

### Document Control

Document Name	Document Register Number	Review Date
Assessment Approval Policy And Reassessment of Approved Family Day Care Residences and Family Day Care	1.0.2	37T
Date Adopted	Minute Number	Summary of Changes
Click here to enter a date.	37T	Revised

### Purpose

To ensure the health, safety and wellbeing is protected through an initial and annual assessment of approved family day care residences and venues.

### Scope

Staff and management, Educators, Relief Educators, parent/guardians and volunteers.

### Definitions

Educators: are fully licensed registered educators in accordance with service policy and procedure.

Relief Educators: are fully licensed and registered relief educators in accordance with service policy and procedure.

Service Manager: formally known as Coordinator. The Service Manager is the recognised title under Council and responsible for the overall service operation and has agreed to the responsibility of the Nominated Supervisor.

Nominated Supervisor: is the responsible person of the service under the Education and Care Services National Regulations 2011. The Service Manager has agreed to the position of responsible person and Nominated Supervisor of the service.

### Policy Content

Greater Hume Children Services will ensure that:

- i. a risk assessment is conducted prior to any Educator commencing with the service
  - ii. a thorough and comprehensive annual assessment is conducted on each premise
  - iii. the assessments include the suitability of the residence (and areas within the residence) or venue according to the number, ages and abilities of the children attending or are likely to attend the service at the residence or venue
  - iv. Residences and Venues will be assessed for their risk of Bush Fire, including an annual re-assessment
  - v. If assessed as being in a High risk area for Bush Fire, an individual Management Plan will be completed, including an annual review
  - vi. In the case of a day determined to be Code Red, the Service Manager will ensure Educators operating in the Bureau of Meteorology district are closed and do not provide Education and Care
- Greater Hume Children Services will ensure that:
- vii. a risk assessment is conducted prior to any Educator commencing with the service
  - viii. a thorough and comprehensive annual assessment is conducted on each premise
- ix. the assessments include the suitability of the residence (and areas within the residence) or venue according to the number, ages and abilities of the children attending or are likely to attend the service at the residence or venue
  - x. Residences and Venues will be assessed for their risk of Bush Fire, including an annual re-assessment

- xi. If assessed as being in a High risk area for Bush Fire, an individual Management Plan will be completed, including an annual review
- xii. In the case of a day determined to be Code Red, the Service Manager will ensure Educators

#### **Links to Policy**

Greater Hume Shire Child Protection Policy and Procedure  
Greater Hume Shire Council Model Code of Conduct  
Staffing including: Code of Conduct; Determining the Responsible Person Present; Participation of Volunteers and Students  
Incident Injury Trauma and Illness  
Emergency and Evacuations  
Health and Safety including matters relating to: Nutrition Food and Beverages and Dietary Requirements; Sun Protection; Water Safety; Administration of First Aid  
Engagement and Registration of Family Day Care Educators  
Monitoring Support and supervision of Family Day Care Educators  
Fit and Proper Assessment of Family Day Care Educators Assistants and Adults Residing at the Family Day Care Premises  
Provision of Information assistance and Training to Family Day Care Educators

#### **Links to Procedure**

Enrolment and Orientation Office Procedure  
Excursions Procedure  
Dealing with Medical Conditions Procedure  
Child Safe Environment Educator Procedure  
Incident Injury Trauma and Illness Educator Procedure  
Child Safe Environment Office Procedure  
Code of Conduct Procedure Including Determining the Responsible Person Present and Participation of Volunteers and Students  
Nutrition Food and Beverages and Dietary Requirements Procedure  
Dealing with Infectious disease Procedure

#### **References**

<http://www.education.vic.gov.au/childhood/providers/regulation/pages/emergencymanagementrequirements.aspx>  
<http://www.cfa.vic.gov.au>  
<https://www.rfs.nsw.gov.au/plan-and-prepare/building-in-a-bush-fire-area/planning-for-bush-fire-protection/bush-fire-prone-land/check-bfpl>

#### **Responsibility**

Service Manager

#### **Relevant Legislation**

Education and Care Services National Regulation  
Education and Care Services National Law  
Australian Government Department of Education and Training Child Care Services Handbook

#### **Associated Records**

Nil

## Child Safe Environment Policy

### Document Control

Document Name	Document Register Number	Review Date
Child Safe Environment Policy	1.0.2	37T
Date Adopted	Minute Number	Summary of Changes
Click here to enter a date.	37T	Revised

### Purpose

The policy is specific to Greater Hume Children Services and aims to explain the service commitment to providing a safe environment for children in Family Day Care in the context of child protection.

### Scope

Staff and management, Educators, Relief Educators, parent/guardians and volunteers.

### Definitions

Child: person under 18 years of age.

Direct Supervision: when a person is present at all times and is observing the conduct of the person under supervision and providing direction as required.

Prohibited Person: a person convicted of a serious sex offence.

Educators: are fully licensed registered educators in accordance with service policy and procedure.

Relief Educators: are fully licensed and registered relief educators in accordance with service policy and procedure.

### Policy Content

Greater Hume Children Services recognise the vulnerability of children of all ages and the need to exercise vigilance and screen all adults with unsupervised access to children. The service has a responsibility to advocate for the wellbeing of children and young people in a holistic and community context.

Greater Hume Children Services will provide a safe, respectful and ethical environment and pay careful consideration, preparation and attention to the potential dangers posed to children and young people in a childcare setting. The service will facilitate nurturing emotional environments and monitor each child's overall wellbeing and care.

The service will actively play a role in informing and supporting families and communities. The service will in addition, facilitate and maintain community liaison with partners who exist to support families and children.

The service will:

- i. within the limits of its obligations ensure that children are protected from child abuse and facilitate wellbeing as defined in the Children and Young Persons (Care and Protection Act) 1988 and UNICEF Convention on the Rights of the Child 1989.
- ii. facilitate a culture among workers and staff of commitment to child protection through a range of policies, procedures and practices.
- iii. ensure all children are adequately supervised at all times by establishing and maintaining procedures to ensure all those with unsupervised access to children are screened to ensure they are not prohibited persons and to ensure only suitably qualified and able persons have responsibility for children.
- iv. facilitate the reporting of children and young person's at risk of harm.
- v. provide a system of reporting of any allegations of reportable offences in compliance of the Ombudsman Amendment (Child Protection and Community Services) Act 1998.
- vi. ensure the prompt notification and investigation of allegations of risk of harm where allegations involve Educators their family or staff where there is an obligation to notify, irrespective of supporting evidence.
- vii. ensure every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury through undertaking routine safety checks, home and premises risk assessment audits and educating children and Educators in safety awareness.



## Child Safe Environment Policy

- viii. reduce and prevent as many incidents as possible and to deal with injury, trauma and illness as effectively as possible when they happen. Preventative measures, appropriate training, adhering to service procedures, regulatory requirements and forward planning will ensure the service aims are met. The service will ensure comprehensive and current knowledge about the health and special requirements of every child in the service is obtained and documented. The service will ensure every Educator and staff member is adequately equipped to deal with situations as they arise.
- ix. adhere to the services adopted Code of Ethics and the Greater Hume Shire Model Code of Conduct and Child Protection Policies
- x. **Bush Fire risk levels will be continually monitored, on a declared Code Red day, no Education and Care will be provided by Educators identified to reside or provide service in the bushfire prone areas.**

### Links to Policy

Greater Hume Shire Child Protection Policy

Greater Hume Shire Council Model Code of Conduct Policy

Staffing including: Code of Conduct; Determining the Responsible Person Present; Participation of Volunteers and Students

Incident Injury Trauma and Illness

Emergency and Evacuations

Health and Safety including matters relating to: Nutrition Food and Beverages and Dietary Requirements; Sun Protection; Water Safety; Administration of First Aid

Assessment Approval and Reassessment of Approved Family Day Care Residences and Family Day Care Venues

Engagement and Registration of Family Day Care Educators

Monitoring Support and supervision of Family Day Care Educators

Fit and Proper Assessment of Family Day Care Educators Assistants and Adults Residing at the Family Day Care Premises

Visitors to the Family Day Care Residence and Venues

Provision of Information assistance and Training to Family Day Care Educators

### Links to Procedure

Child Safe Environment Office Procedure

Child Safe Environment Educator Procedure

Incident Injury Trauma and Illness Office Procedure

Incident Injury Trauma and Illness Educator Procedure

Code of Conduct Procedure Including Determining the Responsible Person Present and Participation of Volunteers and Students

Delivery and Collection of Children Procedure

Excursions Procedure

Emergency and Evacuation Procedure

### References

Education and Care Services National Regulation 14 October 2011 168 (2) (h) 155, 165

NSW the Children and Young Persons Care and Protection Act 1998

NSW Commission for children and Young People Act 1998

NSW Child Protection Act 1998

Ombudsman Amendment (Child Protection and Community Services) Act 1998

NSW Public Interest Disclosures Act 1994

UNICEF Convention on the Rights of the Child 1989

### Responsibility

Service Manager

### Relevant Legislation

Education and Care Services National

Education and Care Services National Law

Australian Government Department of Education Employment and Workplace Relations Child Care Services Handbook

### Associated Records

Nil

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## Dealing with Infectious Disease Policy

### Document Control

Document Name	Document Register Number	Review Date
Dealing with Infectious Disease Policy	1.0.1	37T
Date Adopted	Minute Number	Summary of Changes
Click here to enter a date.	37T	Revised

### Purpose

The purpose of the policy is to guide service members and parents/guardians in their actions and help provide education about dealing with infectious diseases.

### Scope

Staff and management, Educators, Relief Educators, parent/guardians and volunteers.

### Definitions

Educators: are fully licensed registered educators in accordance with service policy and procedure.

Relief Educators: are fully licensed and registered relief educators in accordance with service policy and procedure.

### Policy Content

Exclusion of infectious children significantly reduces the risk of the spread of diseases to other healthy children, staff and Educators. The successful implementation of infection control in a home based child care environment is reliant upon the strategies and professional standards of individual Educators and staff and the cooperation of parents/guardians.

The National Health & Medical Research Council (NHMRC) recommends exclusion periods based on the time a child is infectious to others. There are a number of diseases that are notifiable to the local Public Health Unit under the Public Health Act 2010.

Greater Hume Children Services staff and Educators will minimise the spread of infectious disease between children, staff and Educators by:

- i. using accepted infectious disease control measures to minimise the spread of the infectious disease
- ii. conforming to the requirements of the NHMRC – Staying Healthy in Childcare for the exclusion of children with infectious diseases and other legislative requirements.
- iii. Adhere to the Government Immunisation requirements, ensuring all children who enrol into the service from January 1, 2016 provide their up to date immunisation record, including being on a catch up schedule or unable to be vaccinated on medical grounds. NSW only- Children may be a registered as a 'Conscientious Objector'.
- iv. For Victoria- ensuring all children who are enrolled into the service provide their up to date immunisation record. The Victorian Government No Jab, No Play legislation is strictly adhered to.

### Links to Policy

Greater Hume Shire Child Protection Policy and Procedure

Greater Hume Shire Council Model Code of Conduct

Staffing including: Code of Conduct; Determining the Responsible Person Present; Participation of Volunteers and Students

Incident Injury Trauma and Illness

Emergency and Evacuations

Health and Safety including matters relating to: Nutrition Food and Beverages and Dietary Requirements; Sun Protection; Water Safety; Administration of First Aid

Assessment Approval and Reassessment of Approved Family Day Care Residences and Family Day Care Venues

Engagement and Registration of Family Day Care Educators

Monitoring Support and supervision of Family Day Care Educators



## Dealing with Infectious Disease Policy

Fit and Proper Assessment of Family Day Care Educators Assistants and Adults Residing at the Family Day Care Premises

Visitors to the Family Day Care Residence and Venues

Provision of Information assistance and Training to Family Day Care Educators

### Links to Procedure

Dealing with Medical Conditions Procedure

Code of Conduct Procedure Including Determining the Responsible Person Present and Participation of Volunteers and Students

### References

Australian Children's Education and Care Quality Authority (2011). Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011

Australian Children's Education and Care Quality Authority (2011). National Quality Standards

Australian Children's Education and Care Quality Authority (2011). Guide to the National Quality Framework

Australian Children's Education and Care Quality Authority (2011). Guide to the National Quality Standard

Firth, J, Kambouris N, & O'Grady O. (2003). Health and Safety Model Policies and Practices. (2nd ed.)

National Health and Medical Research Council. (2005). Staying Healthy in Childcare: Preventing Infectious Diseases in Child care (4th Ed.)

### Responsibility

Service Manager

### Relevant Legislation

Education and Care Services National Regulation

Education and Care Services National Law

Public Health Act 2010 (NSW)

Food Act 2003 (NSW)

Workplace Health & Safety Act 2011

Department of Human Services-No Jab No Pay- January 2016

Victorian Government- No Jab, No Play Legislation

### Associated Records

Nil

## Engagement and Registration of Family Day Care Assistants Policy

### Document Control

Document Name	Document Register Number	Review Date
Engagement and Registration of Family Day Care Assistants Policy	1.0.2	37T
Date Adopted	Minute Number	Summary of Changes
Click here to enter a date.	37T	Revised

### Purpose

To create and maintain a positive and professional approach through the provision of effective induction and development procedures for Educators' assistants.

### Scope

All Educators, Relief Educators, staff members, management, parent/guardians and volunteers with the service.

### Definitions

Educators: are fully licensed registered educators in accordance with service policy and procedure.  
Relief Educators: are fully licensed and registered relief educators in accordance with service policy and procedure.

### Policy Content

Greater Hume Children Services will ensure that:

- i. any potential Family Day Care Educator Assistant is provided with information about the service and its philosophy and the requirements that they are required to meet in order to be approved as a registered Family Day Care Educator Assistant.
- ii. all Educator Assistants are provided with comprehensive training and induction so as to ensure they have a clear understanding of the specific requirements of their role as an Educator Assistant and the expectations for their performance and suitability.
- iii. Educator Assistants understand the stringent requirements working with children, specifically the requirement that all Educators, Educator Assistants and other adults residing at approved premises are deemed fit and proper as determined by the Commission for Children and Young People.
- iv. Educator Assistants are at least 18 years of age.
- v. Educators are required to hold a current New South Wales or Victorian Working with Children Check (depending on the state in which they operate) or Victorian Institute of Teaching (VIT) registration.

### Links to Policy

Greater Hume Shire Child Protection Policy and Procedure

Greater Hume Shire Council Model Code of Conduct

Staffing including: Code of Conduct; Determining the Responsible Person Present; Participation of Volunteers and Students

Emergency and Evacuations

Health and Safety including matters relating to: Nutrition Food and Beverages and Dietary Requirements; Sun Protection; Water Safety; Administration of First Aid

Incident Injury Trauma and Illness

Monitoring Support and supervision of Family Day Care Educators

Fit and Proper Assessment of Family Day Care Educators Assistants and Adults Residing at the Family Day Care Premises

Provision of Information assistance and Training to Family Day Care Educators



### Links to Procedure

Excursions Procedure

Dealing with Medical Conditions Procedure

Nutrition Food and Beverages and Dietary Requirements Procedure

Incident Injury Trauma and Illness Educator Procedure

Incident Injury Trauma and Illness Office Procedure

Child Safe Environment Educator Procedure

Child Safe Environment Office Procedure

Code of Conduct Procedure Including Determining the Responsible Person Present and Participation of Volunteers and Students

### References

Nil

### Responsibility

Service Manager

### Relevant Legislation

Education and Care Services National Regulation

Education and Care Services National Law

Australian Government Department of Education and Training Child Care Services Handbook

### Associated Records

Nil

## Engagement and Registration of Family Day Care Educators Policy

### Document Control

Document Name	Document Register Number	Review Date
Engagement and Registration of Family Day Care Educators Policy	1.0.2	37T
Date Adopted	Minute Number	Summary of Changes
Click here to enter a date.	37T	Revised

### Purpose

To create and maintain a positive and professional approach through the provision of effective induction and development procedures for Educators.

### Scope

All Educators, Relief Educators, staff members, management, parent/guardians and volunteers with the service.

### Definitions

Educators: are fully licensed registered educators in accordance with service policy and procedure.

Relief Educators: are fully licensed and registered relief educators in accordance with service policy and procedure.

### Policy Content

Greater Hume Children Services will ensure that:

- i. all potential Educators are provided with information about the service, its philosophy and the requirements that they are required to meet in order to register as a Family Day Care Educator.
- ii. all Educators are provided with comprehensive training and induction so as to ensure they have a clear understanding of the specific requirements of their role as a self-employed Educator and the expectations for their performance and suitability.
- iii. Educators understand the stringent requirements working with children, specifically the requirement that all Educators and other adults residing at approved premises are deemed fit and proper as determined by the Commission for Children and Young People.
- iv. Educators are at least 18 years of age.
- v. Educators hold a valid New South Wales or Victorian Working with Children Check, or in Victoria, a Victorian Institute of Teaching (VIT) registration, depending on the state in which the Educator operates.

### Links to Policy

Greater Hume Shire Child Protection Policy and Procedure

Greater Hume Shire Council Model Code of Conduct

Staffing including: Code of Conduct; Determining the Responsible Person Present; Participation of Volunteers and Students

Incident Injury Trauma and Illness

Emergency and Evacuations

Health and Safety including matters relating to: Nutrition Food and Beverages and Dietary Requirements; Sun Protection; Water Safety; Administration of First Aid

Monitoring Support and supervision of Family Day Care Educators

Fit and Proper Assessment of Family Day Care Educators Assistants and Adults Residing at the Family Day Care Premises

Provision of Information assistance and Training to Family Day Care Educators

### Links to Procedure

Excursions Procedure

Dealing with Medical Conditions Procedure

Nutrition Food and Beverages and Dietary Requirements Procedure

Incident Injury Trauma and Illness Educator Procedure

Incident Injury Trauma and Illness Office Procedure

Child Safe Environment Educator Procedure

Child Safe Environment Office Procedure

Code of Conduct Procedure Including Determining the Responsible Person Present and Participation of Volunteers and Students

### References

Nil

### Responsibility

Service Manager

### Relevant Legislation

Education and Care Services National Regulation

Education and Care Services National Law

Australian Government Department of Education and Training Child Care Services Handbook

### Associated Records

Nil

## Enrolment and Orientation Policy

### Document Control

Document Name	Document Register Number	Review Date
Enrolment and Orientation Policy	1.0.2	37T
Date Adopted	Minute Number	Summary of Changes
Click here to enter a date.	37T	Revised

### Purpose

To ensure an effective enrolment and orientation process is applied for all parent/guardians and children.

### Scope

Staff and management, Educators, Relief Educators, parent/guardians and volunteers.

### Definitions

Educators: are fully licensed registered educators in accordance with service policy and procedure.

Relief Educators: are fully licensed and registered relief educators in accordance with service policy and procedure.

### Policy Content

Greater Hume Children Services will ensure that:

- i. where possible, parents/ guardians and children are encouraged to visit and become familiar with the scheme's philosophy and the Educator's expectations and routines before enrolment.
- ii. parents/guardians are encouraged to talk with Educators and the scheme about the values and expectations they hold in relation to their child's learning.
- iii. the Priority of Access guidelines are followed under the Australian Government Child Care Service Handbook.
- iv. a waiting list is maintained and offers of placement are made in accordance with Priority of Access and availability of childcare.
- v. children are placed with the most suitable available Educator, and that where possible, parents/guardians are referred to more than one Educator.
- vi. all appropriate registration and information forms are completed prior commencement, the service will also provide information to parents/guardians in relation to accessing child care assistance.
- vii. parents/guardians are provided with an information pack containing all details as required under policy and the relevant standards pertaining to education and care services national regulation.
- viii. parents/guardians are encouraged to access Greater Hume Children Services website to stay up to date with the latest information.
- ix. parents/guardians are encouraged to share information about other child related services accessed by them.
- x. parents/guardians are encouraged to share information about other child related services accessed.
- xi. Educators share information with parent/guardians about how their child is settling in to the service.
- xii. parent/guardians are assisted in finding an alternative placement when the child's Educator is unavailable.
- xiii. Parent/guardian will be made aware of the current legislation for immunisation, "No Jab No Pay" for NSW and "No Jab No Play" for Victoria. This legislation will be strictly adhered to.

### Links to Policy

Greater Hume Shire Child Protection Policy and Procedure  
 Greater Hume Shire Council Model Code of Conduct  
 Emergency and Evacuations  
 Health and Safety including matters relating to: Nutrition Food and Beverages and Dietary Requirements; Sun Protection; Water Safety; Administration of First Aid  
 Incident Injury Trauma and Illness  
 Staffing including: Code of Conduct; Determining the Responsible Person Present; Participation of Volunteers and Students  
 Assessment Approval and Reassessment of Approved Family Day Care Residences and Family Day Care Venues  
 Engagement and Registration of Family Day Care Educators  
 Monitoring Support and supervision of Family Day Care Educators  
 Fit and Proper Assessment of Family Day Care Educators Assistants and Adults Residing at the Family Day Care Premises  
 Visitors to the Family Day Care Residence and Venues  
 Provision of Information assistance and Training to Family Day Care Educators

### Links to Procedure

Payment of Fees Office Procedure  
 Payment of Fees Educator Procedure  
 Enrolment and Orientation Office Procedure  
 Excursions Procedure  
 Dealing with Medical Conditions Procedure  
 Child Safe Environment Educator Procedure  
 Child Safe Environment Office Procedure  
 Incident Injury Trauma and Illness Educator Procedure  
 Code of Conduct Procedure Including Determining the Responsible Person Present and Participation of Volunteers and Students ( )  
 Nutrition Food and Beverages and Dietary Requirements Procedure  
 Dealing with Infectious disease Procedure

### References

Nil

### Responsibility

Service Manager

### Relevant Legislation

Education and Care Services National Regulation  
 Education and Care Services National Law  
 Australian Government Department of Education and Training Child Care Services Handbook

### Associated Records

Nil

### Document Control

Document Name	Document Register Number	Review Date
Health and Safety Policy	1.0.2	37T
Date Adopted	Minute Number	Summary of Changes
<a href="#">Click here to enter a date.</a>	37T	Revised

### Purpose

To ensure every child's health and safety needs are supported including matters relating to sleep, nutrition, sun protection, water safety, physical activity and administration of first aid.

