early Farm Machinery display

4pm-5pm Town Tours - Cemetery; Early Farm Machinery display

Monday 28 January: 10am Street Parade - Lunch available @ Sports ground

• **Marketing/Advertising-** As discussed we will pursue the following Advertising:

Out & About magazine - \$630

The Lutheran magazine - \$690

Prime 7 Community web page - Free

Hume Country Tennis Association web site - \$100

Facebook - Free

GHC Website - Free

ABC Murray Goulburn (on air interview) - Free

Town entrance banners (already purchased) - \$140

Feather Flags (decorate main street) 20 - \$3039.40

ABC Riverina (on air); Free Kick Friday - Free

150th Facebook page - Free

Meeting resolved we work on the above advertising methods.

• **Equipment for Weekend-** Trevor Schroeter has received a quote from Barlens for the following:

2 x marquees @ 6m x 21m each

24 x tables @ 2.4m x 0.8m each \$5953.26 this includes a \$500 discount for sponsorship,
300 x chairs delivery and set up

6 x VIP potable toilets \$ 900.00 this includes delivery and set up

1 x large portable coolroom \$ 200.00

Barlens will set everything up on the Thursday before and pick up on the Tuesday after. All costs

include insurance on equipment (breakages) but does not cover theft.

After some discussion it was decided to get 10 portable toilets not the 6 as quoted and hire 2 coolrooms not 1. We will also hire Al Odewahn's coolroom for the weekend.

Noel Wilksch moved we order 2 marquees, 24 tables, 300 chairs, 10 toilets and 2 large cool rooms. Seconded Ian Hueske. Carried.

Trevor Schroeter to speak with Kerrie Wise GHC regarding the use of their tables and chairs after

the Australia Day ceremony. It would be handy to utilise these too over the weekend if we can.

- **First Aid-** Approach St Johns Ambulance to attend the Street Parade for approximately 3 hours; this will cost around \$600. There will be members of the public that will be in attendance over the weekend that can also provide first aid if needed.

Christine Biar moved we hire St Johns Ambulance for Monday. Seconded Ian Hueske. Carried.

- **Updates from Groups Organising Events**

Trek- Ready to go! The Border Mail will be in Walla on Friday morning to take photos for an article they are running in Saturday's Border Mail. All the packs are ready to be handed out to those Trekking. Super effort by this sub committee, well done!

Town Beautification- All good! Notes to go out to town residents shortly.

Book- Janet Paech is sitting in Bathurst putting it all together!

Friday Night Entertainment- Danny Phegan will be attending Tamworth so won't be here for the weekend. Plan B?!

GHC Australia Day 2019- Nothing more to report at this stage. Tim Fischer... our ambassador?

German Festival- Not much more to report. My mistake in last months minutes...it's Bridge Road Brewers that we will be using NOT Beechworth Brewery. Bridge Road Brewers are excited to be involved. They do everything. Only serve craft beers. We will serve wine and mixed drinks.

Thanksgiving Celebration- Coming along. Inviting people to dress in period costume though the ages...1869-2018 and to come along to the service by walking, riding a bike, on horse back, in a horse and buggy, by car, etc...An offering to be collected for charity (to be decided).

Sunday Picnic Lunch- Will happen.

Street Parade- We are permitted to close off the street for half an hour. Horses will leave from the college and everything else will leave from the railway yard. Street will be closed at 10am from the Fire Station to the Pub. Once everything is out of the railway yard the street will be barricaded off from the Hairdressers and traffic can be detoured up Short Street, Market Street and through town. No cost to us to block off street. Large flashing signs will sit at either ends of Commercial Street warning traffic of the delays for a few weeks before the parade. Learnt a few things from Jindera's street parade. Everything is starting to fall into place. Meeting more often from now on. Danny Kiervan will be chief Pooper-Scooper for the horses. All under control!

Town Tours- Herb Simpfendorfer is happy with the format. Well organised and more personal. He appreciates the co-operation from people around the town.

Historical Display- Tony Brinkmann working on it. Anything historical, pertaining to Walla may be on display. Encourage community groups, families, individuals etc...to donate things for display.

Catering- Working on it.

Souvenirs- Rather than having a hundred + shirts left over after the celebrations that we can't sell are we better off getting an embroidered patch made up that people can purchase and stitch onto a shirt of their choice?? Is a transfer print preferred over an embroidered logo on t-shirts/polo shirts? Can we get someone to print on site rather than preorder? Look into other options and discuss at next meeting.

