

# Petersen – Lot 9-11, Section 14, Gerogery West

ANNEXURE 1



**BASIX Thermal Commitments**  
All glass doors and windows must be double glazed with a U-Value of 3.6 and SHGC of 0.486 – 0.594

**BASIX Water Commitment**

- 4+ rated showerheads and tapwater
- 4+ rated toilet
- Dwelling and carport roof must be connected to rainwater tank for external tap, laundry, toilet flushing, and all indoor cold water taps
- Greywater diversion system installed in laundry
- Hot water system with energy rating of 36 STCs or better.

**BASIX Insulation Commitment**

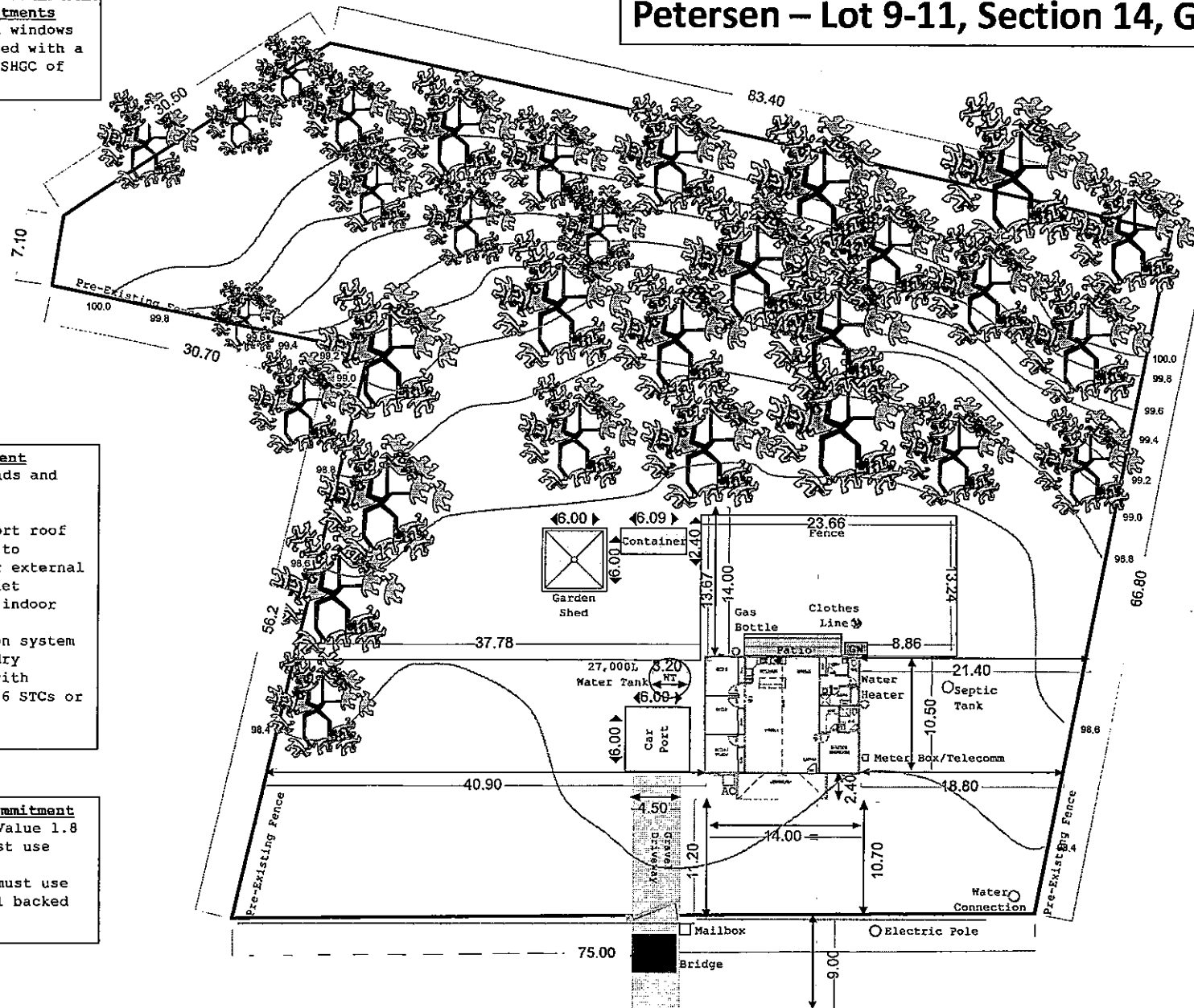
- Floor must use R-Value 1.8
- External walls must use R-Value 3.2
- Ceiling and Roof must use R-Value 5 and Foil backed blanket 75mm

**Soil Test & Wind Classification**

- In accordance with the soil test, stumps and piers should be founded a minimum of 1000mm below the existing surface level.
- The wind classification for this site is N2 in accordance with AS 4055-2006 Wind Loads for Housing.