### Scope

Staff and management, Educators, Relief Educators, parent/guardians and volunteers.

### Definitions

**Educators:** are fully licensed registered educators in accordance with service policy and procedure.

**Relief Educators:** are fully licensed and registered relief educators in accordance with service policy and procedure.

### Policy Content

**Sleeping:** Greater Hume Children Services will ensure that safe sleeping practices are implemented for children in accordance with guidelines developed and promoted by Sids and Kids. Educators will also be aware of the sleep and rest practices that are consistent with contemporary views about children's health safety and welfare and that meet children's individual needs.

**Nutrition, food and beverages, dietary requirements and physical activity:** Greater Hume Children Services will ensure that a strong sense of health and wellbeing is supported by good nutrition and an active lifestyle. Children will be encouraged to make healthy food and beverage choices and Educators and coordination staff will encourage parents/guardians to provide appropriate foods that meet the nutritional needs of the child.

Educators and coordination unit staff will work with parents/guardians and be aware of children's food allergies, intolerances and other individual dietary requirements.

Educators and coordination unit staff will support and encourage children to engage in movement and physical activity.

**Administration of First Aid:** Educators and staff often work in isolation and therefore must be equipped to deal with emergency situations and have the training and skills to administer first aid as required.

Educators must maintain current approved first aid, anaphylaxis and asthma training updated every three years or maintain qualifications recognized by Department of Human Services NSW (Community Services).

Greater Hume Children Services will ensure that appropriate staff and all educators are trained in first aid, anaphylaxis and asthma recognition and appropriate treatment.

Greater Hume Children Services will ensure that approved first aid kits are readily available in the service including on excursions.

**Sun protection:** skin damage due to UV rays is harmful to all skin types, causing premature ageing, wrinkles, sunspots, blemishes and skin cancer. Australia has the highest incidence of skin cancer in the world and sun exposure in childhood significantly increases the risk of developing skin cancer and melanoma.

## Health and Safety Policy

Greater Hume Children's Services Educators and staff have the responsibility to educate and guide children and families towards the dangers of sun exposure. We believe in the value of children having choices of indoor and outdoor play opportunities and encourage those opportunities to be guided around best practice for sun safe protective behaviours. Educators are responsible for preventing and reducing the effects from excess sun exposure to children in their care.

Staff and educators will positively role model and practice skin protective behaviours by wearing hats (broad brim), sunscreen (broad spectrum 30+ and applied before outside play) and protective clothing (with collars, longer sleeves/skirts and trousers).

Staff will select venues for playgroup and excursions that have the most suitable shade and where possible outdoor experiences will be held in shaded areas.

Educators will encourage children to wear hats that protect the crown of the head, neck and face when exposed to harmful conditions. (broad brim or legionnaire hats).

Educators will encourage children to wear protective clothing that cover as much skin as possible with sleeves and collars. Singlets and midriff tops are not appropriate.

Educators will encourage children to apply SPF 30+ broad spectrum water resistant sunscreen prior to outside play during harmful conditions; either provided by educators or families.

Greater Hume Children Services is a Sun Smart accredited service recognised by the Anti Cancer Council NSW.

**Water Safety:** the safety and supervision of children in and around water is of the highest priority. This relates to water play, excursions near water, hot water, drinking water and hygiene practices with water in the service environment. Children will be supervised at all times during water play experiences.

Children's safety and wellbeing will be protected in and around water through supervision and prevention and be promoted through the availability of clean, hygienic water for play and for drinking. The safety of children around water will be considered when completing Home, Premises or Venue Safety Audits and risk assessments for excursions.

**Other:** Greater Hume Children Services will ensure Educators identify, assess and manage hazards and potential risks to children such as potentially dangerous products, plants, objects and animals at the service. This is achieved through completion and regular review of the Home, Premises or Venue Safety Audit.

**Swimming Pools:** Where an approved residence has a swimming pool, or an excursion has been planned to a venue with a swimming pool, this will be recorded in the Home, Premises or Venue Audit and benefit risk assessments for excursions, including ensuring there is appropriate child safe fencing and for residential pools a compliance certificate is provided. Staff and Educators will ensure that if the swimming pool is used appropriate care is taken to ensure strict ratios are upheld at all times.

### Links to Policy

Greater Hume Shire Child Protection Policy and Procedure

Greater Hume Shire Council Model Code of Conduct

Emergency and Evacuations

Health and Safety including matters relating to: Nutrition Food and Beverages and Dietary Requirements; Sun Protection; Water Safety; Administration of First Aid

Incident Injury Trauma and Illness

Staffing including: Code of Conduct; Determining the Responsible Person Present; Participation of Students

Assessment Approval and Reassessment of Approved Family Day Care Residences and Family Day Care Venues  
Engagement and Registration of Family Day Care Educators  
Monitoring Support and supervision of Family Day Care Educators  
Fit and Proper Assessment of Family Day Care Educators Assistants and Adults Residing at the Family Day Care Premises  
Visitors to the Family Day Care Residence and Venues  
Provision of Information assistance and Training to Family Day Care Educators

### **Links to Procedure**

Nutrition Food and Beverages and Dietary Requirements Procedure  
Sun Protection Procedure  
Water Safety Procedure

### **References**

Australian Children's Education and Care Quality Authority (2011). Guide to the Education and Care Services National Law and the Education and Care Services National Regulations  
Australian Children's Education and Care Quality Authority (2011) National Quality Standards  
Australian Children's Education and Care Quality Authority (2011) Guide to the National Quality Framework  
Australian Children's Education and Care Quality Authority (2011) Guide to the National Quality Standard.  
Firth, J, Kambouris N, & O'Grady O. (2003) Health and Safety Model Policies and Practices (2<sup>nd</sup> ed.)  
National Health and Medical Research Council (2005). Staying Healthy in Childcare: Preventing Infectious Diseases in Child care (4<sup>th</sup> Ed.)

### **Responsibility**

Service Manager

### **Relevant Legislation**

Education and Care Services National Regulation  
Education and Care Services National Law  
Workplace Health & Safety Act 2011

### **Associated Records**

Nil



## Keeping a Register of Family Day Care Educators Policy

### Document Control

Document Name	Document Register Number	Review Date
Keeping a Register of Family Day Care Educators Policy	1.0.2	37T
Date Adopted	Minute Number	Summary of Changes
<a href="#">Click here to enter a date.</a>	37T	Revised

### Purpose

To create and maintain a register of Family Day Care Educators and assistants in accordance with clause 153 of the Education and Care Services National Regulations 2011.

### Scope

Staff and management, Educators, Relief Educators, parent/guardians and volunteers.

### Definitions

Educators: are fully licensed registered educators in accordance with service policy and procedure.

Relief Educators: are fully licensed and registered relief educators in accordance with service policy and procedure.

Certified Supervisor: is the responsible person under the Education and Care Services National Regulations when the Nominated Supervisor is unavailable. The Certified Supervisor has agreed to the position and the specified terms under which they take the position of responsible person.

Nominated Supervisor: is the responsible person of the service under the Education and Care Services National Regulations 2011. The Service Manager has agreed to the position of responsible person and Nominated Supervisor of the service.

### Policy Content

Greater Hume Children Services will ensure that the register is developed and maintained of Family Day Care Educators and includes the following information in relation to each Family Day Care Educator engaged by or registered with the service:

- i. the full name, address and date of birth of the Educator.
- ii. the contact details of the Educator.
- iii. the address of the residence or approved Family Day Care venue where the Educator will be providing education and care to children as part of the service, including a statement as to whether it is a residence or a venue.
- iv. the date that the Educator was engaged by, or registered with, the service.
- v. when applicable, the date that the Educator ceased to be engaged by or registered with the service, for the period of three years following that date.
- vi. the days and hours when the Educator will usually be providing education and care to children as part of the service.
- vii. if the Educator is an approved provider, the number of the provider approval and the date the approval was granted.
- viii. if the Educator is a Certified Supervisor, the number of the supervisor certificate and the date it was granted.
- ix. evidence of any relevant qualifications held by the Educator, or if applicable that the Educator is actively working towards that qualification as provided under regulation 10.
- x. evidence that the Educator has completed; current approved first aid training, current approved anaphylaxis management training and current approved emergency asthma management training.
- xi. evidence of any other training completed by the Educator.
- xii. if the Educator will be providing education and care to children in a jurisdiction with a working with children law or a working with vulnerable people law, a record of the identifying number of the check conducted or card issued under that law and the expiry date of that check or card (if applicable).

## Keeping a Register of Family Day Care Educators Policy

- xiii. for each child educated and cared for by the Educator as part of the Family Day Care service; the child's name and date of birth and the days and hours that the Educator usually provides education and care to that child.
- xiv. if the education and care is provided in a residence; the full names and dates of birth of all persons aged 18 years and over who normally reside at the Family Day Care residence, and the full names and dates of birth of all children aged under 18 years who normally reside at the Family Day Care residence.
- xv. a record of the identifying number of the **New South Wales or Victorian (depending on the state in which the Educator operates)** Working with Children Check, Working with Children Card, Working with Vulnerable People Check or Criminal History Record Check or teacher registration of each person referred to in paragraph (xiv) who is required to provide the check, card, record or registration under regulation 163 and the date of expiry of that check, card or registration, if applicable, and:
- xvi. the date that the check, card, record or registration was sighted by the approved provider or Nominated Supervisor of the service.

### Links to Policy

Greater Hume Shire Child Protection Policy and Procedure

Greater Hume Shire Council Model Code of Conduct.

Emergency and Evacuations

Health and Safety including matters relating to: Nutrition Food and Beverages and Dietary Requirements; Sun Protection; Water Safety; Administration of First Aid

Incident Injury Trauma and Illness

Staffing including: Code of Conduct; Determining the Responsible Person Present; Participation of Volunteers and Students

Monitoring Support and supervision of Family Day Care Educators

Fit and Proper Assessment of Family Day Care Educators Assistants and Adults Residing at the Family Day Care Premises

Provision of Information assistance and Training to Family Day Care Educators

### Links to Procedure

Nil

### References

Nil

### Responsibility

Service Manager

### Relevant Legislation

Education and Care Services National Regulation

Education and Care Services National Law

Australian Government Department of Education and Training Child Care Services Handbook

### Associated Records

Nil



Greater  
Hume  
Council

**Annual Report 2016-17**  
Drinking Water Management System

February 2018



# Annual Report 2016-17

## Drinking Water Management System

Viridis Consultants Pty Ltd  
PO Box 131  
Bulimba Qld 4171  
Australia  
[www.viridis.net.au](http://www.viridis.net.au)  
ABN: 49 129 185 271

Telephone: 1300 799 310

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Revision	Date	Reviewed by	Initials	Details
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<b>Author:</b>	Tasleem Hasan and Geraldine Terada-Bellis
<b>Project manager:</b>	Tasleem Hasan
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## Executive Summary

Water suppliers in New South Wales (NSW) are required to have a 'quality assurance program', referred to as a Drinking Water Management System (DWMS). An annual review of the DWMS is recommended to ensure that it is valid and being implemented effectively. Furthermore, an annual report is required to be prepared and submitted to the local Public Health Unit (PHU), NSW Health.

Viridis Consultants P/L (Viridis) was engaged by Greater Hume Shire Council to prepare the DWMS Annual Report for the 2016-17 reporting period.

Council is responsible for two water supply schemes - Culcairn and Villages supplies. For the Villages, bulk treated water is obtained from Albury City Council (ACC) and reticulated to customers. There were no changes to the two water supply schemes including source, treatment processes and distribution network during the reporting period that could negatively impact the risk assessment.

There have been discussions with ACC and Riverina Water to submit proposals to Council for taking over the operations and management of water services. Feasibility reports to Council are expected in December 2017.

The drinking water quality performance in the reticulation for both schemes was 100% compliant against the Australian Drinking Water Guidelines (ADWG) health based values and Council maintained a very high level of consumer satisfaction, with only one taste related water quality complaint received over the reporting period.

Further, there were no non-compliance (critical control point limit breach or water quality incident) that required reporting to NSW Health.

The Improvement Plan, which forms an integral part of the DWMS, demonstrates the practice of continual improvement. Council's DWMS Improvement Plan was reviewed and it was noted that 92% of actions have been implemented from the original Plan developed in 2014, showing excellent progress. During the reporting period, six actions were completed or progressed. Due to discussions around the handing over of water services to either ACC or Riverina Water, some actions are on hold or delayed until the outcome of this is more certain.

As part of continual improvement and preparation of this Annual Report, one new improvement action has been identified and added to the Improvement Plan, which is around repairing/replacing some reservoir elements. Council's ongoing commitment is required to enable the improvements/recommendations identified to be successfully implemented.

The DWMS was reviewed during the preparation of this Annual Report. Overall, the review found that the risk profile had not changed negatively for the schemes and Council is making progress with implementing its Improvement Plan. The DWMS remains current, based on the review discussions undertaken.

## 1. Introduction

Water suppliers in New South Wales (NSW) were required to establish and adhere to a 'quality assurance program', referred to as a Drinking Water Management System (DWMS). The DWMS is a risk based approach to managing drinking water quality.

An annual review of the DWMS is recommended to ensure that it is valid and is being implemented effectively. In addition, an annual report is required to be prepared and submitted to the local Public Health Unit (PHU), NSW Health.

Greater Hume Shire Council has engaged Viridis Consultants P/L (Viridis) to prepare the DWMS Annual Report for the 2016-17 reporting period, which covers a 12-month reporting period from 1 July 2016 to 30 June 2017.

This report summarises Council's drinking water quality performance for the reporting period, outcomes of the DWMS annual review and progress on the implementation of the improvement plan.

## 2. Supply Schemes

Council is responsible for two water supply schemes:

- Culcairn supply - urban area only. Raw water is sourced from a bore and treated at the Culcairn water treatment plant (WTP) through aeration and disinfection prior to distribution to customers.
- Villages supply (Jindera, Burrumbuttock, Brocklesby, Gerogery, Gerogery West and some connected rural areas). Bulk treated water is obtained from Albury City Council (ACC) and reticulated to villages. Council undertakes re-chlorination at the service reservoirs to provide a barrier against potential recontamination.

Water supply for the townships of Henty, Holbrook, Morven, Walla Walla, Walbundrie and Woomargama is provided by Riverina Water.

## 3. Scheme Changes

There were no changes to the two water supply schemes including source, treatment processes and distribution network.

Separately, there have been discussions with ACC and Riverina Water to submit proposals to Council for taking over the operations and management of water services. Feasibility reports to Council are expected in December 2017.



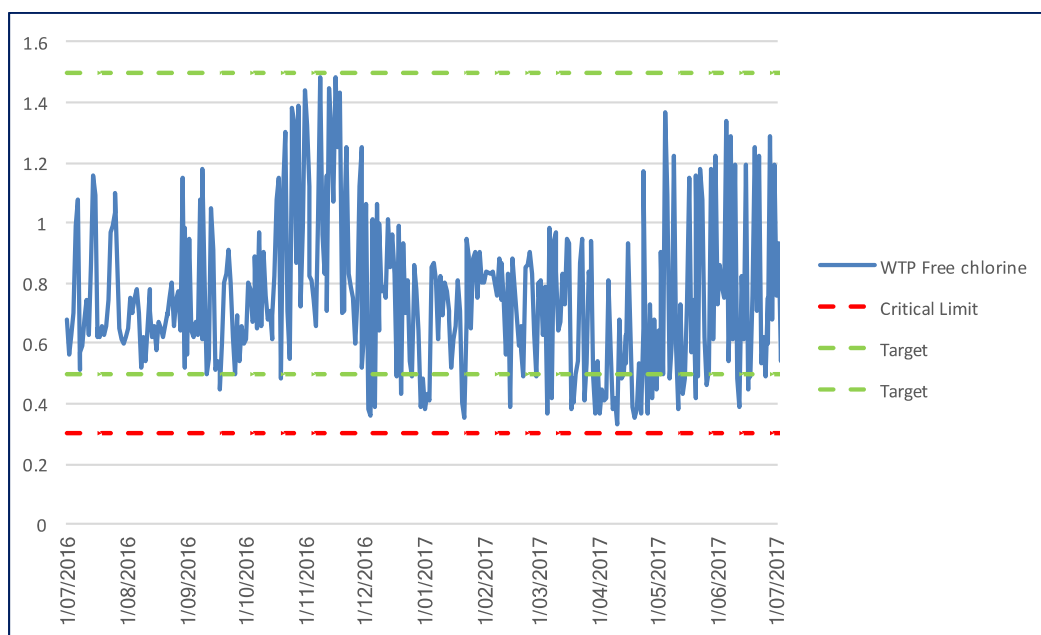
## 4. Critical Control Points

The Critical Control Point (CCP) for the scheme was reviewed as part of the preparation of this report. The CCP remained the same.

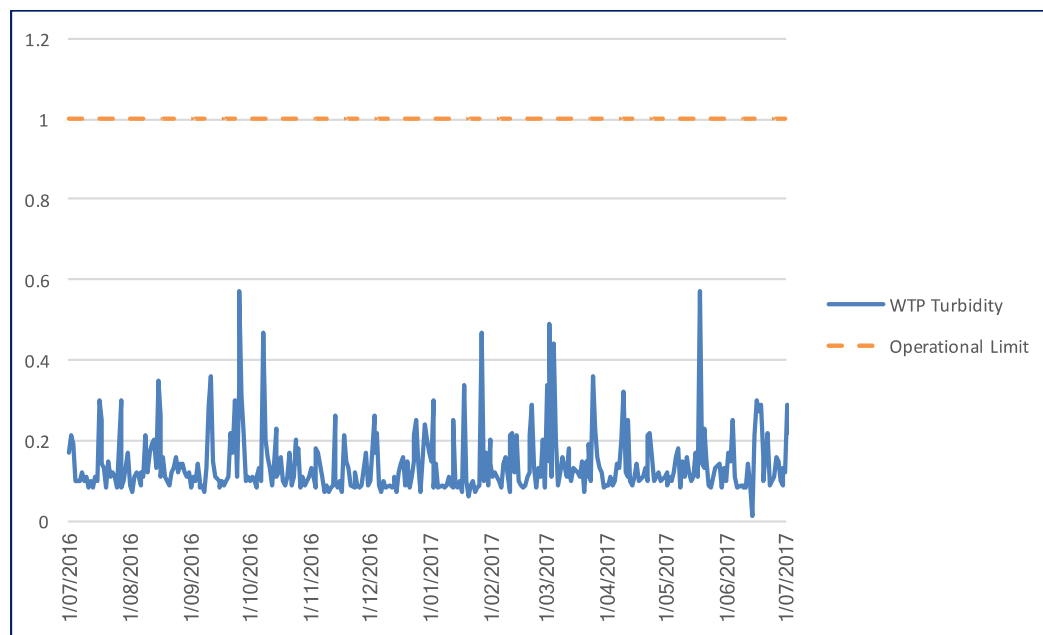
The CCP for the Culcairn scheme is disinfection. There is no CCP identified for the Village scheme as it receives bulk treated water from ACC. The other important operational monitoring is captured in the operational monitoring plan and being implemented, including reservoir integrity (refer to section 5).

There was no CCP critical limit breach for the reporting period, which required notification to the Public Health Unit (PHU), see Figure 1. On instances when the result was outside the target range, adjustments were undertaken to ensure the process maintained its effectiveness.

In addition, the turbidity of the bore water was consistently <1 NTU, as required to ensure effective disinfection (see Figure 2).



**Figure 1 Disinfection CCP monitoring trend for Culcairn scheme**



**Figure 2 Turbidity trend for Culcairn scheme**

## 5. Reservoir Integrity

Maintaining the integrity of the distribution system is an important barrier in keeping the supply safe from potential recontamination. This includes ensuring that the service reservoirs are closed and not vulnerable to contamination, for example, by vermins, birds or rainwater runoff ingress.

The operators do a general check and observation of the reservoirs weekly during their monitoring rounds and undertake detailed inspection using the reservoir inspection checklist every 6 months. In addition, Council engages external contractors to clean and thoroughly inspect its service reservoirs, and undertakes actions on items brought to attention. The external engagement is undertaken every 4 years, with the most recent one undertaken in 2017. The next external cleaning is scheduled for 2021.

Table 1 provides a summary of the internal and external reservoir inspections undertaken during the reporting period.