General Business

- **Rope Making, Blacksmithing, Wool Spinning-** Is this an option for a Sunday afternoon display to coincide with the working horse/harvest display? Herb Simpfendorfer suggested this could be

an option...something he picked up from Jindera's 150th. Brochures on the weekend's program to be distributed by volunteers at the town entrances?

- **Fire Trucks-** Available over the weekend for the working horse/harvest display. Crop needs watering to get it growing. John Wiesner and Noel to work on this.
- **Open Community Public Meeting-** Will be held Thursday 1st November from 7:30-8:30pm at the Bowling Club. A quick meeting to inform the community whats going on and to get some volunteers to assist over the weekend.
- **Fortnightly Meetings-** Beginning in November. Will be held on the first and third Wednesdays of the month for November, December and January.

Next Meeting: Wednesday 7th November, 7:30pm
@ Walla Walla Bowling & Recreation Club.

Meeting Closed: 9:40pm

President's Signature: _____

Walla Walla 150th Anniversary Organising Committee Meeting

**Thursday 22nd November 2018, 7:30pm
Walla Walla Bowling & Recreation Club**

Welcome: Trevor Schroeter welcomed all those in attendance and declared the meeting open.

Present: Trevor Schroeter (Chairman), Selina Kohlhagen (Secretary), Karla Lieschke (Treasurer), Annette Schroeter, Gloria Wenke, Tony & Dorothy Brinkmann, Janet Paech, Ian & Judy Hueske, Ross & Helen Krause, Heb Simpfordorfer, John Watkins, Dieter Fenz, Noel Wilksch, Shelley Schilg, Colin Cunningham, Christine Biar, Leonie Carey

Apologies: Merv Wegener, Julie Barber, Lyneen Merkel, Cecil Lieschke, John Wiesner, Neil Wenke, Michael Hueske

Moved: Christine Biar

Seconded: Noel Wilksch

Confirmation of Previous Minutes read and accepted.

Moved: Annette Schroeter

Seconded: Shelley Schilg

Business Arising From Previous Minutes

- **Feather Flags-** Have all been adopted and are on display in Commercial Street. They look great!
- **Brochures-** 1000 have been printed and have come up well. Kerrie Wise will distribute 500 through outlets in the shire. Will we distribute the remaining 500.

Correspondence:

In: Email from Julie Barber re apology for meeting

Email from Cecil Lieschke re apology for meeting

Phone call from John Wiesner re apology for meeting

Text message from Lyneen Merkel re apology for meeting

Out: Emailed Agenda and Minutes to committee

Moved: Colin Cunningham

Seconded: Leonie Carey

Financial Report: Funds available \$14 496.05

Moved by Karla Lieschke that her verbal report be accepted. Seconded: Dorothy Brinkmann

Business Items

- **Fundraising-** Selina Kohlhagen catered for the GHC Tourism Meeting held at the Bowling Club on 13th November. Karla Lieschke to generate an invoice and send to Kerrie Wise.
- **Program of Events-** See attached brochure.
- **Marketing/Advertising-** All happening and underway.
- **Equipment for Weekend-** Trevor Schroeter has organised the hire of the BBQ's. Most things are organised.