**BASIX Energy Commitments**

- 1-phase 4-star air conditioning and ceiling fan in living area
- ceiling fans in bedrooms
- wood heater
- individual fans ducted to roof for kitchen and bathrooms
- stove will be electric with gas cooking range - gas is bottled, located on west side of residence



|        |   |          |            |          |            |           |  |
|--------|---|----------|------------|----------|------------|-----------|--|
| Site:  | 6600sqm / Section 14, Lot 9-11, DP 758436 | Drawing: | 002        | Project: | 001        | Drawn By: | Nicki and Justin Petersen  |
| Title: | Petersen Site Plan                        | Scale:   | 1:400 / A3 | Date:    | 18/09/2019 | Rev:      | B  |
|        |   |          |            |          |            |           | 15 Day Circuit<br>Bungendore, NSW 2621<br>0434 137 780<br>0401 412 430 |

AMENDED

10/11/2019  
Greater Hume Shire

Dear Sir/Madam

I wish to make a submission regarding planning application

J A Petersen

10.2019.127.1

Gerogery Road Gerogery

Lot 9-11 sec 14 DP 758436

New Dwelling Carport Shed & Shipping Container

I have examined the plans and wish to object to how close the dwelling and sheds are to my property.

My objections are based on

- Loss of privacy
- Noise and disturbance
- Loss of view
- Not in keeping with the rural setting
- Neighbourhood character.

I ask that the dwelling and sheds be moved to be more central on the block, and further away from my property.

Yours Faithfully

Jan Keith

Lesia Mirchuk & Jair Souza Gadis  
49 Kurrajong Cres  
West Albury, NSW  
(04) 3541 3323

Friday, the 6<sup>th</sup> of December, 2019

Dear Councillors,

We, Lesia and Jair, are the owners of the 9 King Street, Brocklesby lot and have applied for the placement of a mobile home in our land. We intend to use this mobile home as a weekender initially, having a place to enjoy out of Albury with enough space for our five year old to play and experience rural living, as well as develop a pleasant garden with multiple species of both native and exotic plants.

The location for our dwelling has been carefully chosen according to Council requirements and the existing vegetation on the block, allowing for the home to be on the shade for most of the afternoon, taking in consideration the harsh summer conditions of our region. Also, the location allows for easy access to water and power services.

We understand our northern neighbour has an objection to our plan, due to the distance of the dwelling to the fence. As mentioned above, we have chosen the location according to Council requirements and have been informed by GHC's Environmental Health & Building Surveyor Mrs. Sharyn Coulston that the three meters from the fence to the building are well within regulations.

Thank you for your time and comprehension.

Kind regards,

Lesia Mirchuk & Jair Souza Gadis

GREATER HUME SHIRE COUNCIL  
 CUSTOMER SERVICE  
 10 NOV 2019

To Sharyn Coulston.

19/11/2019

This letter is in relation to the development of new transportable dwelling of:  
 Location of proposed: 9 King Street Brocklesby N.S.W 2642.  
 Name of Applicant: J Souza Gadis & L Mirchuk.  
 Development Application No: 10.2019.95.1.  
 Property Description: Lot: 190 DP: 753724.