**Table 1 Summary of reservoir inspections undertaken**

Date inspected	Reservoir	Findings / issues	Comments
16/11/16	Culcairn WTP Tank	Some corrosion on internal roof supports.	Not water quality related. This will be monitored and action taken as required.
	Black St Reservoir	Some surface cracks and delamination of concrete walls.	The reservoir will be repaired and upgraded. Capital works budget has been earmarked for 2019/2020. No adverse impact on water quality.
	Gordon St Tank	All okay.	None.
17/11/16	Jindera Gap Reservoir	All okay.	None.
	Burrumbuttock	All okay.	None.
	Big Brock Reservoir	Some corrosion on internal ladder.	Not water quality related per se. Plan is to change ladder material to fibre glass or like.
	Little Brock Reservoir	All okay.	None.
	Gerogery	All okay.	None.
19/05/17	Big Brock Reservoir	Corroded internal ladder.	Not water quality related per se. Plan is to change ladder material to fibre glass or like.
	Burrumbuttock	Issues noted for entry hatch and platform areas.	These areas have been upgraded and fixed.
	Gordon St Tank	Hard packed clay sediment on the floor and sloping wall area that was unable to be removed using the vacuum method.	Will not impact water quality.
	Culcairn WTP Tank	Sticky sediment will not vacuum cleanly off the floor.	Will be cleaned by external contractor by end of October 2017.
	Jindera Gap Reservoir	Entry hatch frame not fully sealed onto the checker plate and leakage is still occurring.	Sealing mastic laid under frame on 10/06/17 to seal external water from entering reservoir, test confirmed it was okay.
	Little Brock Reservoir	All okay.	None.
	Gerogery	Minor weeps around external wall areas.	None.
	Little Brock	All okay.	None.

## 6. Incidents Reported to NSW Health

There was no noncompliance (CCP critical limit breach or water quality incident) that required reporting to NSW Health. The ADWG health based guideline compliance was **100%** for the schemes, refer to section 7.

## 7. Drinking Water Quality Performance

Verification of drinking water quality provides an assessment of the overall performance of the system and the ultimate quality of drinking water being supplied to consumers. This incorporates monitoring drinking water quality as well as assessment of consumer satisfaction.

### 7.1. Verification Monitoring

Drinking water quality monitoring is a wide-ranging assessment of the quality of water in the distribution system and importantly, as supplied to the consumer. It includes regular sampling and testing to assess whether water quality is complying with ADWG guideline values. Monitoring of drinking water is regarded as the final check that, overall, the barriers and preventive measures implemented to protect public health are working effectively.

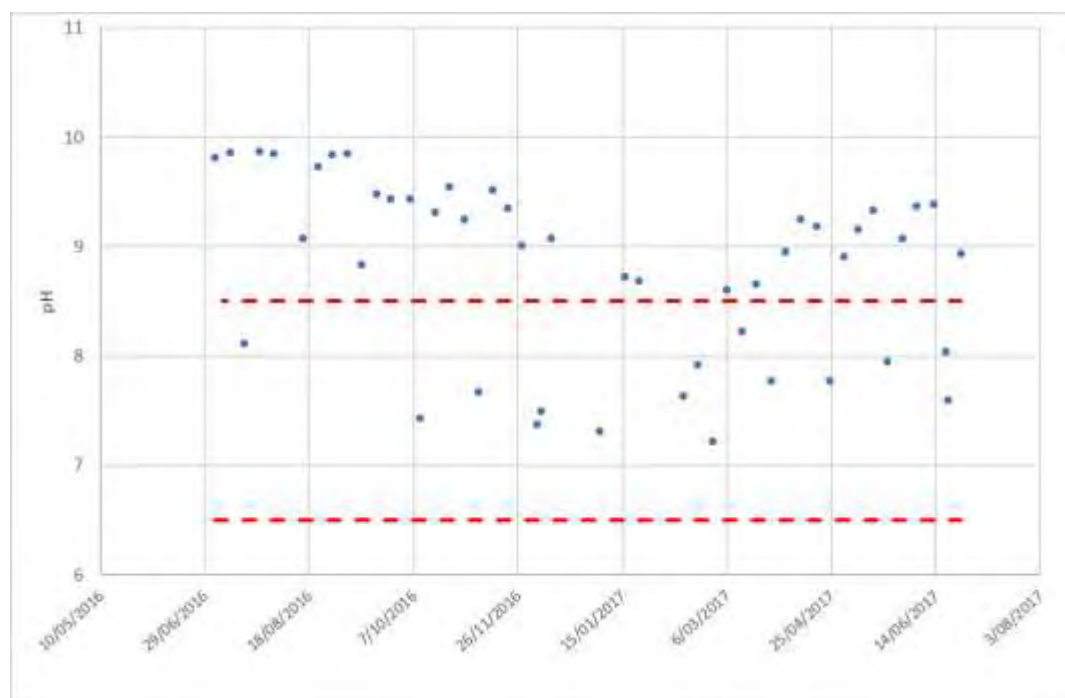
The drinking water quality performance of the schemes is presented in Appendix A (extracted from the NSW Health water quality database). It shows that there was **100% compliance** against the ADWG health based guidelines for both schemes.

ADWG aesthetic guideline exceedence was noted for pH for the Village supply scheme (outside the range of 6.5-8.5), as shown in Figure 3. Aesthetic exceedences **do not** pose any threat to the health of consumers, but may cause scaling and customer complaints and reduce the efficacy of chlorine residual as a barrier against recontamination.

The possible reasons for the high pH was discussed during the October 2016 DWMS review, and included the quality of incoming bulk water from ACC, which may be unstable (low alkalinity). ACC is working on upgrading its water supply processes, which may improve this issue.

The free chlorine lower operational limit of 0.2 mg/L was breached on four instances for the Village scheme and two instances for the Culcairn scheme. Note, all values were significantly lower than the health based guideline value of 5 mg/L.

Having the chlorine as <0.2 mg/L is not a hazard in itself, however, it is recommended to maintain a free chlorine level >0.2 mg/L as it will provide adequate barrier against potential recontamination. Council undertakes corrective actions, for example, increase of chlorine dose when the operational limit is breached.



**Figure 3 pH for the Village supply scheme**

## 7.2. Water Quality Customer Complaints

Monitoring of consumer complaints can provide valuable information on potential problems that may not have been identified by performance monitoring of the water supply system. Consumer satisfaction with drinking water quality is largely based on a judgment that the aesthetic quality of tap water is 'good', which usually means that it is colourless, free from suspended solids and has no unpleasant taste or odour.

There was one water quality complaint recorded regarding taste during the reporting period. This was addressed by flushing the mains. The investigation did not identify any secondary issues.

## **8. Improvement Plan Implementation**

An Improvement Plan is part of a management system and demonstrates the continual improvement process in place for an organisation. Council has an Improvement Plan, which is part of their DWMS.

### **8.1. Status**

The Improvement Plan was reviewed and updated during the preparation of this annual report. Refer to Appendix B for detailed progress of the Improvement Plan, including commentary. When the DWMS was originally developed, there were 66 improvement actions identified.

With implementation since the development of the DWMS, Council has successfully completed (and rationalised) 61 actions or implemented 92% of the original improvement actions. The improvement actions are phased over time with priority items (risk based) targeted first.

During the reporting period, 6 actions were completed or progressed. Due to discussions around the handing over of water services to either ACC or Riverina Water, some actions are on hold or delayed until the outcome of this is more certain. Note, the actions on hold do not compromise the ability to provide safe drinking water to customers.

### **8.2. New Additions**

As part of the DWMS annual review (section 9), one new action was included in the Improvement Plan. The new action number is 70, can be seen in Appendix B.

## **9. DWMS Review Outcomes**

The annual review of the DWMS was undertaken as part of preparing this annual report. Appendix C includes the review discussions, actions and timeframe.

The review discussions were undertaken through a teleconference between Tom Plunkett (Manager Water and Wastewater) and Tasleem Hasan (Viridis – review facilitator) on 4 October 2017.

Overall, the review found that the risk profile had not changed negatively for the schemes and Council is making progress with implementing its Improvement Plan. The monitoring programs are being followed and results showed 100% compliance with the ADWG health based guidelines. The DWMS remains current, based on the review discussions undertaken.

The chemical samples collected for Culcairn by Council in December 2016 were not uploaded on the NSW Health database by the testing laboratory. The results were supplied to Council as a PDF though. Council has adhered to the verification monitoring program, and this issue of the missing data set will be notified to the PHU.

Council has received recent correspondence from NSW Health on funding for DWMS related projects. It was discussed that it may be useful to request the PHU for possible support for a chlorination strategy/study for the Village scheme.

## **10. DWMS Audit Outcomes**

There was no formal audit undertaken for DWMS implementation over the reporting period. The review undertaken as part of the preparation of this report acted as a form of internal audit.

The external audit frequency will be agreed with NSW Health and implemented.

## Glossary

<b>Word</b>	<b>Description</b>
ADWG	Australian Drinking Water Guidelines
CCP	Critical Control Point
DWMS	Drinking Water Management System
NSW	New South Wales
NTU	Nephelometric Turbidity Units
pH	An expression of the intensity of the basic or acid condition of a liquid. Natural waters usually have a pH between 6.5 and 8.5.
PHU	Public Health Unit
SCADA	Supervisory Control and Data Acquisition
WTP	Water Treatment Plant



## **Appendix A**

### **Drinking Water Quality Performance**

Table 2 Culcairn Scheme Water Quality Data

Parameter (Units)	N	Mean	Med	SD	Min	Max	5 %tile	95 %tile	Guideline	OoS	Compliance %
Aluminium (mg/L)	1	0.005	0.005	0	0.005	0.005	0.005	0.005	0.2 (A)	0	100
Antimony (mg/L)	1	0.001	0.001	0	0.001	0.001	0.001	0.001	0.003 (H)	0	100
Arsenic (mg/L)	1	0.001	0.001	0	0.001	0.001	0.001	0.001	0.01 (H)	0	100
Barium (mg/L)	1	0.1	0.1	0	0.1	0.1	0.1	0.1	2 (H)	0	100
Boron (mg/L)	1	0.1	0.1	0	0.1	0.1	0.1	0.1	4 (H)	0	100
Cadmium (mg/L)	1	0.001	0.001	0	0.001	0.001	0.001	0.001	0.002 (H)	0	100
Calcium (mg/L)	1	13	13	0	13	13	13	13	10000*	0	100
Chloride (mg/L)	1	67	67	0	67	67	67	67	250 (A)	0	100
Chromium (mg/L)	1	0.01	0.01	0	0.01	0.01	0.01	0.01	0.05 (H)	0	100
Copper (mg/L)	1	0.1	0.1	0	0.1	0.1	0.1	0.1	2 (H)	0	100
<i>E. coli</i> (mpn/100 mL)	50	0	0	0	0	0	0	0	0 (H)	0	100
Fluoride (mg/L)	1	0.6	0.6	0	0.6	0.6	0.6	0.6	1.5 (H)	0	100
Free chlorine (mg/L)	50	0.6	0.5	0.2	0.1	1.1	0.2	1.0	0.2* – 5 (H)	2	96
Iodine (mg/L)	1	0.1	0.1	0	0.1	0.1	0.1	0.1	0.5 (H)	0	100
Iron (mg/L)	1	0.01	0.01	0	0.01	0.01	0.01	0.01	0.3 (A)	0	100
Lead (mg/L)	1	0.003	0.003	0	0.003	0.003	0.003	0.003	0.01 (H)	0	100
Magnesium (mg/L)	1	12	12	0	12	12	12	12	10000*	0	100
Manganese (mg/L)	1	0.01	0.01	0	0.01	0.01	0.01	0.01	0.5 (H)	0	100
Mercury (mg/L)	1	0.0001	0.0001	0	0.0001	0.0001	0.0001	0.0001	0.001 (H)	0	100
Molybdenum (mg/L)	1	0.005	0.005	0	0.01	0.01	0.01	0.01	0.05 (H)	0	100
Nickel (mg/L)	1	0.005	0.005	0	0.01	0.01	0.01	0.01	0.02 (H)	0	100
Nitrate (mg/L)	1	1	1	0	1	1	1	1	50 (H)	0	100
Nitrite (mg/L)	1	0.1	0.1	0	0.1	0.1	0.1	0.1	3 (H)	0	100
pH	50	8.1	8.1	0.1	7.8	8.3	7.9	8.3	6.5 - 8.5 (A)	0	100
Selenium (mg/L)	1	0.003	0.003	0	0.003	0.003	0.003	0.003	0.01 (H)	0	100
Silver (mg/L)	1	0.01	0.01	0	0.01	0.01	0.01	0.01	0.1 (H)	0	100
Sodium (mg/L)	1	68	68	0	68	68	68	68	180 (A)	0	100

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<b>Parameter (Units)</b>	<b>N</b>	<b>Mean</b>	<b>Med</b>	<b>SD</b>	<b>Min</b>	<b>Max</b>	<b>5 %tile</b>	<b>95 %tile</b>	<b>Guideline</b>	<b>OoS</b>	<b>Compliance %</b>
Sulfate (mg/L)	1	19	19	0	19	19	19	19	500 (H)	0	100
Total chlorine (mg/L)	49	0.6	0.6	0.3	0.1	1.2	0.3	1.1	5 (H)	0	100
Total coliforms (mpn/100 mL)	50	0	0	0	0	0	0	0	0*	0	100
Total Dissolved Solids (TDS) (mg/L)	1	238	238	0	238	238	238	238	600 (A)	0	100
Total Hardness as CaCO <sub>3</sub> (mg/L)	1	81	81	0	81	81	81	81	200 (A)	0	100
True Colour (Hazen Units (HU))	1	1	1	0	1	1	1	1	15 (A)	0	100
Turbidity (NTU)	50	0.2	0.2	0.1	0.1	0.4	0.1	0.3	5 (A)	0	100
Zinc (mg/L)	1	0.02	0.02	0	0.02	0.02	0.02	0.02	3 (A)	0	100

*OoS - out of specification, (H) – Health based guideline value, (A) – Aesthetic guideline value, \*As per NSW Health Water Quality Database*

Note, the chemical samples collected by Council for December 2016 were not uploaded on the NSW Health database by the testing laboratory. However, the results were supplied to Council as a PDF. Council has adhered to the verification monitoring program, and this issue will be notified to the PHU.

Table 3 Village Scheme Water Quality Data

Parameter (Units)	N	Mean	Med	SD	Min	Max	5 %tile	95 %tile	Guideline	OoS	Compliance %
Aluminium (mg/L)	2	0.1	0.1	0.03	0.1	0.1	0.1	0.1	0.2 (A)	0	100
Antimony (mg/L)	2	0.001	0.001	0	0.001	0.001	0.001	0.001	0.003 (H)	0	100
Arsenic (mg/L)	2	0.001	0.001	0	0.001	0.001	0.001	0.001	0.01 (H)	0	100
Barium (mg/L)	2	0.03	0.03	0.03	0.01	0.05	0.01	0.05	2 (H)	0	100
Boron (mg/L)	2	0.1	0.1	0	0.1	0.1	0.1	0.1	4 (H)	0	100
Cadmium (mg/L)	2	0.0004	0.0004	0.0002	0.0003	0.001	0.0003	0.001	0.002 (H)	0	100
Calcium (mg/L)	2	10	10	0	9	10	9	10	10000*	0	100
Chloride (mg/L)	2	7	7	1	6	8	6	8	250 (A)	0	100
Chromium (mg/L)	2	0.004	0.004	0.002	0.003	0.01	0.003	0.01	0.05 (H)	0	100
Copper (mg/L)	2	0.03	0.03	0	0.003	0.1	0.003	0.1	2 (H)	0	100
<i>E. coli</i> (mpn/100 mL)	50	0	0	0	0	0	0	0	0 (H)	0	100
Fluoride (mg/L)	2	1	1	0.1	0.9	1	0.9	1	1.5 (H)	0	100
Free chlorine (mg/L)	50	0.6	0.6	0.3	0	1.5	0.1	1	0.2* – 5 (H)	4	92
Iodine (mg/L)	2	0.01	0.01	0	0.01	0.01	0.01	0.01	0.5 (H)	0	100
Iron (mg/L)	2	0.02	0.02	0.01	0.01	0.02	0.01	0.02	0.3 (A)	0	100
Lead (mg/L)	2	0.002	0.002	0.001	0.001	0.003	0.001	0.003	0.01 (H)	0	100
Magnesium (mg/L)	2	1.6	1.6	0.01	1.6	1.6	1.6	1.6	10000*	0	100
Manganese (mg/L)	2	0.01	0.01	0.01	0.009	0.02	0.009	0.02	0.5 (H)	0	100
Mercury (mg/L)	2	0.0001	0.0001	0.0	0.0001	0.0001	0.0001	0.0001	0.001 (H)	0	100
Molybdenum (mg/L)	2	0.004	0.004	0.002	0.003	0.01	0.003	0.01	0.05 (H)	0	100
Nickel (mg/L)	2	0.01	0.01	0	0.01	0.01	0.01	0.01	0.02 (H)	0	100
Nitrate (mg/L)	2	1	1	1	1	2	1	2	50 (H)	0	100
Nitrite (mg/L)	2	0.1	0.1	0	0.1	0.1	0.1	0.1	3 (H)	0	100
pH	46	8.8	9.1	0.8	7.2	9.9	7.4	9.9	6.5 - 8.5 (A)	33	28
Selenium (mg/L)	2	0.002	0.002	0.001	0.001	0.003	0.001	0.003	0.01 (H)	0	100
Silver (mg/L)	2	0.003	0.003	0.003	0.001	0.01	0.001	0.01	0.1 (H)	0	100
Sodium (mg/L)	2	5	5	0	5	5	5	5	180 (A)	0	100

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Parameter (Units)	N	Mean	Med	SD	Min	Max	5 %tile	95 %tile	Guideline	OoS	Compliance %
Sulfate (mg/L)	2	11	11	4	8	14	8	14	500 (H)	0	100
Total Chlorine (mg/L)	50	0.8	0.7	0.3	0.2	1.6	0.3	1.2	5 (H)	0	100
Total coliforms (mpn/100 mL)	50	0	0	0	0	0	0	0	0*	0	100
Total Dissolved Solids (TDS) (mg/L)	2	48	48	3	46	50	46	50	600 (A)	0	100
Total Hardness as CaCO <sub>3</sub> (mg/L)	2	31	31	0.8	30	31	30	31	200 (A)	0	100
True Colour (Hazen Units (HU))	2	1	1	0.4	1	1	1	1	15 (A)	0	100
Turbidity (NTU)	50	0.5	0.5	0.2	0.2	1.5	0.2	0.8	5 (A)	0	100
Zinc (mg/L)	2	0.02	0.02	0.01	0.01	0.02	0.01	0.02	3 (A)	0	100

*OoS - out of specification, (H) – Health based guideline value, (A) – Aesthetic guideline value, \*As per NSW Health Water Quality Database*

## **Appendix B**

### **Improvement Plan Status**

## **Appendix C**

### **DWMS Review Details**

**DWMS Review Summary**

<b>Item</b>	<b>Review Findings</b>	<b>Actions</b>	<b>Timeframe</b>
Any change required to legal and formal requirements?	Table 1 in the DWMS was reviewed. It is current and does not need to be updated.	n/a	n/a
Any change required to the stakeholders and emergency contacts list?	There was no change required to the contact list, details remain current.	n/a	n/a
Is there a need to update the process flow diagram in the DWMS? See also section 3 of this report.	The infrastructure details have not changed, and the schematic remains current.	n/a	n/a
CCP performance – any issues? Re-validated?	CCP performance is discussed in section 4 of this report. No issues were noted.	n/a	n/a
Review of incident management process.	The incident response plan was developed in Nov 16, remains current. There has not been any incident.	n/a	n/a
Were there any investigative studies or research undertaken that may impact drinking water management practices?	No major investigative project work was undertaken. Discussions were held with ACC regarding online monitoring point. Discussions will be progressed further in due course. There is possible support from NSW Health on water quality improvement projects.	Tom to discuss with PHU possible support for a chlorination strategy for the Village scheme.	Nov 17
Reservoir inspections and/or cleaning (internal/external) – any issues?	Discussed in section 5.	Repair/upgrade Black St reservoir. Repair replace internal roof support for Culcairn WTP tank. Replace internal ladder for Big Brock reservoir.	2019/20
Monitoring	The monitoring was undertaken as required. However, the chemical samples collected for Culcairn by Council in December 2016 were not uploaded on the NSW Health database by the testing laboratory. The results were supplied to Council as a PDF though. Council has adhered to the verification monitoring program, and this issue will be notified to the PHU.	Tom to notify PHU of the missing chemical analysis results of Dec 16 for Culcairn scheme in the NSW Health database.	Oct 17
Does the risk register need to be reviewed and updated?	The risk assessment was undertaken in 2014. Improvement actions have been delivered and some are progressing. A comprehensive review of the risk register in 2018-19 period is recommended (if not earlier).	Undertake comprehensive review of the risk assessment.	2018-19
Does the DWMS need to be updated?	The DWMS is current and does not require an update.	n/a	n/a