- **First Aid-** Trevor Schroeter has chased up St Johns Ambulance and waiting on a reply call. Generate a list of community members with first aid certificates for Parade which is our riskiest event.
- **Updates from Groups Organising Events**
 - Town Beautification-** John Watkins reported lines will be painted and edges of road repaired. Front of PJN will be surfaced. Co-ordinating with Council to have everything right at the same time. Can the Old School House grounds be cleaned up? This committee will contact GHC for support to have it cleaned up. We will fix up John for the paint/stain he purchases for the seat maintenance.
 - Book-** Janet presented a rough copy of the book. Making slight changes and setting it out properly. Printer is excited. It was decided we will get 200 printed and ready for sale before Christmas. We can then do a print rerun of whatever number we like afterwards. Looking great!
 - Friday Night Entertainment-** Under control. Organising live music. Choir from Bendigo that sing German songs contacted Trevor Schroeter. They will get back to him this weekend to advise if they can attend or not. Steve Bowen's juke box is backup.
 - GHC Australia Day 2019-** Leonie Carey and Christine Biar are on board to help. For flag raisers they want one direct descendant from each original family that made the Trek across. Christine organising a singer for the National Anthem. Leonie to approach Alan Rayner to recite a poem. Joel Bartholomaeus's quartet group may perform a song? Trevor Schroeter to speak with Steve Pinnuck regarding the MC for the day.
 - German Festival-** All falling into place.
 - Thanksgiving Celebration-** All good.
 - Sunday Picnic Lunch-** An event that will run itself.
 - Street Parade-** Albury City Band are happy to play at the Sports Ground for about an hour after the parade. Scots School Band won't attend as they are on holidays. There are about 100 items participating with most coming from Walla. Will require some assistance with forms/waivers etc... Getting everything legal.
 - Town Tours-** Herb Simpfendorfer reported no big changes. Tim Paramore has become a tour guide for the Town Walk. He's very enthusiastic!
 - Historical Display-** Approached GHC for any pin up boards for use/hire. Organising waiver forms for displayed items. Notice in Community Newsletter asking for historical items. Get sporting groups involved...Tennis, Golf, Footy, Netball, Cricket etc...
 - Catering-** Under control.
 - Souvenirs-** Sorted. Perhaps we should consider something for the kids? Trevor will investigate.

General Business

- **Security of Site-** How confident are we that things won't be stolen from the sports ground? Should be all ok but it is something to think about.
- **GHC-** Individual groups to create a list of things that we need from Council over the weekend. Bins, barricades, bollards, skip bins etc...
- **Photography-** Professional photos taken by Janene Whitty and Rob Lacey (High Vision). Janene is free but Rob is some cost. We pay Rob \$400 to take photos at the German Festival and Street Parade. At the end of the celebrations we will be provided with a CD of photos at a cost of \$300. These photos will be used to create a post celebration book that will be sold to the community. The CD will then be donated to the Historical Society as an artefact of the weekend. Ross Krause and a few others will be taking moving footage to create DVD's. Noel Wilksch moved we hire High Vision to take photos at the German Festival and Street Parade and Ross Krause to organise the moving footage (DVD). Trevor Schroeter to negotiate with High

Vision up to a cost of \$700 and Ross Krause negotiating a price. Seconded: Dorothy Brinkmann.
Carried.

German Festival Committee to organise a photo booth with props for people to take their own photos.

- **Community Markets-** Have invited us to set up a table of information/advertising for the 150th. This will be held on Sunday 9th December from 2-4pm. Herb Simpfendorfer volunteered his time.
- **Walla Walla Public School-** Teachers and students are very excited and enthusiastic about our celebrations. Herb presented them with their feather flags. Three students are in charge of putting them out and taking them in each day.

Next Meeting: Wednesday 5th December, 7:30pm

@ Walla Walla Bowling & Recreation Club.

Meeting Closed: 8:52pm

**MINUTES OF THE WALLA WALLA COMMUNITY DEVELOPMENT COMMITTEE
HELD ON MONDAY 2ND JULY 2018 AT THE
WALLA WALLA RTC AT 7.00 P.M.**

PRESENT

Daniel Nadebaum (Chairman), Leonie Carey (Secretary), Jenny Jacob, Trevor Schroeter, Karen Wenke, Selina Kohlhagen, Marj Rayner
Councillors – Matt Hicks

APOLOGIES

Andrew Kotzur, Cameron Odewahn, Leon Schoff, John Seidel, Elisa Bartholomaeus, Karen Schoff, Kim Lieschke, Karen Wenke Jenny O’Neill, Denise Osborne,

CONFIRMATION OF THE MINUTES

Moved that the minutes of the 30th April 2018 meeting as circulated be accepted.

Moved Selina Kohlhagen Seconded Jenny Jacob Carried

BUSINESS ARISING***Fundraising*****Garage Sale – 21st October 2018**

The Rand, Walbundrie, Walla Football and Netball Club have offered to provide Egg & Bacon Rolls and BBQ lunch on the day. We will contact Ray White to see if they are again happy to sponsor this event and help with advertising and supplying Garage Sale signs for each place holding a garage sale.

Street Beautification

Mackies Building not finished off properly on veranda after upgrade to street and footpath. Render of the concrete not fully finished off, area along wall, which leaves large crack. Contact and check with Dorothy Kotzur and write a letter to Council regards this matter.