After receiving the notice of the proposed development and viewing the plans, we feel that the placement of the transportable dwelling being 3 metres from the fence of our adjoining premises, under a large tree is unsuitable and unsafe. So we would like to formally request for the transportable dwelling to be moved further away from the fence and large tree, for the benefit of the applicant as well as our family for the following reasons-

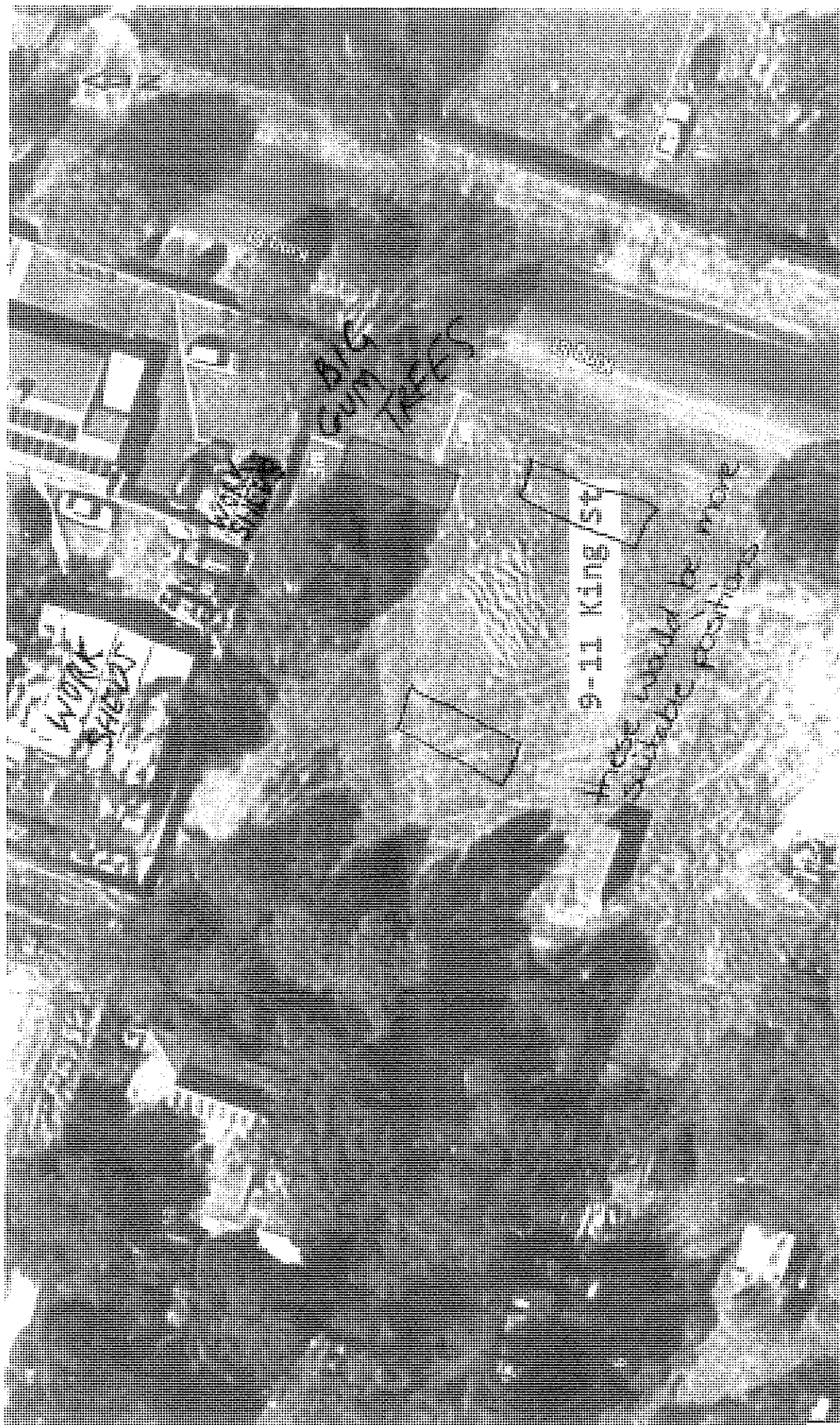
- Dwelling positioned under a large tree that drops branches. Branches could land on the roof of the transportable dwelling causing damage and or injury to people inside the dwelling.
- Dwelling positioned too close to our work shed's where we do a lot of work on cars and engines and always use power tools, air-compressors, air-tools, etc. We feel this would lead to arguments, noise complaints and disagreements.
- Dwelling positioned too close to the fence of our adjoining premises which we feel would invade the applicants privacy as well as our families privacy. The applicants will be able to see straight over the fence into our yard from the dwelling. And will see everything our family is doing the moment we step outside our front door.
- Dwelling very close to where our cars are parked so the applicants will hear our cars every time we start them, every time we move them, every time our family goes out and comes home. We feel this will disturb them as we come and go at all hours.
- Our 6x4 trailer and car carrier trailer are positioned in front of the front shed, which both get used a lot. We feel the noise from them being moved in and out will disturb the applicants. As they are about 6 meters from where the dwelling would be.
- Our garbage bins are positioned beside the front shed and with the heat they do smell. We feel that with the dwelling being so close they may smell it.
- If the dwelling is positioned too close to the fence of our adjoining premises it would cause our family dog to bark a lot as he is protective of our premises and our family. When the caravan was positioned where the dwelling is planned to go, whilst they are inside the caravan we can hear them talking from inside our home which causes our dog to be unsettled and bark a lot. So we feel it would lead to noise complaints and arguments.
- When the caravan was positioned where the transportable dwelling is planned to be positioned, we could always hear them speaking whilst we are inside our home