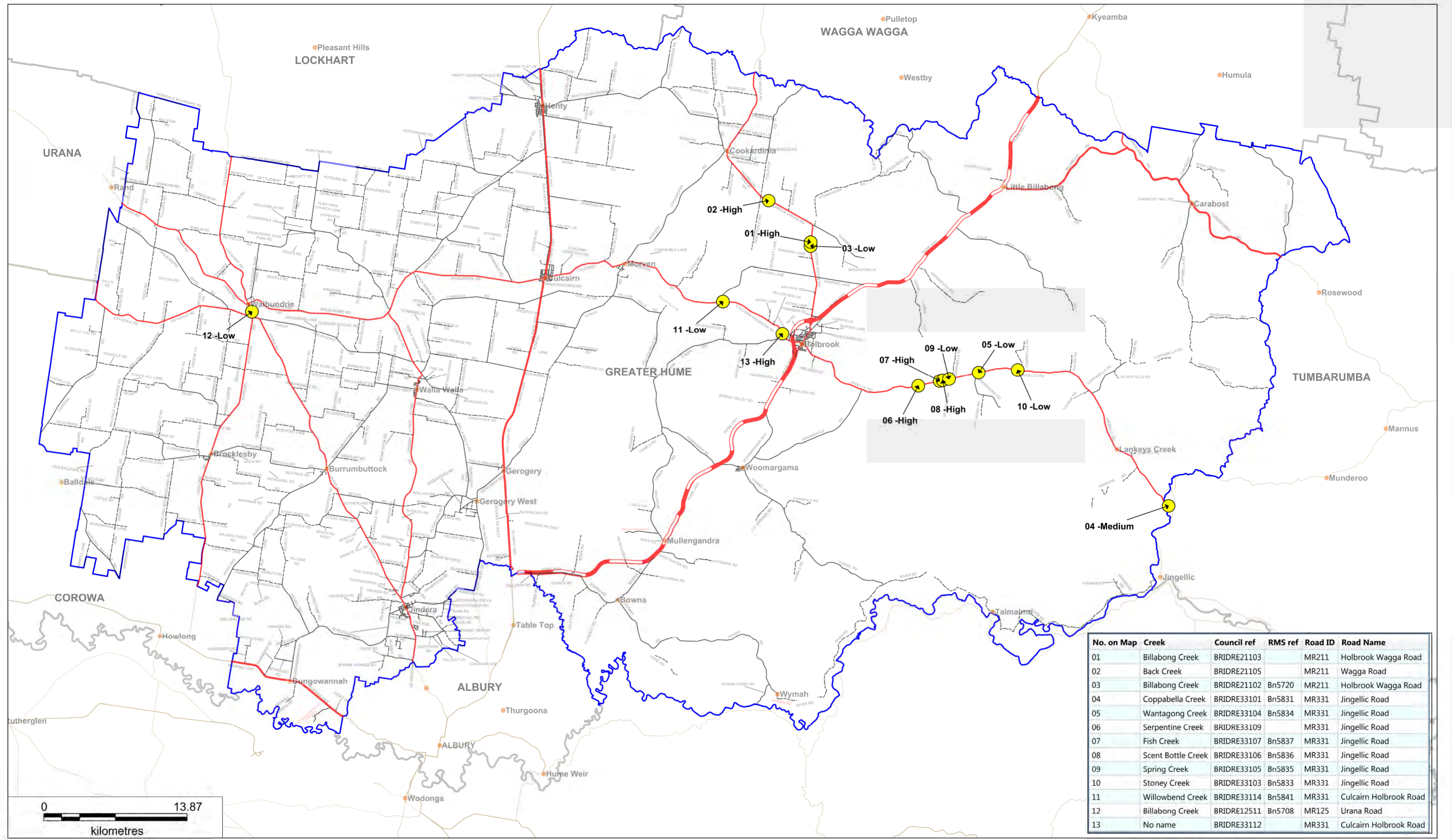




[www.viridis.net.au](http://www.viridis.net.au)



No.	LGA	Road	Name of bridge/culvert	Bridge type (Timber Beam, Truss, Concrete Beam, Slab etc)	Year built (design loading)	Bridge span length (m)	No of Spans	Carriageway width	To what standard the bridge could be upgraded to	Repairs required	Priority	Cost	
1	Greater Hume	MR211	Billabong Creek (BRIDRE21103)	Concrete	1940	6.4	2	2	HML	YES	High	\$ 115,923.75	
2	Greater Hume	MR211	Back Creek (BRIDRE21105)	Concrete	1935	18.6	2	2	HML	YES	High	\$ 126,525.00	
3	Greater Hume	MR211	Billabong Creek (BRIDRE21102)	Concrete	1937	45	3	2	HML	YES	Low	\$ 71,332.50	
4	Greater Hume	MR331	Coppabella Creek (BRIDRE33101)	Concrete	1956	47.54	4	2	HML	YES	Medium	\$ 76,439.25	
5	Greater Hume	MR331	Wantagong Creek (BRIDRE33104)	Concrete	1947	18.28	2	2	HML	YES	Low	\$ 37,755.00	
6	Greater Hume	MR331	Serpentine Creek (BRIDRE 33109)	Concrete	1935	10.59	4	2	HML	YES	High	\$ 131,846.25	
7	Greater Hume	MR331	Fish Creek (BRIDRE33107)	Concrete	1951	6.2	3	2	HML	YES	High	\$ 139,972.50	
8	Greater Hume	MR331	Scent Bottle Creek (BR~E33106)	Concrete	1951	12.19	5	2	HML	YES	High	\$ 142,777.50	
9	Greater Hume	MR331	Spring Creek (BRIDRE33105)	Concrete	1965	16.1	4	2	HML	YES	Low	\$ 163,815.00	
10	Greater Hume	MR331	Stoney Creek (BRIDRE33103)	Concrete	1935	11.58	4	2	HML	YES	Low	\$ 35,816.25	
11	Greater Hume	MR331	Willowbend Creek (BRIDRE33114)	Concrete	1949	24.4	3	2	HML	YES	Low	\$ 46,335.00	
12	Greater Hume	MR125	Billabong Creek (BRIDRE12511)	Concrete	1930	54.8	3	2	HML	YES	Low	\$ 81,381.00	
13	Greater Hume	MR331	No Name (BRIDRE33112)	Concrete	1935	7.1	3	2	HML	YES	High	\$ 164,557.50	
				<b>On Costs</b>							\$	<b>30,000.00</b>	
				<b>Sub Total</b>							\$	<b>1,334,476.50</b>	
				<b>Contingencies</b>							20%	\$	<b>266,895.30</b>
				<b>Total</b>							\$	<b>1,631,371.80</b>	
				<b>Engineering fees</b>							5%	\$	<b>81,568.59</b>
				<b>Project Management</b>							14%	\$	<b>228,392.05</b>
				<b>Grand Total</b>							\$	<b>1,941,332.44</b>	




No. on Map	Creek	Council ref	RMS ref	Road ID	Road Name
01	Billabong Creek	BRIDRE21103		MR211	Holbrook Wagga Road
02	Back Creek	BRIDRE21105		MR211	Wagga Road
03	Billabong Creek	BRIDRE21102	Bn5720	MR211	Holbrook Wagga Road
04	Coppabella Creek	BRIDRE33101	Bn5831	MR331	Jingellic Road
05	Wantagong Creek	BRIDRE33104	Bn5834	MR331	Jingellic Road
06	Serpentine Creek	BRIDRE33109		MR331	Jingellic Road
07	Fish Creek	BRIDRE33107	Bn5837	MR331	Jingellic Road
08	Scent Bottle Creek	BRIDRE33106	Bn5836	MR331	Jingellic Road
09	Spring Creek	BRIDRE33105	Bn5835	MR331	Jingellic Road
10	Stoney Creek	BRIDRE33103	Bn5833	MR331	Jingellic Road
11	Willowbend Creek	BRIDRE33114	Bn5841	MR331	Culcairn Holbrook Road
12	Billabong Creek	BRIDRE12511	Bn5708	MR125	Urana Road
13	No name	BRIDRE33112		MR331	Culcairn Holbrook Road



**GREATER HUME SHIRE COUNCIL**  
 Fixing Country Roads 2018 - Assessment of Bridges and Culverts

	National Highway
	State Road
	Regional Road
	Local Road
	Unsealed



## Asset Management Policy

Document Name	Document Version Number	Review Date
Asset Management Policy	Insert Version Number Here	Click Here to Enter Date
Date Adopted	Minute Number	Status
Click Here to Enter Date	Insert Minute Number Here	Select Status Here

### Purpose

To provide the framework for Council to ensure that assets are provided, maintained and renewed so that they continue to meet the needs of the community in a way which assists in the achievement of Council's goals and visions whilst providing the best value for the community.

By the implementation of long term management of its assets Council will achieve significant benefits including:

- More informed decision making
- Improved efficiency
- Ability to plan for the present and future generations
- Improved long term financial forecasting and management.

Council will ensure that asset management is an integral part of its business cycle and will:

- Be consistent with its goals and objectives
- Help Council to manage business risk
- Provide tangible benefits
- Be sustainable.

### Scope

This policy applies to all activities of Greater Hume Council.

### Definitions

Nil, as at date adopted.

### Policy Content

#### 1. Background

- Council is committed to implementing a systematic asset management methodology in order to apply appropriate asset management best practices across all areas of the organisation. This includes ensuring that assets are planned, created, operated, maintained, renewed and disposed of in accordance with Council's priorities for service delivery.
- Council owns and uses approximately \$400 Million (excluding bulk earthworks, land under roads, office equipment, furniture and fittings and works in progress) of non-current assets to support its core business of delivery of service to the community.
- Asset management practices impact directly on the core business of the organisation and appropriate asset management is required to achieve our strategic service delivery objectives.
- Adopting asset management principles will assist Council in achieving its Strategic Longer-Term Plan and Long Term Financial objectives.
- A strategic approach to asset management will ensure that the Council delivers the highest appropriate level of service through its assets.

## Asset Management Policy

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- This will provide positive impact on:
  - Members of the public and staff;
  - Council's financial position;
  - The ability of Council to deliver the expected level of service and infrastructure;
  - The political environment in which Council operates; and
  - The legal liabilities of Council.

### 2. Principles

A consistent Asset Management Strategy must exist for implementing systematic asset management and appropriate asset management best-practice throughout all Departments of Council.

- All relevant legislative requirements together with political, social and economic environments are to be taken into account in asset management.
- Asset management principles will be integrated within existing planning and operational processes.
- Asset Management Plans will be developed for major service/asset categories. The plans will be informed by community consultation and financial planning and reporting.
- An inspection regime will be used as part of asset management to ensure agreed service levels are maintained and to identify asset renewal priorities.
- Asset renewals required to meet agreed service levels and identified in adopted asset management plans and long term financial plans will be fully funded in the annual budget estimates.
- Service levels agreed through the budget process and defined in adopted Asset management Plans will be fully funded in the annual budget estimates.
- Asset renewal plans will be prioritised and implemented progressively based on agreed service levels and the effectiveness of the current assets to provide that level of service.
- Systematic and cyclic reviews will be applied to all asset classes and are to ensure that the assets are managed, valued and depreciated in accordance with appropriate best practice and applicable Australian Standards.
- Future life cycle costs will be reported and considered in all decisions relating to new services and assets and upgrading of existing services and assets.
- Future service levels will be determined in consultation with the community.
- Training in asset and financial management will be provided for councillors and relevant staff.

### 3. Framework

Council's asset management framework as illustrated below shows the relationship between this policy, the asset management strategy and asset management plans. This framework will ensure a strategic approach to asset management.

## Asset Management Policy



### Links to Policy

Nil, as at date adopted.

### Links to Procedure

Nil, as at date adopted.

### Links to Forms

Nil, as at date adopted.

### References

Nil, as at date adopted.

### Responsibility

- **Councillors** adopt the policy and ensure sufficient resources are applied to manage the assets.
- The **General Manager** has overall responsibility for developing asset management systems, policies and procedures.
- **Departmental Directors** are responsible for implementing asset management systems, policies and procedures.

### Document Author

Manager Traffic and Infrastructure

## Asset Management Policy

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### Relevant Legislation

- Local Government Act
- The Protection of the Environment Operations Act 1997 (POEO Act)
- Australian Accounting Standards
- AS3500.3-1990 National Plumbing Drainage Code – Stormwater Drainage
- AS/NZS 4360:2004 Risk Management
- Road Traffic Act 1974
- Road Traffic Amendment Act 2000
- National Environmental Protection (Diesel Vehicle Emissions) Measure
- Work Health and Safety Act & Regulation 2011
- Australian Design Rules
- Motor Vehicle Standards Act 1989,
- National Asset Management Framework Legislation 2010
- DLG Integrated Planning NSW
- Heritage Act 1997
- Building codes, Acts and standards
- Disability Discrimination Act
- Roads Transport (Safety and Traffic Management) Act 1993

### Associated Records

- Asset Management Strategy and associated Asset Management Plans.

## Footway Dining and Temporary Structures on the Footway (Road Reserve) Policy

Document Name	Document Version Number	Review Date
Footway Dining and Temporary Structures on the Footway (Road Reserve) Policy	Insert Version Number Here	Click Here to Enter Date
Date Adopted	Minute Number	Status
Click Here to Enter Date	Insert Minute Number Here	Select Status Here

### Purpose

To ensure that Council acts consistently and without bias and that Council regulates the use of the footway area to avoid nuisance or inconvenience to the public.

### Scope

This policy applies mainly to urban commercial centres in the Greater Hume Council area.

### Definitions

Nil, as at date adopted.

### Policy Content

#### 1. Background

The increasing use of footways (road reserves) for the exposure of articles (whether for sale or not) and for dining by businesses, has highlighted the need to formalise a policy and procedures to assist in reducing Council's liability with such activities.

This policy refers to non-permanent structures such as tables, baskets, sandwich boards, racks used for display of goods, brochures, or information/advertising/promotional material that relates to the adjoining business activity. The only non-permanent structure that does not have to be directly related to the core business activity will be plant boxes/pots used for beautification purposes only and having no advertising content.

This policy will also cover areas to be used for footway/alfresco dining and includes the use of items with the activity such as tables, chairs, umbrellas, dividers where the items are not permanently fixed and are removed at the end of the trading day.

Approval may also be subject to local or specific Development Control Plan conditions, agreements/conditions formed by a town's Development Committee, Industry or any other sectors approved by Council.

#### 2. Principles

Council has the authority to grant approval and regulate the use of the footway for business purposes.

The approval of temporary structures applies mainly to urban commercial centres in the Greater Hume Shire Council area.

The approval is granted within specific conditions and any request for the use of a classified road must be with the concurrence of the Roads and Maritime Services.

Placement of structures must be on the actual shop frontage and should not impinge on adjacent business frontages.

This policy does not cover any structures that are permanent or are not removed at the end of each day's trading.

#### 3. Fees

The fees for Footway Dining and Temporary Structures on Footway (Road Reserve) are published in Council's Schedule of Fees each financial year.



## Footway Dining and Temporary Structures on the Footway (Road Reserve) Policy

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### Links to Policy

Nil, as at date adopted.

### Links to Procedure

Nil, as at date adopted.

### Links to Forms

Footpath Dining and Temporary Structures Application Form

### References

Nil, as at date adopted.

### Responsibility

- The Engineering Department is responsible for the implementation of this policy.

### Document Author

Manager Traffic & Infrastructure

### Relevant Legislation

- Council's authority to approve footway dining activities is covered under:  
Y Local Government Act 1993 – Section 68  
Y Roads act 1993 – Section 125
- Council's authority to approve temporary structures on footway (Road Reserve) is covered under:  
Y Local Government Act 1993 – Section 68

### Associated Records

Nil, as at date adopted.

## Works in and Around Waterways

### Who owns the land?

Most of the creeks and the land on their banks in our local government area are Crown Land. Development of any kind requires the approval of the owner of the land on which the development is to take place.

### Controlled Activity Approval

Controlled Activity Approval under the *Water Management Act 2000* (WM Act) is usually required for the following works;

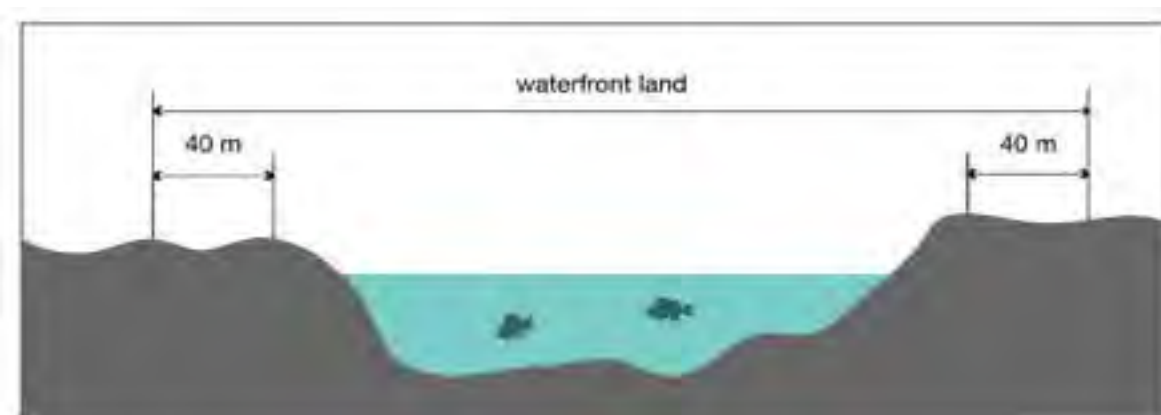
- a. the erection of a building or the carrying out of a work (within the meaning of the Environmental Planning and Assessment Act 1979), or
- b. the removal of material (whether or not extractive material) or vegetation from land, whether by way of excavation or otherwise, or
- c. the deposition of material (whether or not extractive material) on land, whether by way of landfill operations or otherwise, or
- d. the carrying out of any other activity that affects the quantity or flow of water in a water source.

However Council is exempt from requiring Controlled Activity Approval. Council is still required to abide by the principles and guidelines of the Department of Industry – Water.

Relevant guidelines include

- *Guidelines for instream works on waterfront land,*
- *Guidelines for riparian corridors on waterfront land, and*
- *Guidelines for vegetation management plans on waterfront land.*

The WM Act defines waterfront land to include the bed of the stream as well as any land within 40m of the banks.



Controlled Activity Approval is not required for the removal of vegetation in circumstances that would otherwise be lawful will not require a controlled activity approval.

## Flood Work Approvals

An approval is required to construct or use a flood work under section 91D(1) of the *Water Management Act 2000* (WM Act).

A flood work:

- is a work that is situated in or near a river, estuary or lake, or within a floodplain; and
- affects the flow of water to or from a river, estuary or lake, or the distribution or flow of floodwater in times of flood, because of its size or configuration; and
- includes all associated pipes, valves, metering equipment and other equipment. Examples of flood works are a levee, access road, causeway or embankment.

However, a number of flood works do not require an approval. These exemptions are set out in the *Water Management (General) Regulation 2011*.

Situations where a flood work approval is not required

Work carried out under development authorisations (the 'built up area exemption')

This exemption applies to urban or built-up areas. In most situations a flood work approval is not required in urban or built-up areas. This exemption recognises the significant role of local councils in flood management in certain areas. It also recognises there may be an overlap of **floodplain management plans** under the WM Act and floodplain risk management plans developed by local councils in accordance with the Floodplain Development Manual. These plans developed by local councils are usually called Floodplain risk management plans (council plan) or Floodplain risk management studies (study).

The exemption provides for local councils to be able to construct flood works without a flood work approval provided they have an appropriate plan in place. It also provides that residents in areas covered by a **council plan or study** will only need development consent from the council to construct a flood work.

Local councils

A local council does not need to obtain a flood work approval if the flood work is constructed or used in accordance with a **development authorisation** granted by a council and the work:

- is located in an area to which a **council plan or study** applies, or
- is not located in a **floodway or Zone A or D** under a **floodplain management plan**.

**Part 7 Fisheries Management Act Permit**

A permit under Part 7 of the *Fisheries Management Act 1994* (Fisheries Act) is required for the following activities;

- activities involving dredging and reclamation work
- activities temporarily or permanently obstructing fish passage
- using explosives and other dangerous substances
- harming marine vegetation

Dredging includes any work that involves excavating water land including removal of large woody debris. Water land is defined as land that is intermittently or permanently submerged by water (either naturally or artificially) and includes wetlands.

**Integrated Approval**

NSW DPI is an “approval body” for development that requires one or more of the following permits under the Fisheries Management Act 1994:

- Section 144 - aquaculture permit (i.e. cultivating fish or marine vegetation for sale or commercial purposes).
- Section 201 - permit to carry out works of dredging or reclamation.
- Section 205 - permit to harm (cut, remove, damage, destroy etc) marine vegetation on public water land or the foreshore of such land or on an aquaculture lease.
- Section 219 – permit to obstruct the free passage of fish.

Any development application under Part 4 of the EP&A Act requiring one or more of the above approvals becomes integrated development. The consent authority (e.g. Council) is required to forward a copy of the development application to NSW DPI for appraisal.

## Vegetation

The Native Vegetation Regulatory (NVR) Map was prepared by OEH under Part 5A of the amended *Local Land Services Act 2013* (LLS Act) and supporting regulation.

The NVR Map covers all rural land in NSW. It categorises land into areas where clearing of native vegetation can occur without approval, where clearing can only be carried out in accordance with Part 5A of the LLS Act or other legislation and excluded land where the LLS Act does not apply.

All riparian land identified in the map (including Billabong Creek in Culcairn and Walbundrie, Ten Mile Creek in Holbrook (excluding the section between Gundagai Street and Purtell Street), Buckaringah Creek in Henty (excluding the section between the Olympic Highway and West Showground Road), Petries Creek in Walla Walla, Bowna Creek in Jindera (excluding the section between Lidner Road and Urana Road) is identified as Category 2 Vulnerable Regulated Land.