Town Upkeep:

If any areas of concern, we have been requested to talk to Greg Blackie. Mick Hughes is doing a good job keeping our town looking good.

Developing residential estate in Walla Walla

The Greater Hume Council organised development plans and costings for a 7-block subdivision in Jacob Wenke Drive. Councillors voted that this project should go ahead. Work is still in progress developing the 7-block subdivision.

Children’s Services in Walla Walla

Anne Bowler from CEYC wants to work with the Walla Walla community to make sure children’s services are available. We applied for a Grant from Building Better Regions Fund infrastructure project stream. We applied for this grant through the Greater Hume Council and Council also committed funding up to \$250,000. We have been successful with grant application and will receive \$277,000. Another grant was applied for by the Greater Hume Council to purchase land from Jeff Grosse, so the Council will own all land on corner of Commercial & Queen Sts, which will better accommodate new childcare building. Grant has been successful to buy Jeff Grosse’s land. It is predicted that the building will be finished by March 2019.

Recreation/walking track from Walla Walla to Gum swamp

John Seidel has produced a Cost Benefit Analysis and has asked Craig Eastick for a quote to supply materials for track and use of machinery. A quote has now been received and a budget will be prepared so we can apply for grants, if a suitable grant comes available.

Supermarket

As advised by Michelle Schulz, that reopening of the Supermarket/Newsagent/Take-away at previous premises is not a viable proposition for the Schulz Family. Kim Lieschke to approach Michelle Schulz to see if she is happy for us to approach other supermarkets to come to Walla Walla. Kim to also talk to owners of Culcairn Foodworks.

Refugee program for Walla Walla

We are still investigating refugees from Syrian communities, based in cities, to settle in Walla Walla, as they have shown interest in resettling in a rural community. A committee has been set up under the Greater Hume Council. Daniel Nadebaum has been elected Chairman and Dan Mueller elected Secretary. The committee are working on investigating the possible idea of attracting refugees to Walla Walla and have split up in to working groups e.g. housing, jobs etc. A meeting is held every 4th Wednesday of the month and community residents are welcome to sit in on these meetings.

Walla Walla 150th Anniversary 2019

Celebrations for 150th anniversary will be held on the Long Weekend in January 26th, 27th & 28th 2019. Sub-committees are working on events, advertising etc for this weekend. The sportsground will be the main area for a lot of the celebrations. The 150th Anniversary Committee will work with the Greater Hume Council to organise the Australia Day celebrations, that will fall on the Saturday of this celebration weekend. They have met with Kerrie Wise to discuss Australia Day and also asked for her help with spending the grant money of \$5000, that needs to be used only on promotion and marketing the event. Kerrie had a lot of ideas and was very helpful.

Facebook Page

Facebook page name is “Walla Walla Community News” we have approx 700 people like our page at this stage. Some of our posts have reached over 4000 people.

Skatepark

Walla Walla may be able to get part of skateparks from Jindera & Henty as they may be in line to be getting new parks, if grants are approved. We have been shortlisted for a grant through Greater Hume Council

Community Markets

Community Market is usually held on the first Thursday of the month 5 – 7 pm. Elisa Bartholomaeus advised the Community Markets are trialing Sundays and will hold the next markets on Sunday 8th July, 12th August, 9 September and 14th October.

Community Newsletter

A joint meeting with the Community Newsletter Committee and the Community Development Committee was held on the 21st June 2018. This meeting was very productive and the main changes are – Article cut off day has been changed to 15th of each month, going back to a printed copy in all town mailboxes, RMB’s & 10 to Gerogery shop, a total of 400 copies printed, Luke Merriman & Elisa Bartholomaeus to help editor with formatting and setting out, Elisa Bartholomaeus to compile list of advertisers each month and invoice advertisers. Newsletter to be kept to 12 pages, with colour only on pages 1&2 and 11&12. Committee to hold 6 monthly meetings and a joint meeting with Development Committee each year. Elisa Bartholomaeus has offered to be on the Newsletter Committee. Present Committee members are – Francoise McPherson, Luke Merriman, Julie Barber, Herb Simpfendorfer and Elisa Bartholomaeus.