watching TV. We say this without trying to be rude and offensive, even though they can speak English, 95% of the time they speak in a foreign language very loudly which we find offensive, rude and disruptive and annoying to listen to all day every day. Positioning the transportable dwelling further away would prevent us from hearing their conversations over our TV.

My family strongly feel that moving the position of the transportable dwelling further away from the fence of our adjoining premises would greatly benefit the applicants and our family, as moving it further would prevent all these issues so we don't disrupt each other which would prevent any noise complaints, arguments and disagreements. And most importantly it would be safer for the applicants due to the large tree dropping branches.

Have a nice day, kind regards. 19/11/2019  
J, E & S Augustyn & J L Pitman.  
Contact details: 0260 294318 or 0428805448





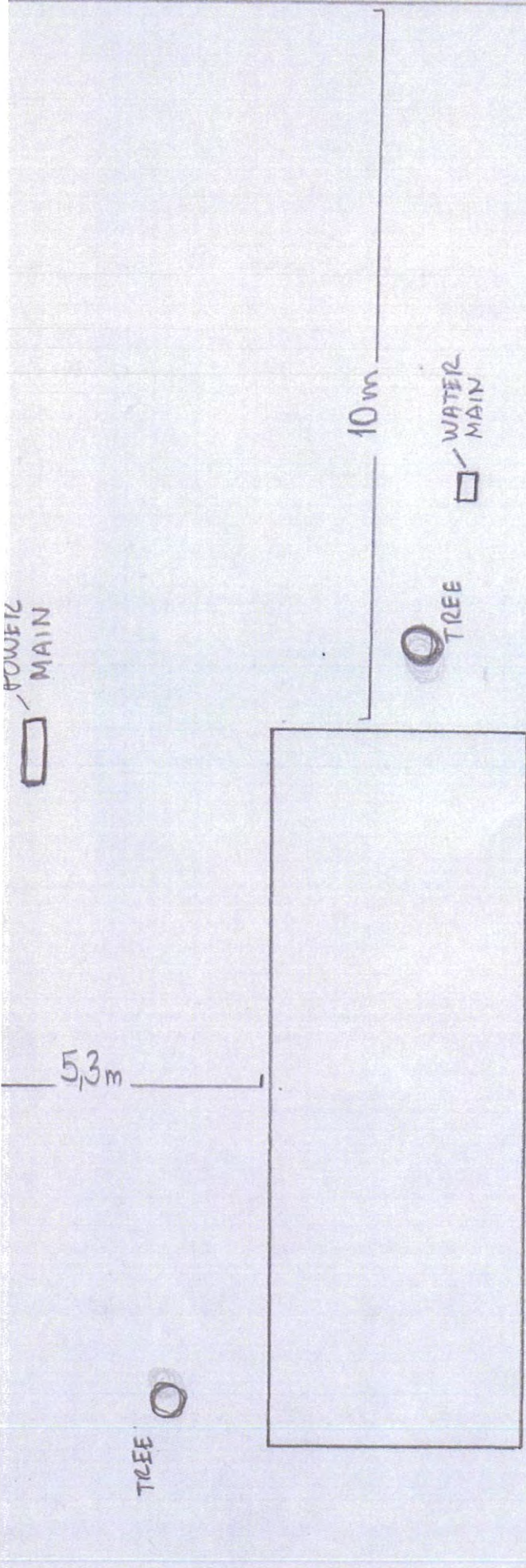


KING ST

AMENDED

09 DEC 2019

9-11 KING ST  
BROCKLESBY, NSW  
(CLOSE-UP ON NE QUARTER)