Category 2 Vulnerable Regulated Land is rural land where clearing of native is more restricted than on other Category 2 land. This includes steep and highly erodible lands and riparian land and special category land (as declared). The excluded sections are “excluded land” – land not regulated by the Part 5A of the LLS Act. This land includes urban zones, environmental conservation zones and R5 large lot residential as gazetted under a Local Environmental Plan (LEP). It also includes public conservation lands such as National Parks and State Forests.

*Land Management (Native Vegetation) Code 2017* (the Code), applies to Category 2 Vulnerable Regulated Land. Under the Code certification may be requiring for the removal of native vegetation.

The new *State Environmental Planning Policy (Vegetation in Non-Rural Areas) 2017* (Vegetation SEPP) will regulate clearing of native vegetation in urban areas and all other land in NSW zoned for urban purposes or for environmental conservation/management. This includes land zoned as RU5 Village, R2 Low Density Residential, R5 Large Lot Residential, SP2 Infrastructure and RE1 Public Recreation – all of which are found in Greater Hume townships.

This SEPP applies when;

- native vegetation above the Biodiversity Offset Scheme (BOS) threshold where a proponent will require an approval from the Native Vegetation Panel established under the Local Land Services Amendment Act 2016; and
- vegetation below the BOS threshold where a proponent will require a permit from Council if that vegetation is identified in the council’s development control plan (DCP).

Under the Greater Hume Development Control Plan 2013 (the GHDCP) a number of gum trees commonly found along the creek frontages are specifically listed. Once over the nominated size and covered by the Biodiversity layer in the Greater Hume Local Environmental Plan 2012 (the GHLEP) these trees do require development approval.

Removal of non-native vegetation does not require approval however must take into account the effects of the works on water quality and bank stabilisation.

## TOURISM AND PROMOTIONS REPORT (December 2017 and January 2018)

Areas Projects	Objectives	Progress and Comments
Greater Hume Visitors Guide	Implement the Greater Hume Visitor Experience Plan <b>Delivery Plan 3.3.2.1</b>	<ul style="list-style-type: none"> <li>• Visitors Guide has been distributed to our 43 advertisers and Visitor Information Points (15,000 copies)</li> <li>• Distribution (to date) = 10680, including 3660 to other Visitor Centres/advertisers and 1300 to VIPs.</li> </ul>
Visitor Information Centre and Submarine Museum	<p>Offering visitors to Greater Hume information and advice on accommodation, places to eat, attractions, maps, tours, road conditions, events and other general information. Reception and admission to Submarine Museum.</p> <p>Implement the Greater Hume Visitor Experience Plan.</p> <p style="text-align: right;"><b>Delivery Plan 3.3.2.1</b></p>	<ul style="list-style-type: none"> <li>• Visitor Information stats forwarded to AVIC Network were: <ul style="list-style-type: none"> <li>December 2017: 1652 walk in, 18 phone calls and 2 emails</li> <li>January 2018: 2123 walk in, 32 phone calls and 1 emails</li> </ul> </li> <li>• Admissions to Submarine Museum, statistics for: <ul style="list-style-type: none"> <li>December 2017: 120 in family groups, 118 adults, 34 school children, 100 pensioners and 53 in groups.</li> <li>January 2018: 165 in family groups, 198 adults, 48 school children, 108 pensioners and 0 in groups.</li> </ul> </li> <li>• Visitor Information Centre Survey, some results: <p><i>(Visitors are randomly surveyed each month to provide information on gender, age, travel patterns, home location, satisfaction rating, comments and suggestions on attractions and the visitor experience.)</i></p> <ul style="list-style-type: none"> <li>○ How did you hear about us: 3 x Sign, 2 x Brochure, 2 x Visitor Centre, 4 x Internet, 2 x Other, 1 x Map</li> <li>○ Age groups: 2 x 19 to 34 years, 4 x 35-54 years, 8 x 55 years or more.</li> <li>○ Travelling Group: 5 x Family, 4 x Alone, 2 x Friends, 3 x Other.</li> <li>○ Post Codes/Country: 3550, 2500, 2582, 3677, 3564, 3350, 2710, 2644, 3579, 2293, 4670, 7000, 3222 and 2026.</li> <li>○ Comments: great park to stop at.</li> </ul> </li> <li>• Please see attached graphs showing above statistics.</li> </ul>
	<p>To promote Greater Hume as a place to visit or stay, whether for ½ day, full day or more.</p> <p>To assist with the promotion of Greater Hume's many and varied events.</p> <p>Implement the Greater Hume Visitor Experience Plan. <b>Delivery Plan 3.3.2.1</b></p>	<ul style="list-style-type: none"> <li>• Visitor and What's On advertising in Out and About Summer Edition in Border Mail.</li> <li>• Greater Hume Public Notices</li> <li>• Emailed 'What's On in 'December and January' leaflets to Visitor Information Centres in NSW and VIC, coach/bus/tour companies, tourism operators within shire and regional, media and visitor information points.</li> <li>• Arranged promotions through Jindera 150<sup>th</sup> Celebration Committee, Australia Day @ Jindera, Christmas Carols and local community markets.</li> </ul>
Social Media	<p>Implement and enhance online communication tools using technologies such as social networking mechanism.</p> <p>Implement the Greater Hume Visitor Experience Plan</p> <p style="text-align: right;"><b>Delivery Plan 3.3.2.1</b></p>	<ul style="list-style-type: none"> <li>• Individual facebook pages: <ul style="list-style-type: none"> <li>○ Greater Hume Council – 776 likes</li> <li>○ Greater Hume Visitors Information Centre – 356 likes</li> <li>○ Holbrook Submarine Museum – 800 likes</li> <li>○ Greater Hume Children's Services – 477 likes</li> <li>○ Greater Hume Youth Advisory Committee – 201 likes</li> <li>○ Buy Local in Greater Hume – 298 likes</li> </ul> </li> <li>• QR Codes – Used on a regular basis in promotions and advertising.</li> </ul>

## TOURISM AND PROMOTIONS REPORT (December 2017 and January 2018)

Greater Hume Tourism	<p>The Tourism Public Forum Program will be held four times a year in different community locations across the shire where tourism operators, event organisers and interested members of the public would be invited via email, social media, website and community newsletters to attend.</p> <p style="text-align: right;"><b><i>Delivery Plan 3.3.2.1</i></b></p>	<ul style="list-style-type: none"> <li>• The Visitor Experience Plan was endorsed by Greater Hume Council at its March 2014 meeting.</li> <li>• The Tourism Public Forum set down for November has been postponed to 20 February 2018 at Greater Hume Council Henty Office, Henty.</li> <li>• A grant application to NSW Government to replace the stairs and viewing platform of Morgan's Lookout has been submitted. The new stairs and viewing platform will be much easier to negotiate and comply with current Australian Standards. Included will be additional stairs from the bottom of the rocky outcrop, seating and interruptive signage. Outcome will be advised as soon as possible.</li> </ul>
Australia Day	<p>Recognise community leaders and their efforts and encourage others in the community to take up leadership roles. Encourage more residents to be involved in the Greater Hume and events</p> <p style="text-align: right;"><b><i>Delivery Plan 1.1.2.7, 2.1.1.1</i></b></p>	<ul style="list-style-type: none"> <li>• Over 500 people attended 2018 Australia Day Celebrations at Jindera Recreation Ground, Jindera. The Australia Day Ambassador was Patricia Garcia AO, highly respected humanitarian and human rights advocate. Awards presented were:</li> <li>• Congratulations to our Australia Day Honours recipients:             <ul style="list-style-type: none"> <li>○ Jenny Ellis, Gerogery – Medal of the Order of Australia (OAM) – For service to community health as a midwife.</li> <li>○ Phil Downs, Holbrook – Emergency Services Medal (ESM) - Member of the NSW SES Holbrook Unit for more than 36 years and is currently the last remaining founding member of the Unit. His field of expertise is Road Crash Rescue, and he has been one of the go-to people in that field for many years now.</li> </ul> </li> <li>• Congratulations and welcome to our new citizens:             <ul style="list-style-type: none"> <li>○ Kamaldeep Kaur, Holbrook</li> <li>○ Jasmeen Kaur, Holbrook</li> <li>○ Sukhwinder Singh, Holbrook</li> <li>○ Udom Roy, Culcairn</li> </ul> </li> <li>• 6 nominations for Citizen of the Year, jointly awarded to Diana Wegener, Burrumbuttock and Michael Broughan, Henty.</li> <li>• 2 nominations for Young Citizen of the Year, awarded to Mitchell O'Keeffe, Culcairn with as Highly Commended to Zoe Briese, Jindera.</li> <li>• 1 nomination for Community Event of the Year, awarded to Walbundrie Go Fish Day, Walbundrie District Anglers Association.</li> <li>• 14 School Citizenship Awards</li> <li>• Congratulations and thanks to Jindera Community including the Jindera 150th Celebrations Committee and Jindera Public School, Stella Klironomakis, The Lee Family from Jindera Public School, members of Greater Hume Youth Council, our exhibitors the Morgan Country Car Club, Culcairn Classic Car Club, Culcairn SES and the Jindera Rural Fire Service and St John's Ambulance..</li> <li>• Our sponsors the Australia Day Council of NSW.</li> </ul>

## TOURISM AND PROMOTIONS REPORT (December 2017 and January 2018)

Signage	Implement the Greater Hume Visitor Experience Plan. <b>Delivery Plan 3.3.2.1</b>	Currently also working on Burrumbuttock signage and VIP signage.
Murray Arts	Murray Arts aim is to actively assist the ongoing development of, and participation in, arts and culture throughout the Border region. Implement the Greater Hume Visitor Experience Plan. <b>Delivery Plan 3.3.2.1</b>	<ul style="list-style-type: none"> <li>Murray Arts is now displaying the “Sum of Us” Exhibition on their website. <a href="http://www.murrayarts.org.au/index.php/the-sum-of-us">http://www.murrayarts.org.au/index.php/the-sum-of-us</a></li> <li>Headlie Taylor Header sculpture project. Council endorsed the Memorandum of Understanding between Murray Arts, Headlie Taylor Header Museum Committee and Greater Hume Council at the June meeting. Mr Paul Smits has now been engaged and contracts have been signed as the artist for the sculpture. It is envisaged the sculpture will be completed by May 2018.</li> </ul>
Shire Website	Develop a new Greater Hume Council website including a dedicated Have Your Say portal which is compliant with accessibility standards. <b>Delivery Plan 1.2.1.1</b>	<ul style="list-style-type: none"> <li>A Project Scope was forwarded to four local government website providers. Management has received three proposals from potential website providers. Presentations to Council’s Website Group has now occurred by the shortlisted website providers. Council will be presented with the best option initially at a workshop, possibly in early March and then a report will be presented to the March 2018 Council meeting.</li> </ul>
Murray Regional Tourism	The Murray Regional Tourism (MRT) is a joint venture between Albury, Balranald, Berrigan, Campaspe, Corowa, Deniliquin, Gannawarra, Greater Hume, Mildura, Moira, Murray, Swan Hill, Wakool, Wodonga, as well as Tourism Vic and Destination NSW. Implement the Greater Hume Visitor Experience Plan. <b>Delivery Plan 3.3.2.1</b>	<ul style="list-style-type: none"> <li>MRT Digital Platform - The Greater Hume site is now live, <a href="http://www.visitgreaterhume.com">www.visitgreaterhume.com</a>.</li> <li>Murray Regional Tourism Destination Management Plan is currently in draft form and Greater Hume has made submissions to Murray Regional Tourism.</li> <li>MRT are developing a Visiting Friends and Relatives strategy. The Albury, Wodonga and Greater Hume region will be the pilot for this strategy.</li> <li>The next Tourism Managers meeting will be held on 22 and 23 February and hosted by Wodonga Council.</li> </ul>
Museums and Heritage	GHS currently has 10 public or private museums and three historical society’s. Museum Advisor – In partnership with Albury City Council and Museums and Galleries NSW we have engaged the services of a museum advisor, Mrs Kim Biggs for 2014. Implement the Greater Hume Visitor Experience Plan <b>Delivery Plan 3.3.2.1</b>	<ul style="list-style-type: none"> <li>The Sum of Us exhibition is now displaying on the Murray Arts (<a href="http://www.murrayarts.org.au/index.php/the-sum-of-us">http://www.murrayarts.org.au/index.php/the-sum-of-us</a>) and Visit Greater Hume (<a href="https://www.visitgreaterhume.com.au/explore/tours-and-trails/the-sum-of-us-exhibition-trail">https://www.visitgreaterhume.com.au/explore/tours-and-trails/the-sum-of-us-exhibition-trail</a>) websites</li> <li>Diversity project –Diversity has now been launched through the media. The Diversity Pop Up Museum is now available for display and exhibitions.</li> <li>Aftermath Project – A full funding application has now been submitted to Create NSW. Aftermath continues the exploration of our regions unique heritage and identity through the investigation of a range of themes related to the impact of WWI in our wider region, with a focus on the social history collections of museums in the Albury City, Greater Hume and Federation LGA's. Participating museums will be: Jindera Pioneer Museum, Holbrook Submarine Museum, Woolpack Inn Museum, Wymah Museum, Headlie Taylor Header Museum and Culcairn Station Masters Residence. Application was unsuccessful.</li> <li>The Museum Adviser has been currently working with the six community museums on Disaster Management Plans for each museum.</li> </ul>
Greater Hume Council Newsletters	Redesign the format and content of Council's quarterly newsletter to ensure effective and targeted content. <b>Delivery Plan 1.2.1.1</b>	<ul style="list-style-type: none"> <li>The draft Communications Strategy and Implementation Plan was endorsed by Council’s June meeting. The new format of Greater Hume Council Newsletters will be: <ul style="list-style-type: none"> <li>Currently working on Autumn Newsletter which it is envisaged will be out during April 2018.</li> </ul> </li> </ul>



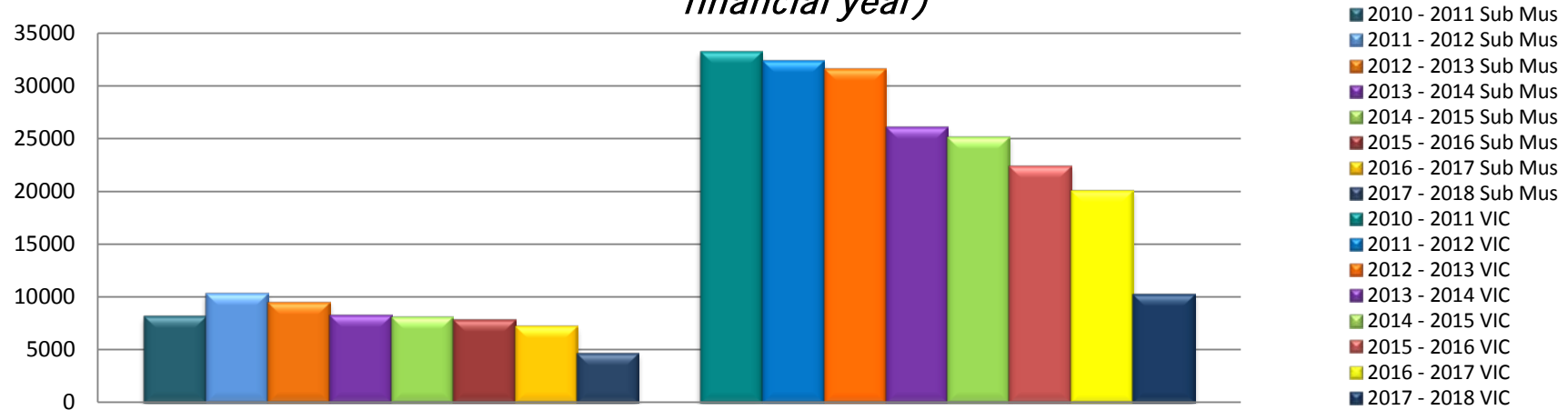
**TOURISM AND PROMOTIONS REPORT  
(December 2017 and January 2018)**

Websites	Maintain and enhance Greater Hume's website	Website Stats:																																																																												
		<table border="1"> <thead> <tr> <th>Month/Year December and January combined</th> <th>Total Users</th> <th>Page Views</th> <th>Average Time on Site</th> <th>New Visits %</th> <th>Bounce Rates %</th> </tr> </thead> <tbody> <tr> <td colspan="6">Greater Hume Council Website – www.greaterhume.nsw.gov.au</td> </tr> <tr> <td>2017</td> <td>5390</td> <td>21273</td> <td>2:18</td> <td>69.8</td> <td>57.53</td> </tr> <tr> <td>2016</td> <td>5403</td> <td>22134</td> <td>2:12</td> <td>70.3</td> <td>53.05</td> </tr> <tr> <td>2015</td> <td>5200</td> <td>18455</td> <td>1:56</td> <td>70.7</td> <td>53.26</td> </tr> <tr> <td colspan="6">Visit Greater Hume Website – www.visitgreaterhume.com.au</td> </tr> <tr> <td>2017/18</td> <td>539</td> <td>1467</td> <td>1:45</td> <td>88.9</td> <td>61.24</td> </tr> <tr> <td colspan="6">Town websites – www.(townname).nsw.au</td> </tr> <tr> <td>Culcairn</td> <td>524</td> <td>1226</td> <td>:51</td> <td>86.7</td> <td>66.61</td> </tr> <tr> <td>Henty</td> <td>777</td> <td>1977</td> <td>1:22</td> <td>84.9</td> <td>66.95</td> </tr> <tr> <td>Holbrook</td> <td>1924</td> <td>5173</td> <td>1:11</td> <td>83.9</td> <td>63.21</td> </tr> <tr> <td>Jindera</td> <td>522</td> <td>1236</td> <td>1:07</td> <td>86</td> <td>69.11</td> </tr> <tr> <td>Walla Walla</td> <td>512</td> <td>1544</td> <td>1:40</td> <td>86.1</td> <td>61.75</td> </tr> </tbody> </table>	Month/Year December and January combined	Total Users	Page Views	Average Time on Site	New Visits %	Bounce Rates %	Greater Hume Council Website – www.greaterhume.nsw.gov.au						2017	5390	21273	2:18	69.8	57.53	2016	5403	22134	2:12	70.3	53.05	2015	5200	18455	1:56	70.7	53.26	Visit Greater Hume Website – www.visitgreaterhume.com.au						2017/18	539	1467	1:45	88.9	61.24	Town websites – www.(townname).nsw.au						Culcairn	524	1226	:51	86.7	66.61	Henty	777	1977	1:22	84.9	66.95	Holbrook	1924	5173	1:11	83.9	63.21	Jindera	522	1236	1:07	86	69.11	Walla Walla	512	1544	1:40
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<p>Top 10 popular Greater Hume web page visits for December and January were:</p> <ol style="list-style-type: none"> <li>1. Simply Greater Living/Sport Recreation – 1398 visitors</li> <li>2. Contact Us – 1028 visitors</li> <li>3. Waste Recycling/Landfill Information – 837 visitors</li> <li>4. Local Environment Plan/Planning and Development – 696 visitors</li> <li>5. Employment Opportunities – 611 visitors</li> <li>6. Greater Hume Council – 521 visitors</li> <li>7. Council Services/Waste Recycling – 424 visitors</li> <li>8. Events/Current Events – 421 visitors</li> <li>9. Council Services – 391 visitors</li> <li>10. Council Services/Cemeteries – 266 visitors</li> </ol> <p>Top 5 popular Visit Greater Hume web page visits for December and January were:</p> <ol style="list-style-type: none"> <li>1. Events/Morgan Country Car Club Swap Meet – 63 visitors</li> <li>2. Destinations/Bowna-Wymah-Talmalmo – 52 visitors</li> <li>3. Explore/History and Heritage – 50 visitors</li> <li>4. Events/Calendar of Events – 40 visitors</li> <li>5. Destinations/Burrumbuttock – 37 visitors</li> </ol>																																																																														