REPORTS**Treasurers Report**

No Treasures Report

CORRESPONDENCE

Out –

In – Greater Hume Shire – Council News – May & June

Kim Lieschke – Meeting with Steven Pinnuck – Update Children’s Services building

Steven Pinnuck – GHC – Children’s Services building – Report to builder from meeting

Elisa Bartholomaeus – Report regards Walla Walla Community Markets

GENERAL BUSINESS**Welcome to Doctor**

There was a suggestion that we do something to welcome the doctor to Walla Walla. After discussion it was decided to organise a hamper, with some local produce and items maybe purchased from the Community Markets. Marj to organise and arrange help from other community residents.

Welcome Packs

Jenny Jacob and Leonie Carey to organise new welcome packs with updated booklets and pamphlets. Check with Kerrie Wise from Greater Hume Council regards bags to put information in, resident guides, business directories and other suitable pamphlets. Reorganise areas for people to give out to new residents.

Walla Walla Show and Shine

Another very successful Show and Shine was held in Walla Walla on the Monday of the long weekend on 11th June. Car entries, market stalls and people through the gate were all up from last year. Congratulation to Daniel Nadebaum and Dave Graham for doing most of the organising and advertising and having help on the day from the Walla Walla Car Club, Rand Walbundrie Walla Football & Netball Club and some other organisations. This is a great event for the Walla Walla Community.

Meeting Closed – 9.00**NEXT MEETING – Monday 3rd September 2018**

**MINUTES OF THE WALLA WALLA COMMUNITY DEVELOPMENT COMMITTEE
HELD ON MONDAY 3RD SEPTEMBER 2018 AT THE
WALLA WALLA RTC AT 7.00 P.M.**

PRESENT

Daniel Nadebaum (Chairman), Leonie Carey (Secretary), Jenny Jacob, Karen Wenke, Elisa Bartholomaeus, John Seidel, Kim Lieschke, Karen Wenke, Mark Kirk
Councillors – Matt Hicks

APOLOGIES

Andrew Kotzur, Cameron Odewahn, Leon Schoff, Karen Schoff, Trevor Schoeter, Marj Rayner, Jenny O'Neill, Denise Osborne,

CONFIRMATION OF THE MINUTES

Moved that the minutes of the 2nd July 2018 meeting as circulated be accepted.

Moved Karen Wenke Seconded Jenny Jacob Carried

BUSINESS ARISING***Fundraising*****Garage Sale – 21st October 2018**

The Rand, Walbundrie, Walla Football and Netball Club have offered to provide Egg & Bacon Rolls and BBQ lunch on the day. Ray White are happy to sponsor this event and help with advertising and supplying Garage Sale signs for each place holding a garage sale. Leonie Carey & Daniel will continue to advertise. Handing out the maps on the day – offers of help – John Seidel, Kim Lieschke & Mark Kirk. If other help is needed, we will ask via email.

Street Beautification

Mackies Building not finished off properly on veranda after upgrade to street and footpath. Render of the concrete not fully finished off, area along wall, which leaves large crack. Daniel Nadebaum will check with Dorothy Kotzur of her concerns and will then take action if needed.

Town Upkeep:

If any areas of concern, we have been requested to talk to Greg Blackie. Mick Hughes is doing a good job keeping our town looking good.

Developing residential estate in Walla Walla

The Greater Hume Council organised development plans and costings for a 7-block subdivision in Jacob Wenke Drive. Councillors voted that this project should go ahead. Work is still in progress developing the 7-block subdivision. From reports there has been interest in people buying these blocks.

Children's Services in Walla Walla

Anne Bowler from CEYC wants to work with the Walla Walla community to make sure children's services are available. We applied for a Grant from Building Better Regions Fund infrastructure project stream. We applied for this grant through the Greater Hume Council and Council also committed funding up to \$250,000. We have been successful with grant application and will receive \$277,000. Another grant was applied for by the Greater Hume Council to purchase land from Jeff Grosse, so the Council will own all land on corner of Commercial & Queen Sts, which will better accommodate new childcare building. Grant has been successful to buy Jeff Grosse's land. It is predicted that the building will be finished by March 2019. Meeting was had Steve Pinnuck, Anne Bowler and some committee members and the project is moving ahead, and building should be down by mid-October. Kim Lieschke advised that we should be aware that some community funds may be needed. The Ivy Barber cookbook money could be considered, and a plaque would be put up to recognise the family donation. Kim Lieschke to check with Trevor & Julie Barber their thoughts on this suggestion. Works for this project has been put out to tender and could be passed at the September Council meeting.