## Hours of Operation for Pools Policy

| Document Name            | Document Version Number   | Review Date |
|--------------------------|---------------------------|-------------|
| Hours of Operation Pools | 1.0.0                     | As Required |
| Date Adopted             | Minute Number             | Status      |
| Click Here to Enter Date | Insert Minute Number Here | New Policy  |

### Purpose

The purpose of this Policy is to advise pool users of how adverse conditions may affect the advertised hours of operation for GHC pools located at Culcairn, Henty, Holbrook Jindera and Walla Walla.

### Scope

This Policy applies to all GHC Pools

### Definitions

**Council** means Greater Hume Council (GHC), ABN: 44 970 341 154.

**GHC** means Greater Hume Council or Council, ABN: 44 970 341 154.

### Policy Content

The advertised operating times for GHC pools may be altered at any time throughout the pool season subject to the following adverse conditions:

Pool opening hours may be extended by 1 hour when the air temperature forecast issued by the Bureau of Meteorology (at 4:00pm on the day prior) is predicted to exceed 40 degrees Celsius.

Pools may be closed at any time for if there is a risk to patrons and staff from adverse weather conditions including but not limited to electrical storms, hail and dust storms.

Pools may also be closed if there are inconsistencies with chemical levels, biological hazards or for hygiene reasons to protect the health and safety of patrons and staff.

Or for any other reason that may adversely affect the health, safety and welfare of patrons and staff.

Notification to pool lifeguards for extending the pool opening hours will be given by the Manager for Waste & Facilities or the Director Environment & Planning the day prior to the extreme weather forecast based on the BOM outlook.

### Links to Policy

Work Health & Safety Policy  
Risk Management Policy

### Links to Procedure

Nil

### Links to Forms

Nil

### References

Nil

### Responsibility

Director Environment & Planning

### Document Author



## Hours of Operation for Pools Policy

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Manager Waste & Facilities

### Relevant Legislation

Nil

### Associated Records

Work Health & Safety Act 2011 & associated Regulation

Draft



## The Hon. David Littleproud MP

Minister for Water Resources, Drought, Rural Finance,  
Natural Disaster and Emergency Management  
Federal Member for Maranoa

MS19-002144

Cr Heather Wilton  
Mayor  
Greater Hume Shire Council  
PO Box 99  
HOLBROOK NSW 2644

29 NOV 2019

Dear Mayor

I am writing today to inform you that Greater Hume Shire Council is eligible to apply for \$1 million in project funding under the Drought Communities Programme (DCP) Extension. This is in addition to any current or previous funding announced for your Council through the DCP Extension or other Australian Government programs.

The Government is taking action to meet the needs of drought-affected farmers, businesses and rural communities. On 7 November 2019, the Government announced an additional \$709 million to deliver an immediate cash injection to help keep stock fed and watered, locals employed, businesses open, and to keep money flowing through regional economies.

The expanded scope of drought assistance includes \$128 million under the Drought Communities Programme (DCP) Extension to provide immediate economic stimulus and employment through local infrastructure and drought-related projects.

Program guidelines for this new funding round are currently being updated and will be released towards the end of November 2019 via the Business Grants Hub at [www.business.gov.au/dcp](http://www.business.gov.au/dcp). In the meantime, you may wish to start consultation and planning for your DCP projects by viewing the previous guidelines, as well as previous DCP projects which can be found at [www.grants.gov.au](http://www.grants.gov.au). The project completion date for projects funded will be 31 December 2020.

If you have any questions regarding this new funding announcement and your eligibility, you can contact the Business Grants Hub on 13 28 46 or via email at [dcp@industry.gov.au](mailto:dcp@industry.gov.au).

I look forward to hearing about your DCP Extension projects in the coming months.

Yours sincerely

DAVID LITTLEPROUD MP



Mr Steve Pinnuck,  
General Manager  
Greater Hume Shire  
PO Box 99  
Holbrook NSW 2644

21 November 2019

Dear Steve,

Following our meeting on the 19<sup>th</sup> of November 2019, I am requested to bring some things to your attention.