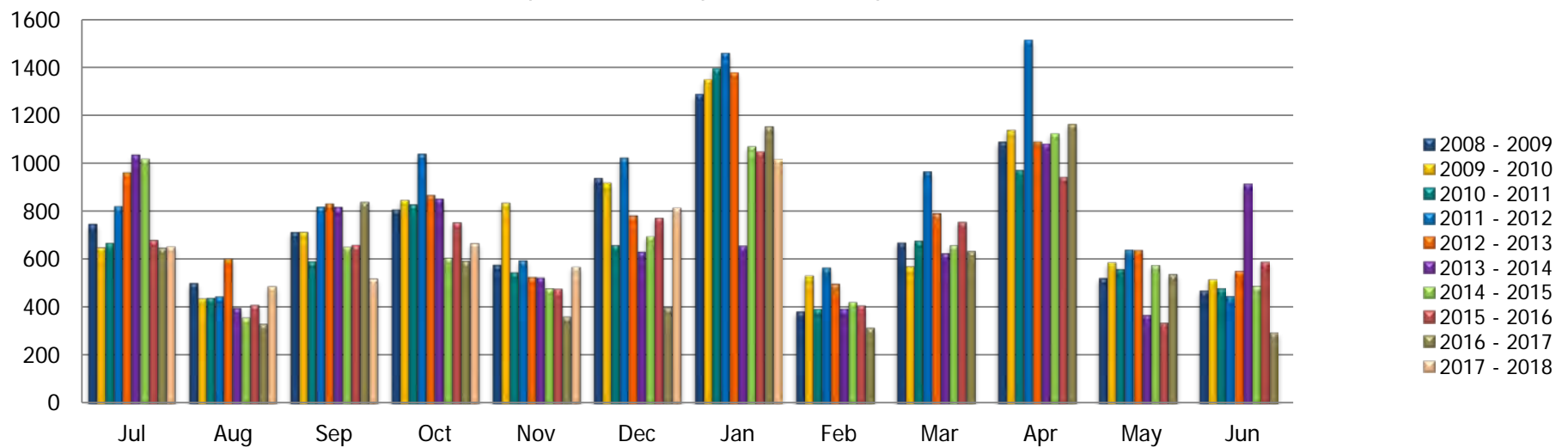
**Delivery Plan 1.2.1.1**

**TOURISM AND PROMOTIONS REPORT  
(December 2017 and January 2018)**

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



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



**ECONOMIC DEVELOPMENT  
QUARTERLY REPORT TO GREATER HUME SHIRE COUNCIL  
(October to December 2017)**

Areas/Projects	Objectives	Progress and Comments
<b>Business Newsletter</b>	<p>To produce a quarterly business newsletter for distribution quarterly to businesses located in Greater Hume Shire</p> <p>Accurately profile the shire's business community and utilise electronic database to effectively communicate with those businesses about their needs, Council initiatives and government services available to them</p> <p style="text-align: right;">Delivery Plan 1.2.1.1</p>	<p>E-newsletter emailed 6 Feb 2018 using Mailchimp format and distribution to over 450 business emails on database, 383 subscribers 30.5% opens.</p> <p>Welcome to Issue 9 issue of Simply Greater Business News</p> <ul style="list-style-type: none"> <li>• Feature Business – Zube Computers</li> <li>• Industrial Land Sale at Jindera</li> <li>• Walla West Farm and the Lehmann Family (Country Change video campaign)</li> <li>• Local Preference Purchasing Policy</li> <li>• Buy Local in Greater Hume has a new look</li> <li>• Get the latest economic stats</li> <li>• Find an energy efficiency expert</li> <li>• Business Connect is here to support your business</li> <li>• Be connected – better technology skills</li> <li>• NSW Trustee and Guardian visits Albury</li> <li>• Small Business Toolkit to grow your business.</li> </ul>
<b>Business Advice and Training</b>	<p>Consult with existing home based and small businesses to identify specific business management training &amp; development needs and facilitate development of a program of training courses, seminars and workshops</p> <p style="text-align: right;">Delivery Plan 3.1.2.2</p>	<p>Membership of NSW Business Chamber provides access to high quality business development materials, workshops, etc. and accurate, relevant, and timely source of content/advice for articles for inclusion in business newsletter</p>
<b>Business Database</b>	<p>Promote the shire internally and externally</p> <p style="text-align: right;">Delivery Plan 3.1.2.2</p>	<ul style="list-style-type: none"> <li>• Business database now at 513 listings (96% data integrity) used to email e – newsletter, conduct business surveys and inclusion in Business Directory</li> <li>• Business Directory Project – electronic and paper versions up to date.</li> </ul>
<b>Regional Development Australia Riverina Officers Network Forum</b>	<p>Regional Development Australia (RDA) is a partnership between the Australian, state and local governments to develop and strengthen the regional communities of Australia</p>	<p>RDA Murray in conjunction with seven LGAs is undertaking research at a regional and LGA level to identify industries that are currently and emerging for stimulating economic activity and jobs growth. This will assist to identify key industry clusters, support future grant applications, assist in infrastructure decisions and lobbying efforts with respective governments. The research will be undertaken by Charles Sturt University and Western Research Institute. Total cost of the project \$50K, Greater Hume Shire Council's contribution \$4K. Report now available.</p>

**ECONOMIC DEVELOPMENT  
QUARTERLY REPORT TO GREATER HUME SHIRE COUNCIL  
(October to December 2017)**

Areas/Projects	Objectives	Progress and Comments
<b>Community Engagement</b>	<p>Ensure that Council remains abreast of contemporary engagement methodologies</p> <p>IAP2 training <span style="float: right;">Delivery Plan 1.2.1.1</span></p>	<p>North East Community Engagement Network. Meeting attended on 11 December.</p> <p>EA Governance/Economic Development completed 2 of 3 modules in Community Certificate of Engagement. Engagement Essentials (29 Aug) and Engagement Design (30-31Aug) at Wodonga. Third (final) module to be completed March 2018.</p>
<b>Residential Land Development in Greater Hume</b>	<p>Reports presented to Council</p> <p style="text-align: right;">Delivery Plan 3.2.2.1</p>	<p>Further report presented to Council December meeting with Council resolving to call tenders for seven lot subdivision at Walla Walla.</p> <p>Loose Fill Asbestos Taskforce will have impact on the shire and Holbrook particularly. As at 3 Oct 2017: 1,856 households registered to be tested, 1,555 properties tested, 38 properties tested positive (36 Holbrook, 2 Culcairn) for Loose Fill Asbestos Insulation. There is a potential for the program to impact both + and - .</p> <p>Redevelopment of cleaned sites will make for a short term building boom, residents may decide to leave and relocate elsewhere which may result in a loss of residents.</p>
<b>Evocities</b>	<p>Investigate how Council can leverage off the Evocities initiatives. Report on complimentary promotions presented to Council annually</p> <p style="text-align: right;">Delivery Plan 3.2.2.2</p>	<p>Efforts need to be linked to housing affordability brochure.</p>
<b>Industrial Land developments in Greater Hume Shire</b>	<p>To offer industrial land 'development ready'</p> <p style="text-align: right;">Delivery Plan 3.1.2.1</p>	<ul style="list-style-type: none"> <li>• Flyer developed highlighting location advantage of industrial land 'development ready' at Holbrook Industrial Estate. Signage at Holbrook Industrial Estate project completed.</li> <li>• Review of Jindera Industrial Estate signage to be undertaken in conjunction with preparation of marketing plan for the expanded estate once refreshed brand and signage plan style guide completed. 4 allotments sold, 1 under offer. Regular enquiry being received by General Manager.</li> </ul>
<b>Council's website</b>	<p><a href="http://www.greaterhume.nsw.gov.au/BusinessInvestment.aspx">http://www.greaterhume.nsw.gov.au/BusinessInvestment.aspx</a></p> <p style="text-align: right;">Delivery Plan 3.1.2.1</p>	<p>Revision of content on Council's website Business Investment tab ongoing</p> <p>REMPAN Economy Profile Licence for period 1 December to 30 June 2018. REMPLAN Economy Profile is an online public access economic profile now available on Council's website <a href="http://www.economicprofile.com.au/greaterhume">http://www.economicprofile.com.au/greaterhume</a>.</p>

**ECONOMIC DEVELOPMENT  
QUARTERLY REPORT TO GREATER HUME SHIRE COUNCIL  
(October to December 2017)**

Areas/Projects	Objectives	Progress and Comments
		Analytics: 1021 page views Feb17-Feb18. City of User: Albury17%, Melbourne 26%, Sydney 41% up from 29% Data now reflects the 2016 Census.
<b>Ensure access to reliable high speed telecommunication services</b>	Reliable internet and mobile phone coverage essential for businesses to establish and grow in Greater Hume Shire  Delivery Plan 3.1.2.2	NBN now available for connections at Jindera, Walla Walla, and surrounding Culcairn and Gerogery areas NBN rural connection available via Skymuster satellite across the shire Fibre to the Node fixed line connections available in Culcairn and Henty and Holbrook Two new fixed wireless towers proposed for Burrumbuttock and Holbrook (rural surrounds). Greater Hume's residential and business take up of NBN is ahead of the national average. High speed business internet launched Nov 2015 at Walla Walla  <b>BUSINESS FORUM event</b> was held on 6 September at Jindera. Topics: Digital marketing and Solar PV for Business. 25 attended the session. A further 9 businesses participated in confidential E marketing appointments
<b>Shire Wide Shire Pride</b>	Prepare regular stories that highlight the achievements of Council  Delivery Plan 1.2.1.1	No action this quarter, two future stories identified
<b>Buy Local in Greater Hume Shire initiative</b>	Develop a public campaign which highlights Council working for the shire as a whole  Delivery Plan 3.1.2.4	Business Directory/Buy Local Directory platform established on website. Hard copy directory released to all businesses registered on the database in March with feedback mechanism via survey monkey, next print run late August distribution via customer service offices and libraries. Local Preference Purchasing Policy adopted Aug 2017. New buy local brand adopted December, new print run of directories Feb 2018.
<b>Welcome Pack for new residents</b>	Develop welcome pack information for community committees to distribute  Delivery Plan 3.1.2.2	Residents Guide updated July 2017. New branding and layout for the guide finalised. Update completed March 2018.
<b>Business Industry Incentive Policy</b>	Review existing Business/Industry Incentive Policy Delivery Plan 3.1.2.2	Policy currently under review, draft prepared.
<b>Greater Hume Business Prospectus</b>	Prepare a decision support package of information to assist businesses in assessing the feasibility of locating in the shire Delivery Plan 3.1.2.1	Census data released February 2018. Prospectus to be updated.

**ECONOMIC DEVELOPMENT  
QUARTERLY REPORT TO GREATER HUME SHIRE COUNCIL  
(October to December 2017)**

Areas/Projects	Objectives	Progress and Comments
<b>Transport Sector Marketing</b>	Liaise with existing participants in transport sector to establish needs (natural cluster identified) Research feasibility of truck parking areas in townships in shire  Delivery Plan 3.1.1.1	Scan grant opportunities going forward to identify suitable grant opportunities to research the trucking industry opportunities for Greater Hume Shire
<b>Customer Service Training</b>	Delivery Plan 3.1.2.2	No action in the quarter.
<b>AusIndustry</b>	Relationship established  Delivery Plan 3.1.2.2	Meeting held with Nicola James to receive briefing on current programs under AUSIndustry on 30 March 2017 – identified opportunities for shire businesses to tap into Entrepreneur Program for businesses turnover >\$1.5M, with free comprehensive business evaluation available.

## GREATER HUME SHIRE COUNCIL

Schedule of the Director Corporate Community Services' Schedule of Information to Council Meeting -  
Wednesday 21st February, 2018

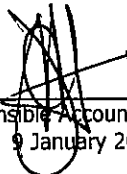
**COMBINED BANK ACCOUNT FOR THE MONTH ENDED December 31st, 2017****CASHBOOK RECONCILIATION**

	<b>General Fund</b>	<b>Trust Fund</b>
General Ledger Cashbook Balance as at 1st December, 2017	12,571.66	<b>61,542.37</b>
Cashbook Movement as at 31st December, 2017	-68,515.18	0.00
Less: Term Deposits included in Cashbook Balance (Trust only)	0.00	0.00
General Ledger Cashbook Balance as at 31st December, 2017	<u><b>-55,943.52</b></u>	<u><b>61,542.37</b></u>

**BANK STATEMENT RECONCILIATION**

Bank Statement Balance as at 31st December, 2017	NAB	\$0.00	61,542.37
	Hume	\$5,500.63	
	Bendigo	\$229.60	
	WAW	\$160.00	
	<b>Total</b>	<u>5,890.23</u>	<u>61,542.37</u>
(LESS) Unpresented Cheques as at 31st December, 2017		-62,071.27	0.00
(LESS) Unpresented EFT Payments as at 31st December, 2017		0.00	0.00
PLUS Outstanding Deposits as at 31st December, 2017		-3.48	0.00
PLUS / (LESS) Unmatched Cashbook Transactions 31st December, 2017		241.00	0.00
Cashbook Balance as at 31st December, 2017		<u><b>-55,943.52</b></u>	<u><b>61,542.37</b></u>

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

  
 Responsible Accounting Officer  
 9 January 2018

This is page no.1 of Schedule No.1 of the Director Corporate & Community Services' Schedule of Information to Ordinary Council Meeting held on Wednesday 21st February, 2018

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

\_\_\_\_\_  
MAYOR

## GREATER HUME SHIRE COUNCIL

Schedule of the Director Corporate Community Services' Schedule of Information to Council Meeting -  
Wednesday 21st February, 2018

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

	<b>General Fund</b>	<b>Trust Fund</b>
General Ledger Cashbook Balance as at 1st January, 2018	-55,943.52	<b>61,542.37</b>
Cashbook Movement as at 31st January, 2018	39,252.30	-161.05
Less: Term Deposits included in Cashbook Balance (Trust only)	0.00	0.00
General Ledger Cashbook Balance as at 31st January, 2018	<u><b>-16,691.22</b></u>	<u><b>61,381.32</b></u>

**BANK STATEMENT RECONCILIATION**

Bank Statement Balance as at 31st January, 2018	NAB	\$0.00	61,381.32
	Hume	\$4,809.35	
	Bendigo	\$584.65	
	WAW	\$0.00	
	<b>Total</b>	<u>5,394.00</u>	<u>61,381.32</u>
(LESS) Unpresented Cheques as at 31st January, 2018		-23,816.32	0.00
(LESS) Unpresented EFT Payments as at 31st January, 2018		0.00	0.00
PLUS Outstanding Deposits as at 31st January, 2018		1,731.10	0.00
PLUS / (LESS) Unmatched Cashbook Transactions 31st January, 2018		0.00	0.00
Cashbook Balance as at 31st January, 2018		<u><b>-16,691.22</b></u>	<u><b>61,381.32</b></u>

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

  
 Responsible Accounting Officer  
 7 February 2018

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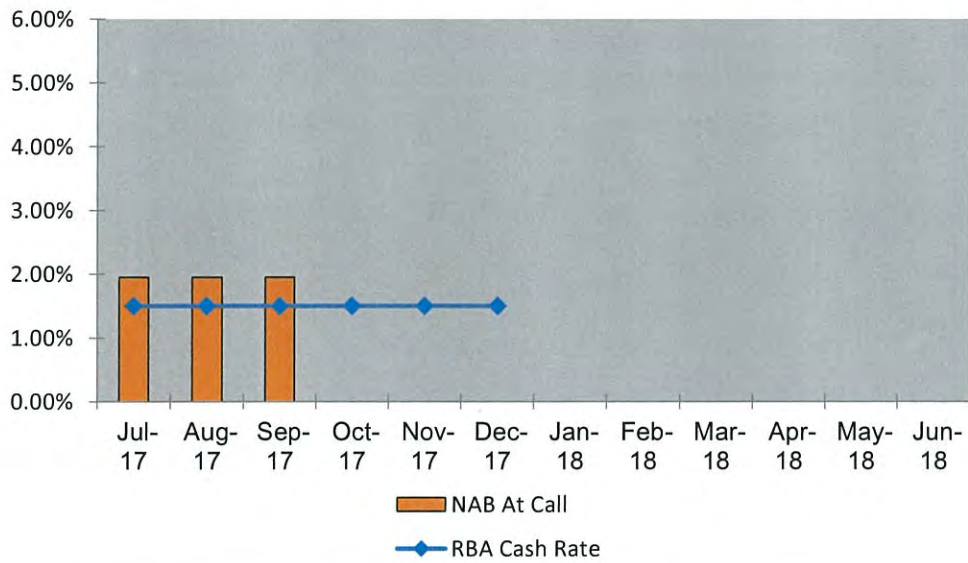
\_\_\_\_\_  
GENERAL MANAGER

\_\_\_\_\_  
MAYOR

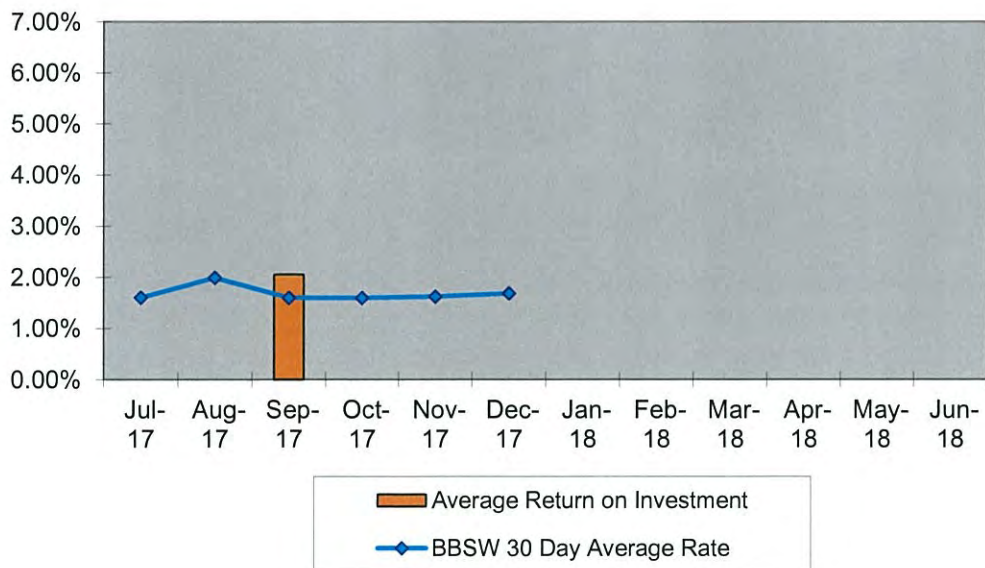


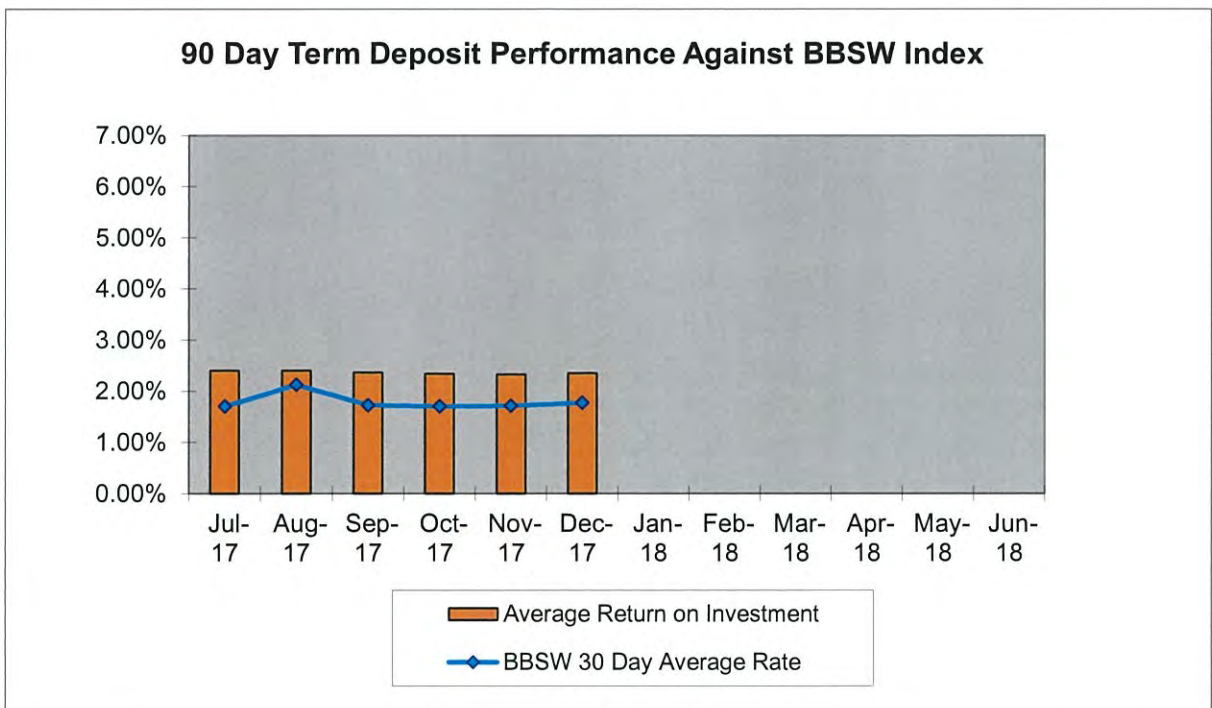
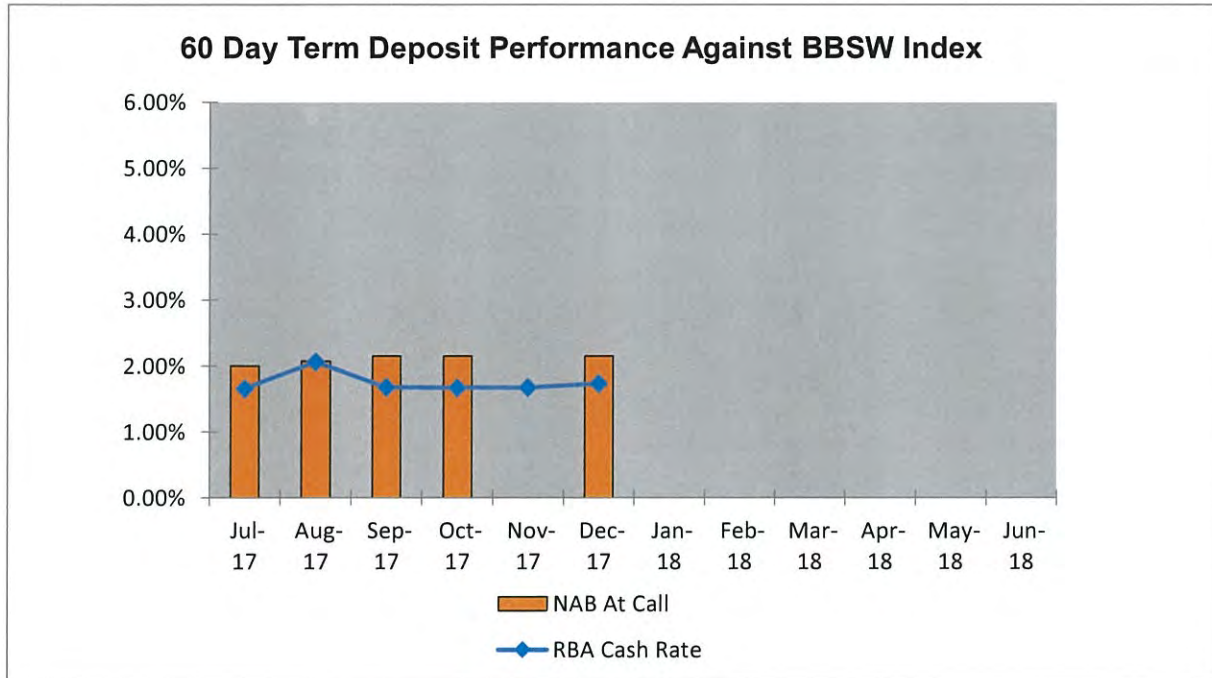