Recreation/walking track from Walla Walla to Gum swamp

John Seidel has produced a Cost Benefit Analysis and has asked Craig Eastick for a quote to supply materials for track and use of machinery. A quote has now been received and a budget will be prepared so we can apply for grants, if a suitable grant comes available.

Supermarket

As advised by Michelle Schulz, that reopening of the Supermarket/Newsagent/Take-away at previous premises is not a viable proposition for the Schulz Family. Operators of the Culcairn Foodworks may be interested and may look at Walla Walla if they think it is viable. We will check with Woolworths and the big chain stores to see what they are prepared to do for us.

Refugee program for Walla Walla

We are still investigating refugees from Syrian communities, based in cities, to settle in Walla Walla, as they have shown interest in resettling in a rural community. A committee has been set up under the Greater Hume Council. Daniel Nadebaum has been elected Chairman and Dan Mueller elected Secretary. The committee are working on investigating the possible idea of attracting refugees to Walla Walla. 4 community members went to Fairfield in Western Sydney to promote our town. There was some concern that we are a tight knit Christian community, but they were assured that we would work with them. A meeting is held every 4th Wednesday of the month and community residents are welcome to sit in on these meetings.

Walla Walla 150th Anniversary 2019

Celebrations for 150th anniversary will be held on the Long Weekend in January 26th, 27th & 28th 2019. Sub-committees are working on events, advertising etc for this weekend. The sportsground will be the main area for a lot of the celebrations. The 150th Anniversary Committee will work with the Greater Hume Council to organise the Australia Day celebrations, that will fall on the Saturday of this celebration weekend. The Development Committee was sent a letter regards entering a float for the parade. It was decided we would not enter a float as most committee members are involved in other clubs or organisations and would be involved that way.

Facebook Page

Facebook page name is "Walla Walla Community News" we have approx 750 people like our page at this stage. Some of our posts have reached over 4000 people.

Skatepark

Walla Walla may be able to get part of skateparks from Jindera & Henty as they may be in line to be getting new parks, if grants are approved. We have been shortlisted for a grant through Greater Hume Council

Community Markets

Community Market is usually held on the first Thursday of the month 5 – 7 pm. Elisa Bartholomaeus advised the Community Markets are trialing Sundays and will hold the next markets on Sunday 8th July, 12th August, 9 September and 14th October. Will make a choice about the best day for the Market after the four months.

Welcome Packs

Jenny Jacob and Leonie Carey organised new welcome packs with updated booklets and pamphlets and reorganised areas for people to give out to new residents.

REPORTS**Treasurers Report**

Report sent via email. S16 – \$10682.18, S18 - \$4783.88, I12 \$23976.90

CORRESPONDENCE

- Out – Greater Hume Council – Max Trimble – Skate Park
Arnold's Fruit Market – Deliveries to Walla Walla
- In – Greater Hume Council – Max Trimble – Skate Park
Arnold's Fruit Market – Deliveries to Walla Walla
Walla Walla 150th Anniversary – Participate in Street Parade
Silo art – Francoise McPherson, Virginia Scholz, Kirsten Isbister
Greater Hume Shire – August Council Meeting

GENERAL BUSINESS

SILO ART

It was put in newsletter asking residents if they would like to be a part of a committee to investigate the possibility of painting Walla Walla Silos or water tower. Offers to be on a committee came from Ross Krause, Virginia Scholz, Francoise McPherson, Karen Wenke, Dot Hoffmann, Kirsten Isbister, Phil Yeaxlee. We will email these people and try to hold a meeting sometime in November.

AUSTRALIA DAY CITIZENS OF THE YEAR

Nathaniel Wenke was suggested for Young Citizen of the Year. Karen Wenke to get information.

WALLA WALLA WEBSITE

Karen Wenke is standing down from the role of updating of the website. Skye has offered to be in charge of keeping website up to date. Greater Hume Council are updating their website and all the community sites, so we will be advised when this is happening.

ORAL HISTORY

Janet Paech is now taking over the Oral History from Karen Wenke. Janet now has the recorder.

Meeting Closed – 9.00

NEXT MEETING – Monday 5th November 2018