### Cash Fund Performance Against RBA Cash Rate

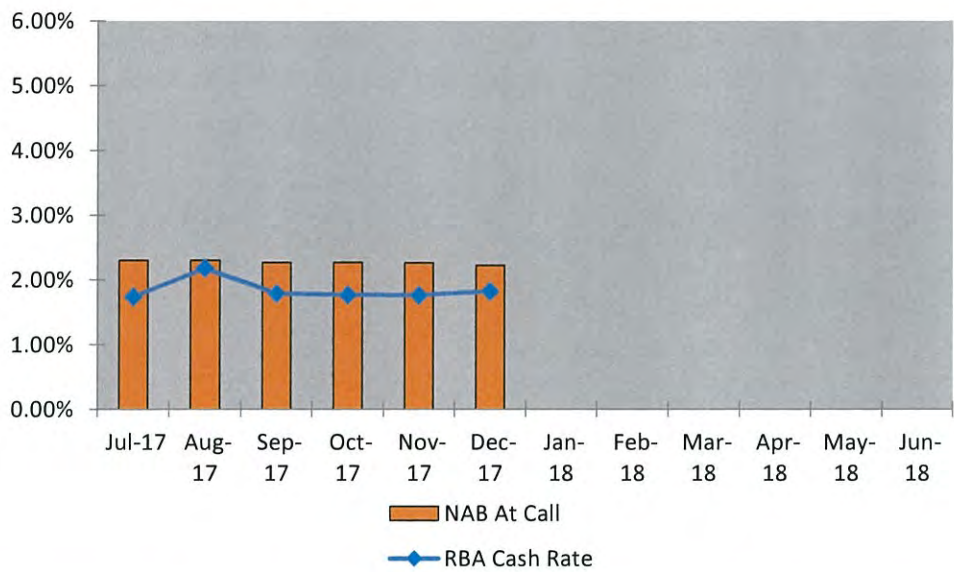


### 30 Day Term Deposit Performance Against BBSW Index

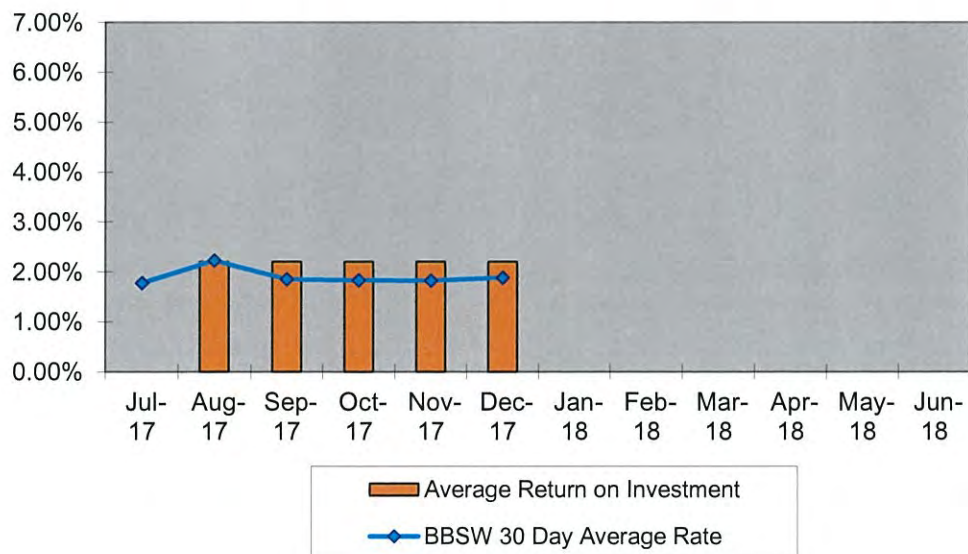




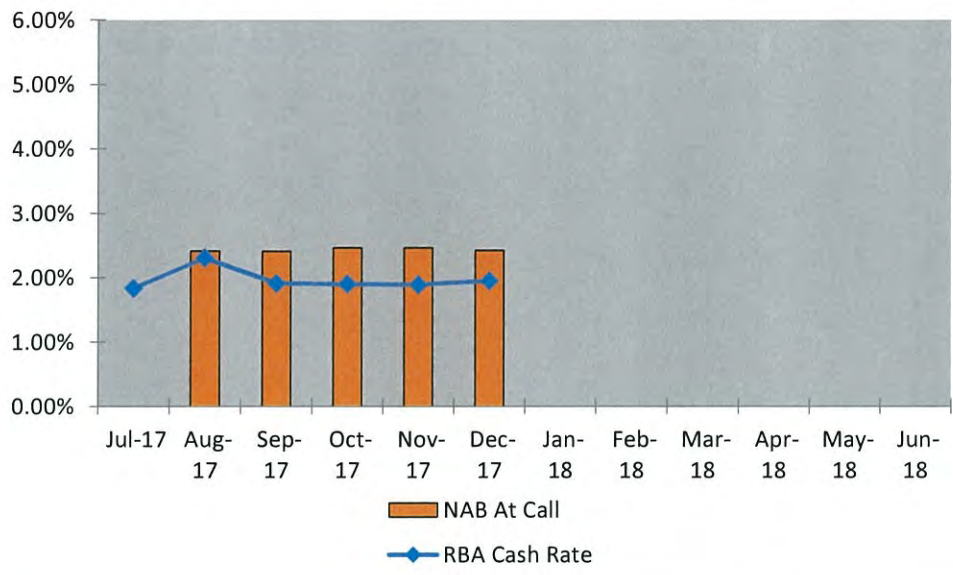
**120 Day Term Deposit Performance Against BBSW Index**



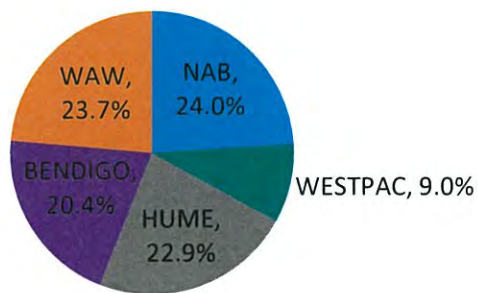
**150 Day Term Deposit Performance Against BBSW Index**



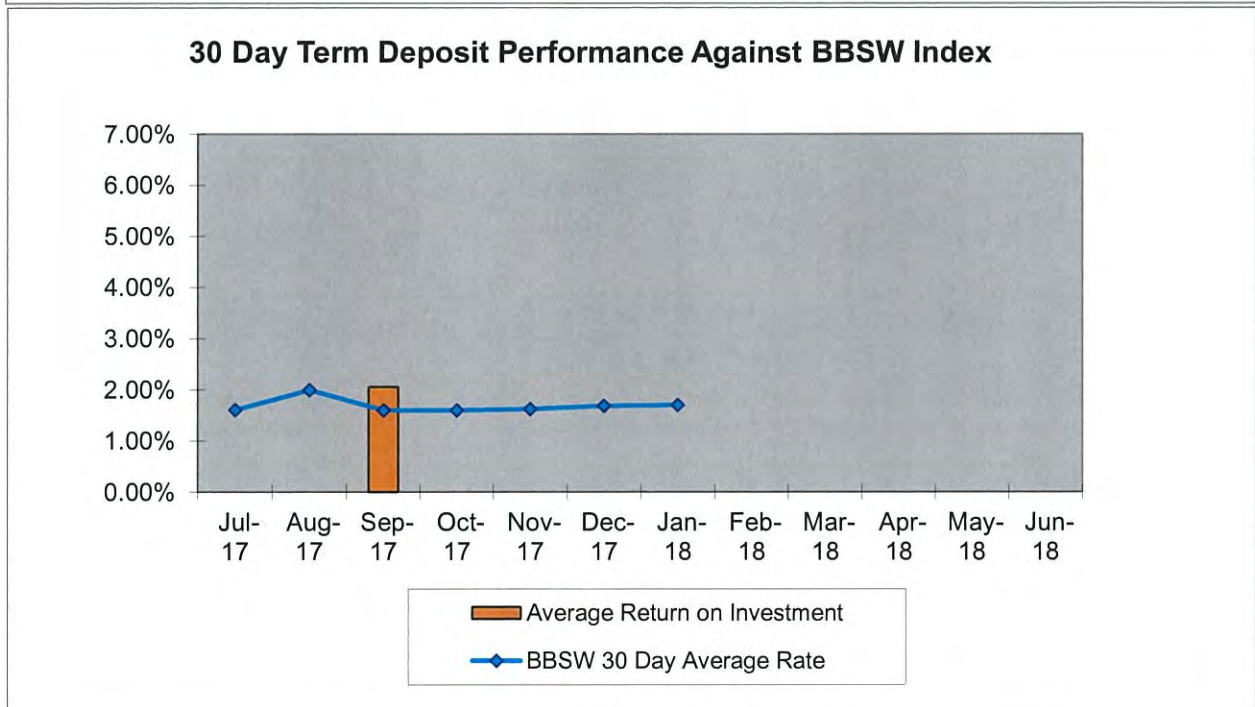
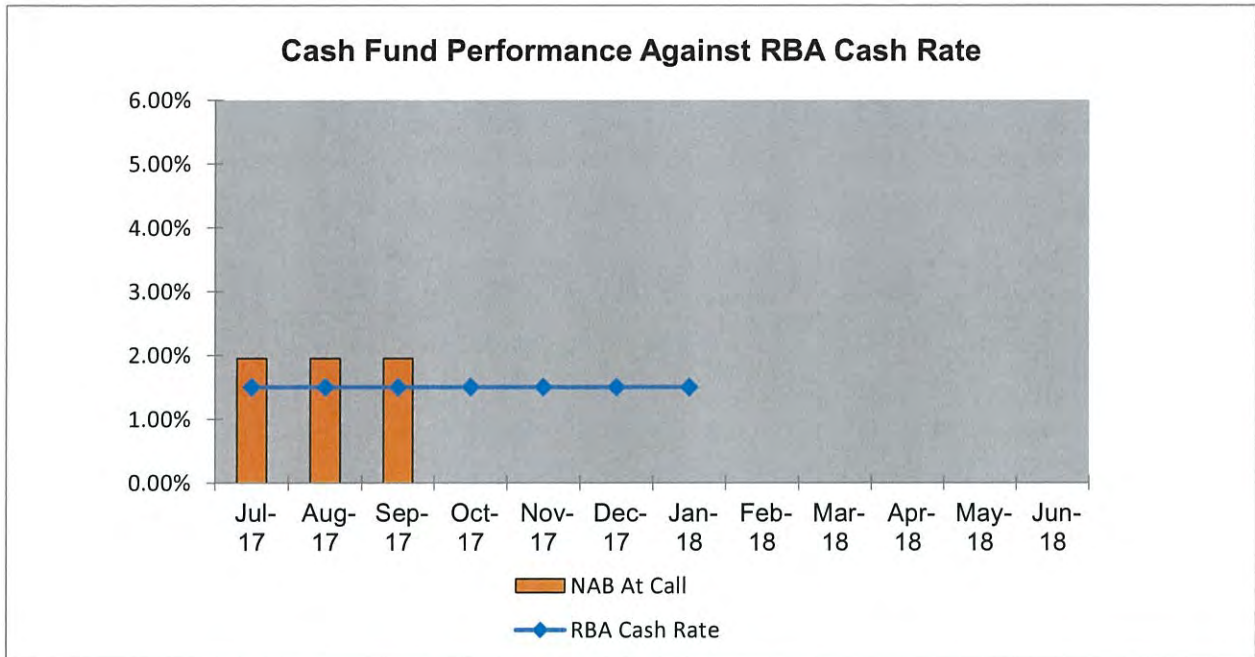
### 180 Day Term Deposit Performance Against BBSW Index



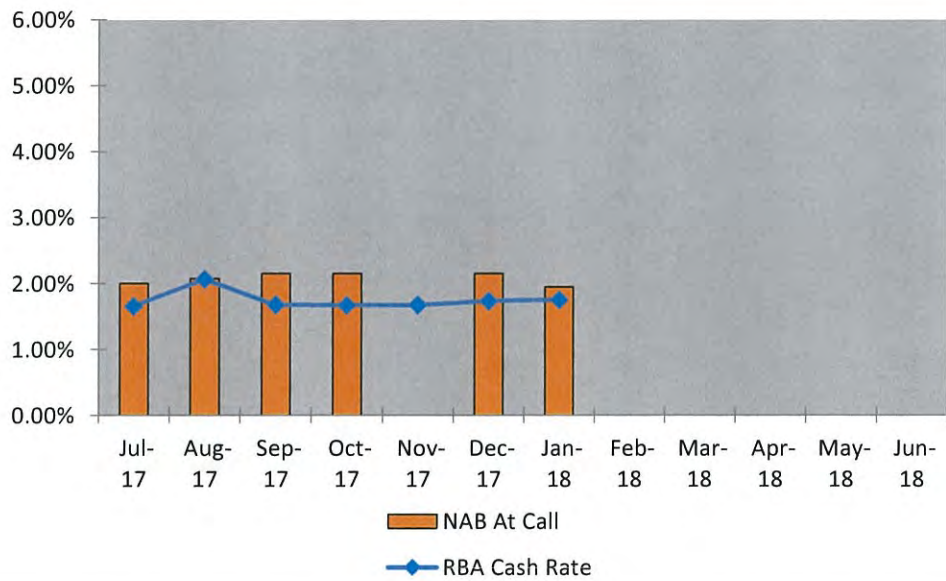
### INVESTMENT DISTRIBUTION



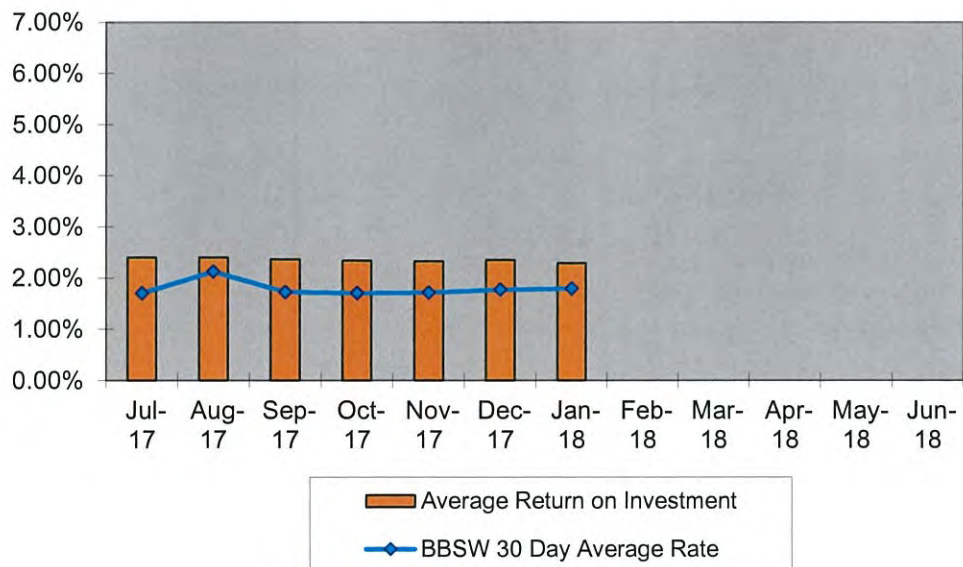




**60 Day Term Deposit Performance Against BBSW Index**

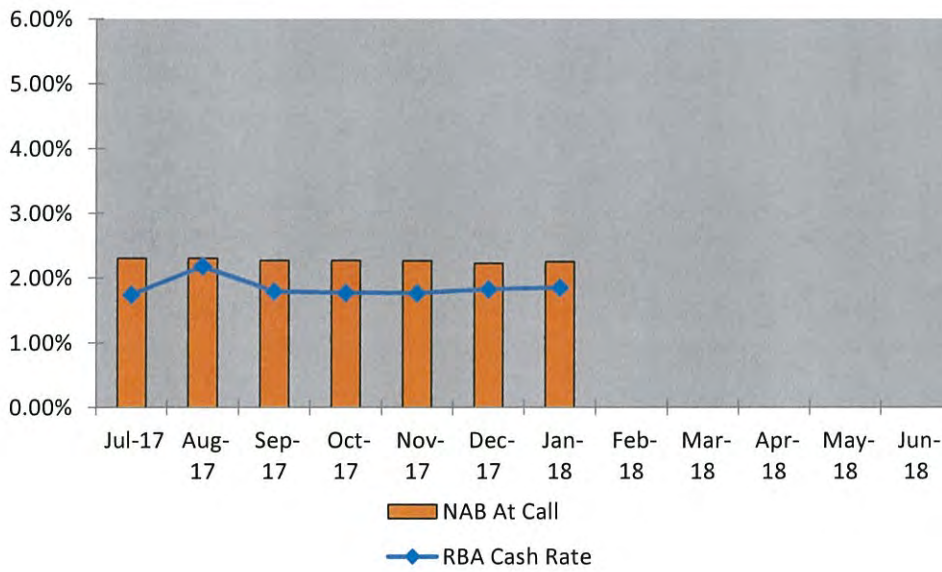


**90 Day Term Deposit Performance Against BBSW Index**

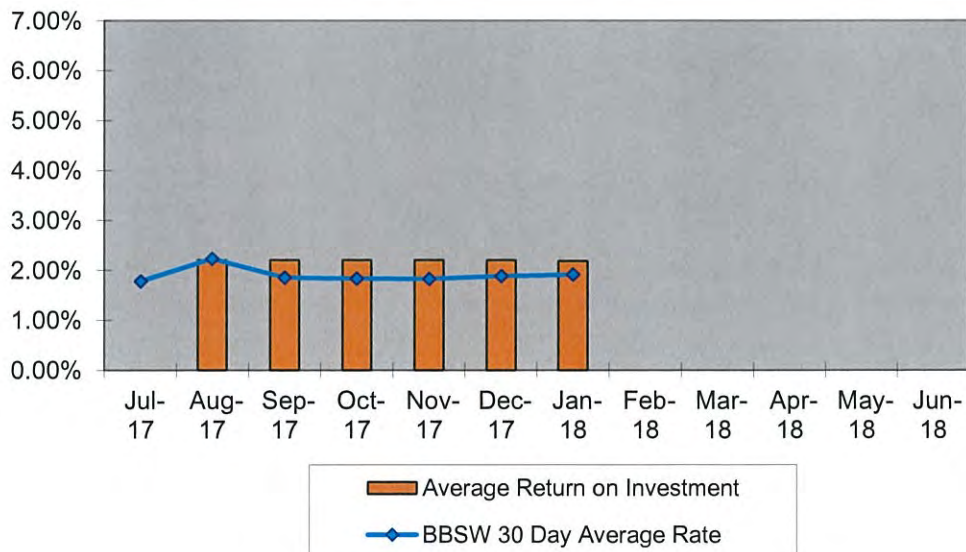


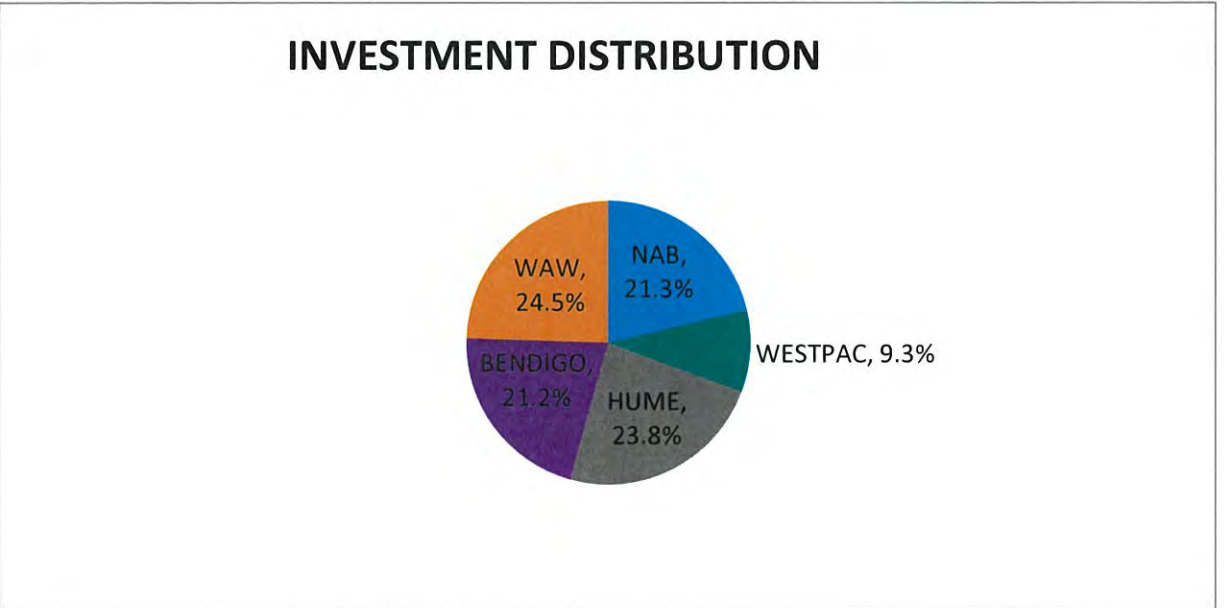
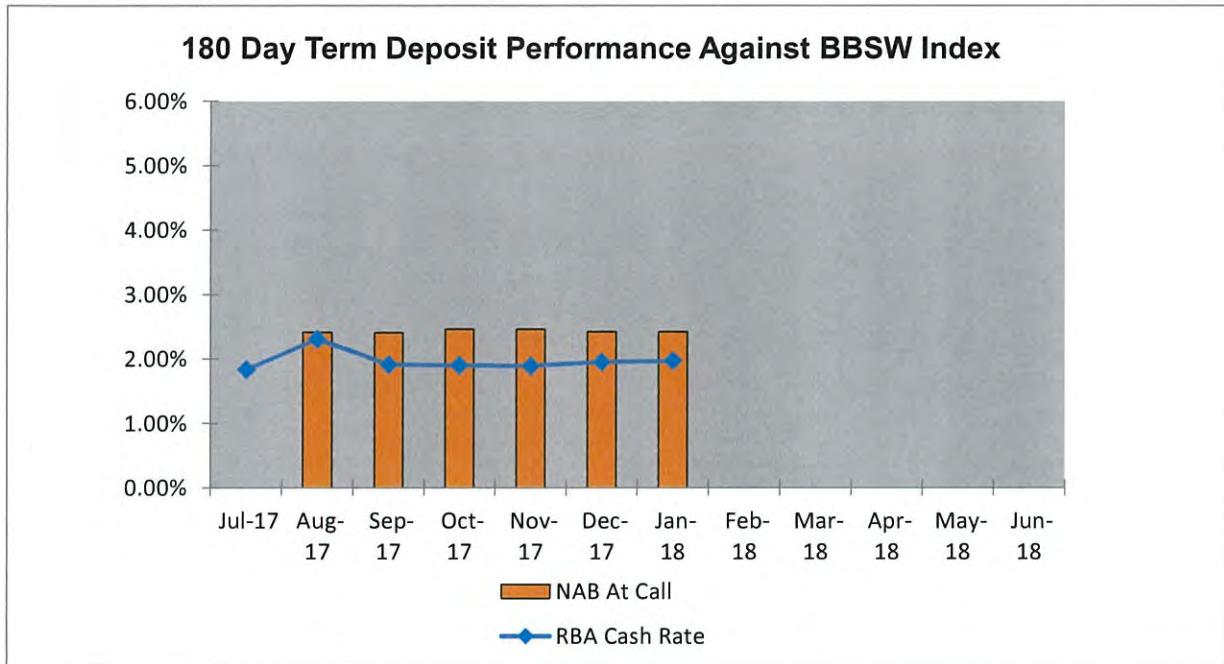


**120 Day Term Deposit Performance Against BBSW Index**



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

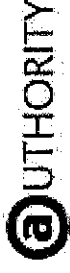




Application No.	Location	Development Type	Est. Cost	Received	Determination	Total Elapsed Days	Stop Days	Adjusted Elapsed Days	
DA/2012/3	Applicant: Spiire Mountain Creek RD MULLENGANDRA Lot: 2 DP: 716095	3 Lot Subdivision - As Modified	\$0	13/12/2017	Approved	18/12/2017	6	0	6
DA/2013/50	Applicant: Waipole Surveying Pty Ltd Drumwood RD JINDERA Lot: 109 DP: 1225240	8 Lot Subdivision & Controlled Place of Fill	\$0	11/12/2017	Cancelled	2/01/2018	23	0	23
DA/2017/20	Applicant: P A Hayes 127-129 Pioneer DR JINDERA Lot: 4 DP: 1044925	4 Lot Subdivision	\$0	20/02/2017	Cancelled	22/12/2017	65	241	65
DA/2017/138	Applicant: Phil Wilkins Building Design 251 Molkentin RD JINDERA Lot: 465 DP: 1128983	Residential Alterations & Additions	\$50,000	29/09/2017	Approved	2/01/2018	96	0	96
DA/2017/140	Applicant: J & J Carroll Pty Ltd 161 Burges La HOLBROOK Lot: 1 DP: 1176271	New Dwelling	\$337,980	10/10/2017	Approved	24/01/2018	55	52	55
DA/2017/145	Applicant: Peter Bowen Homes 8 Fourth ST HENTY Lot: 186 DP: 13288	New Dwelling & Garage	\$268,682	16/10/2017	Approved	5/12/2017	51	0	51
DA/2017/147	Applicant: Critos Construction & Rigging 16 Spring ST HOLBROOK Lot: 2 DP: 237061	New Shed	\$11,900	17/10/2017	Approved	3/01/2018	79	0	79
DA/2017/148	Applicant: Murphy's Salvage & Demolition 2 Elm ST HENTY Lot: 237 DP: 753741 Lot: 238 DP: 753741	Demolish Derelict Building	\$16,500	18/10/2017	Approved	3/01/2018	78	0	78

Application No.	Location	Development Type	Received	Est. Cost	Determination	Total Elapsed Days	Stop Days	Adjusted Elapsed Days
DA/2017/149	Applicant: G Hewitt 541 Bungowannah RD JINDERA Lot: 1 DP: 1149311	Residential Alterations & Additions	\$50,000 18/10/2017	Approved	10/01/2018	83	2	83
DA/2017/150	Applicant: Greater Hume Shire Council 5 Enterprise DR HOLBROOK Lot: 5 DP: 1176955	Transportable Office	\$100,000 26/10/2017	Approved	10/01/2018	77	0	77
DA/2017/154	Applicant: M E Pitzen 165 Bowlers RD HOLBROOK Lot: 21 DP: 1058373 Lot: 1 DP: 1194475	Demolish Existing Dwelling & New Dwelling & Carport	\$415,000 20/10/2017	Approved	12/01/2018	85	0	170
DA/2017/155	Applicant: J M Atkins 17 Hilsley La JINDERA Lot: 9832 DP: 1132384	New Shed	\$30,000 20/10/2017	Approved	15/01/2018	88	0	88
DA/2017/156	Applicant: Lewis Homes 128 Drumwood RD JINDERA Lot: 102 DP: 1225240	New Dwelling & Garage	\$294,024 26/10/2017	Approved	12/01/2018	79	0	79
DA/2017/162	Applicant: Rob Pickett Design 197 Urana RD JINDERA Lot: 2 DP: 801591	New Classrooms & Admin Building, Relocate Existing Classroom Buildings	\$1,105,000 9/11/2017	Approved	14/12/2017	13	23	13
DA/2017/163	Applicant: I C Hall 25 Macinnes ST HOLBROOK Lot: 13 Sec: B DP: 5364	New Fence	\$11,572 14/11/2017	Approved	12/01/2018	60	0	60
DA/2017/164	Applicant: Geelong Leather	New Maintenance Workshop	\$197,778 16/11/2017	Approved	12/01/2018	58	0	58

ANNEXURE 14



Application No.	Location	Development Type	Est. Cost	Received	Determination	Total Elapsed Days	Stop Days	Adjusted Elapsed Days
81 Schnaars RD CULCAIRN Lot: 199 DP: 813076								
DA/2017/165	Applicant: A R Tuala Henty Walla RD HENTY Lot: 2 DP: 250519	New Transportable Dwelling	\$200,000	20/11/2017	Approved	31	0	62
DA/2017/167								
DA/2017/167	Applicant: Acespan Industries 130 Drumwood RD JINDERA Lot: 101 DP: 1225240	New Shed	\$51,025	22/11/2017	Approved	13	39	13
DA/2017/168								
DA/2017/168	Applicant: D B Shoemark 8 Thomas PL CULCAIRN Lot: 34 DP: 778349	Enclose Carport - Bedroom	\$9,546	24/11/2017	Approved	40	0	40
DA/2017/175								
DA/2017/175	Applicant: Esler & Associates 17 Edward ST GEROGERY Lot: 136 DP: 753339 Lot: 139 DP: 753339	Boundary Adjustment	\$0	13/12/2017	Approved - Exempt Development	1	0	1
DA/2017/176								
DA/2017/176	Applicant: Dennis Family Homes 84 Peel ST HOLBROOK Lot: 1 Sec: 36 DP: 758522	New Dwelling & Garage	\$280,583	14/12/2017	Approved	35	0	35
DA/2018/1								
DA/2018/1	Applicant: Walpole Surveying Pty Ltd River RD TALMALMO Lot: 21 DP: 1234600 Lot: 22 DP: 1234600	Boundary Adjustment	\$0	2/01/2018	Approved	9	0	9



c\_dm073

Approved Between 1/12/2017 and 31/01/2018

05/02/2018

Application No.	Location	Development Type	Est. Cost	Received	Determination	Total Elapsed Days	Stop Days	Adjusted Elapsed Days
CDC/2017/82	Applicant: Public Works Advisory 33 Peel ST HOLBROOK Lot: 18 Sec: D DP: 2748	Dwelling Demolition & Associated Works	\$250,000	22/11/2017	Approved	52	0	52
CDC/2017/83	Applicant: D Clancy 51 Gordon ST CULCAIRN Lot: 8 Sec: 24 DP: 9695	New Swimming Pool	\$32,590	20/11/2017	Approved	22	0	44
CDC/2017/85	Applicant: Afonso Building Solutions 73 Ivor ST HENTY Lot: 3 Sec: C DP: 5282	New Dwelling & Garage	\$262,893	1/12/2017	Approved – Private Certifier	1	0	1
CDC/2017/86	Applicant: CPS Global 10721 Hume HWY HOLBROOK Lot: 7 DP: 1129439	New Telecommunications Tower	\$268,575	6/12/2017	Approved – Private Certifier	1	0	1
CDC/2017/87	Applicant: CPS Global 81 Bowna RD BOWNA Lot: 2 DP: 1036310	New Telecommunications Tower	\$151,865	6/12/2017	Approved – Private Certifier	1	0	1
CDC/2017/88	Applicant: Lewis Homes 54 Coogera CCT JINDERA Lot: 715 DP: 1202940	New Dwelling & Carport	\$326,778	1/12/2017	Approved – Private Certifier	1	0	1
CDC/2018/1	Applicant: P J Assigal 53 Urana RD BURRUMBUTTOCK Lot: 6 DP: 1150789	New Swimming Pool	\$35,000	2/01/2018	Approved – Private Certifier	1	0	2
CDC/2018/3	Applicant: S A Croker 67 Coogera CCT JINDERA Lot: 706 DP: 1202940	Deck & Roof Structure to Pool Area	\$30,080	15/01/2018	Approved – Private Certifier	1	0	1


ANNEXURE 14

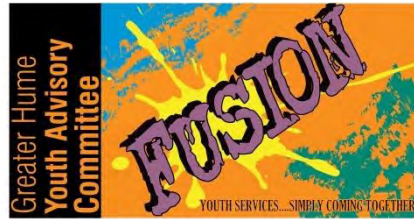
c\_dm073

Approved Between 1/12/2017 and 31/01/2018

05/02/2018

Application No.	Location	Development Type	Received	Est. Cost	Determination	Total Elapsed Days	Stop Days	Adjusted Elapsed Days
<b>Report Totals &amp; Averages</b>								
Total Number of Applications :		30		Average Elapsed Calendar Days: 56.70		Total Elapsed Calendar Days: 1701.00		
Total Estimated Cost :		4,787,371.00		Average Calendar Stop Days: 11.90		Total Calendar Stop Days: 357.00		
				Average Adjusted Calendar Days: 44.80		Total Adjusted Calendar Days: 1344.00		

  
 Director Environment & Planning  
 Greater Hume Shire Council



GENERAL MEETING OF THE GREATER HUME YOUTH ADVISORY COMMITTEE

Thursday 7 December 2017 commencing at 4.30pm

PRESENT

Mitchell O’Keeffe  
Kassandra Body  
Liam Upton  
Hayden Honeywill  
Emily Jones Customer/Library Services and Youth Development  
Trainee  
Library & Youth Services Development Officer: Susan Kane

APOLOGIES:

Rebecca Combridge  
Blayd Slatter  
Natasha Spalding

ACKNOWLEDGEMENT OF COUNTRY

Chairperson Mitchell 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 Henty as printed and circulated, were confirmed as a true and accurate record of the proceedings of Thursday 9 November meeting. Moved Mitchell O’Keeffe, Seconded Kassandra Body



## BUSINESS ARISING FROM PREVIOUS MEETING

Summer December/January Holidays Review- Climbing the Rock Hill

It was decided we would hold the Sunset Rock Hill Climb, on Monday the 22<sup>nd</sup> January. All members displayed their interest in attending the climb and the time was agreed upon as, start climb- 6pm, arrive back down by 8pm. Liam Upton moved, Seconded Mitchell O'Keeffe

End of year youth committee team building event-review

A decision was made to go to the Albury Escape Room and participate in the Heist rather than attend the Ghost Tour as originally planned due to overnight commitment and cost. Agreed upon to arrive in the morning session and have a group lunch in Albury in order to plan for the next year. Liam Upton moved, Seconded Mitchell O'Keeffe.

Filming of promotional video

It was discussed that the Youth Committee would participate in and film a promotional video for the libraries. Filming is to start on the 22<sup>nd</sup> January. An idea was discussed to give out library bags and cards to different local schools in order to gain every student as a member of our libraries. It was agreed upon that the title of the Vlog series would be 'Library Life of Mitch' and all youth committee members would participate in both the filming and editing of the videos. Filming is to take place at both the Henty and Culcairn Libraries depending on the availability of the committee members and staff.

Battle of the bands

The Youth Committee decided upon a date to hold Battle of the Bands during Youth Week. It was agreed the 13<sup>th</sup> of April would be the date as to still gain school commitment and promotion. Continuous promotion needs to continue in order to gain popularity and attendance.

Action: Emily Jones to investigate prices and availability of food vans [pizza, donuts and coffee]

BUSINESS ARISING
------------------

Promotion for new members

It was asked of the youth committee by library staff to help recruit or offer ideas on how to gather new library members- ideas to be discussed at a later date

Next General Meeting to be held on 1<sup>st</sup> February 2018

Meeting Closed 5pm

Chairperson.....

Date.....

<b>HENTY COMMUNITY DEVELOPMENT COMMITTEE MEETING AGENDA 27/11/2017</b>
--

**Meeting Opened:** 6.34pm

**Present:** Neil Meyer, Beryl Meyer, Garry Small, Graham Klemke, Maurice Schiller, Dennis Kane & Councilor Doug Meyer

**Apologies:** Nil

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

Moved: Beryl Meyer Seconded: Garry Small

**Business Arising:**

- Power Upgrade in the Park- Still waiting on response from GHS. DK to send email to Greg Blackie for an update
- GHSC Traffic Committee response to speed restrictions and pedestrian crossing. – DK to send email to Greg Blackie and request Kim Schultz to attend HCDC meeting 29/01/2018

**Treasurers Report:**

Attached Report provided by Dennis Kane. Closing Balance: \$220.04 at 27/11/2017.

Moved Dennis Kane, Seconded: Maurice Schiller that the report be accepted and all outstanding accounts be paid. (Flowers - C. Knoble \$35.00). Carried

**Correspondence:**

**Out:**

- Letter to Henty Show Ground Management Committee – Sewage Connection
- Community Project Response Form- Submitted by HCDC. Projects submitted in preferential order
  - (1). Henty Showgrounds Sewerage Connection
  - (2.). Henty Government Dam site rejuvenation

**In:** Letter Susan Lays Office- Response to New Henty North Rail Crossing. Letter indicates fully supportive of the project

**Greater Hume Shire Council Report:****Councilor: Doug Meyer**

- Discussion on Grave Marker Program- Henty and Culcairn Cemeteries- Council has ordered 100 grave markers at a cost of \$25 each. (Total Cost \$7000-\$8000)
- Discussion re- Community Grants, Henty Tennis Club successful on receiving partial/conditional grant (HCDC is to endeavor to encourage the community to better access this scheme in the future).
- GHS Rates Discussion

**General Business**

1/ Power upgrade in Henty Memorial Park.

As per Business arising

2/ GHSC Traffic committee responses to speed restrictions and pedestrian crossings. Awaiting GHSC Traffic Officer Kim Schultz's availability to address HCDC meeting re our concerns. To remain in agenda.

As per Business arising

3/ Facebook' page... an ongoing project.

4/Election of Deputy Chairman

Graham Klemke nominated by Dennis Kane. Graham accepted and elected

5/Election of Secretary//Treasurer Assistant

Garry Small nominated by Beryl Meyer. Gary accepted and elected

6/Henty show grounds/clubrooms sewerage update

As per Business arising

7/Parking in Ivor St. adjacent to the church on the bend.

It was determined that this issue be raised with Kim Schulz (GHS safety officer) when she attends HCDC meeting

Other traffic issues raised

- No Giveaway sign at corner Walla Rd and Rosler Parade

- Bicentennial park Exit

8/ Government Dam project. GS and DH previously submitted report to GHS. Unsure why no response received- Garry will resubmit report

Meeting Closed: 7.43pm

<b>HENTY COMMUNITY DEVELOPMENT COMMITTEE MEETING MINUTES 29/01/2018</b>
---

**Meeting Opened:** 6.30pm

**Present:** Graham Klemke, Garry Small, Dennis Kane, Yvonne Booth, Doug Meyer (Councilor), Greg Blackie (Greater Hume Shire -GHS- Engineer), Kim Schulz (Greater Hume Shire Road Safety Officer GHS RSO).

**Apologies:** Neil Meyer, Beryl Meyer

Opening Remarks: Chair Graham welcomed Greg Blackie (GHS) and Kim Schulz (GHS RSO) and thanked them for attending the meeting

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

Moved: Garry Small, Seconded: Dennis Kane

**Business Arising:**

- Nil

**Treasurers Report:**

Attached Report provided by Dennis Kane. Closing Balance: \$185.04  
Moved Dennis Kane, Seconded: Garry Small

**Correspondence:**

**Out:**

- Nil

**In:**

- Nil

**Greater Hume Shire Council Report:**

**Councilor: Doug Meyer**

- Cemetery Plates- Replacement plan- Yvonne indicated a plan was in place
- Grants being pursued by council for the Henty north rail crossing were unsuccessful. Council will continue to pursue.

## General Business

1/ Power upgrade in Henty Memorial Park.

*Greg Blackie indicated that this would not be a cheap job (Approx \$5000). Project would be put to council to be voted on with an out come expected in April/May 2018*

2/ GHSC Traffic committee responses to speed restrictions and pedestrian crossings. (Sladen Street)

*Kim Schulz (GHS RSO) indicated that any changes would have to submitted to RMS. Council will begin accumulating data using CCTV. Council require letter from HCDC to commence project. Issues include pedestrian crossing Olympic highway, 40km speed limit and/or center line on Sladen street.*

3/ Facebook' page... *an ongoing project.*

4/Henty show grounds/clubrooms sewerage update

*Garry indicated that it has been discovered that a pipe was broken and leaking water into the sewage. Leak has been fixed and the drain area was significantly dryer. The drainage area will be monitored over winter to identify if any further action will be required.*

5/Parking in Ivor St. adjacent to the church on the bend.

*Kim Schulz (GHS RSO) will investigate and determine solution*

Other traffic issues raised

- No Give way sign at corner Walla Rd and Rosler Parade  
*No sign required as this is a T-intersection*
- Bicentennial park Exit  
*Greg Blackie and Kim Schulz (GHS) indicated any changes would have to be submitted to RMS. They indicated that it would be a difficult project to get approval. No further action was decided upon.*

6/ Government Dam project. GS and DH previously submitted report to GHS. *Greg Blackie (GHS) would like to meet with members of the HCDC on 13<sup>th</sup> February 2018 at 10.00am to assess work to be completed. Greg would then cost and submit the project with costing to GHS council to be voted on.*

7/ Street Scape update:

*Greg Blackie (GHS) indicated the verandas should be completed in the next fortnight. Gardens to be completed by late February. No further action was scheduled in relation to downpipe restoration on the sidewalk. Greg indicated that works should be completed, and an opening could be held around 6<sup>th</sup> March.*

*After much discussion it was decided that the HCDC will call a meeting on Monday 5<sup>th</sup> March 2018 with the business houses to determine the timing and type of celebration. Meeting to be all inclusive*

8/ Meeting Times/Day. *To remain the last Monday of the month.*

9/ HCDC Late Xmas celebration. *Due to a busy Calender it was decided to try and hold a Xmas in July 2018.*

Next Meeting Monday 26<sup>th</sup> February 2018

Meeting Closed: 8.00pm