1. We have 11 trees so far for our Christmas Tree display to be held in the old Library rooms. Opening times will be displayed, mainly on the 2 weekends before Christmas.
2. Australia Day 2020, we are inviting Ellie Mazzochi to do a display of trick riding. Kerrie Wise is aware of this and we are looking forward to it.
3. We understand that the Council has received 1 million dollars in Drought relief fund from the Federal Government, we are looking forward to seeing how this money can be used. We would be interested in exploring the possibility of asking for a small amount for this committee to draw up the big plan/main picture for Culcairn with the help of consultants.
4. We would like to request that the "Coach Terminal and Town Centre Amenties" area be re-named "Fifield Park" and in future we want to place a memorial plaque there in honour of Alan Fifield and family for their contributions to the Culcairn community over many years.
5. Eric Thomas Park-dumpsite-it was noticed that a truck was parked in there with a wide load. Perhaps a 'no truck sign' is needed.
6. Thank you for the speedy request of mowing of 2 vacant blocks in town being done. It was a fire hazard concern.
7. Trees that need pruning- peppercorn tree on the corner of Munro and Balfour Street (Bruce Baird's old place) extends right over the footpath. And the Crepe myrtles obstruct view coming out of Federal Street into Balfour, they need looking at.
8. Streetlights, we re-request that the Streetlights in the Bus Terminal area be fixed up- out of 3, 1 is working, 1 still hasn't been replaced since it was damaged and 1 just isn't working. Also a streetlight was removed in front of the new hospital, could one be put at lane in Gordon Street for security and to make it easier for the Ambulances to see?







## Recruitment & Selection Policy

| Document Name                    | Document Version Number    | Review Date              |
|----------------------------------|----------------------------|--------------------------|
| Recruitment and Selection 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 establish an appropriate Recruitment and Selection Policy as to ensure the most suitable person is recruited or promoted on merit to any new or vacant position within Council in accordance with legislative and EEO provisions. To ensure the most suitable applicant is recruited and selected from a pool of applicants, based on merit and the ability to demonstrate the essential level of skill, to a newly created, or vacant position, within Greater Hume Council (Council). This Policy provides guidelines to all parties involved in the recruitment, selection and promotion of employees at Council. It outlines the procedures that embody the recruitment and selection process, in accordance with the Local Government (State) Award and Local Government Act.

### Scope

This policy applies to all paid full time, part time, casual and fixed term positions within Greater Hume Council.

### Definitions

Refer to 'Recruitment and Selection Procedure'.

### Policy Content

As per the Local Government (State) Award 2017, Clause 33 Appointment and Promotion.

### Links to Policy

Anti-Discrimination and Equal Employment Opportunity Policy.

### Links to Procedure

Recruitment and Selection Procedure.

### Links to Forms

Authority to Recruit Form  
Appointment Authority Form  
Higher Duties Form  
Shortlisting Form  
Reference Check Form  
Acceptance of Employment Form

### References

Model Code of Conduct for Local Councils in NSW  
Anti-Discrimination and Equal Employment Opportunity Policy and Procedure  
Employment Application Guidelines  
Corporate Induction

### Responsibility

Director Corporate and Community Services  
People and Culture Officer

### Document Author

People and Culture Officer

## Recruitment & Selection Policy

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### Relevant Legislation

Local Government State Award ~~2010~~2017

Local Government Act 1993 (NSW)

Anti-Discrimination Act 1977 (NSW)

NSW Industrial Relations Act 1996

The Commission for Children and Young People Act 1998

Child Protection (Prohibited Employment) Act 1998

WWCC Act 2012

Work Health Safety Act 2011 (NSW)

Equal Employment Opportunity Act 1987

Disability Inclusion Act 2014

Disability Inclusion Regulation 2014

Privacy Act 1988

Government Information (Public Access) Act 2009

### Associated Records

Nil.



## Recruitment and Selection Procedure

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### 1. Purpose

This procedure identifies the processes associated with recruiting to all newly created, or vacant positions within Greater Hume Council (Council). By following this procedure, it will ensure applicants are recruited on the basis of merit and skill, in a manner free from discrimination and produces a fair and transparent outcome for all applicants. This procedure will ensure that Council's recruitment and selection process will meet the requirements of The Local Government Act 1993 Section 348 and 349 and a suitable pool of applicants is available to attract, select and retain from.

### 2. Scope

This procedure applies to all paid full time, part time, casual and fixed term positions with Greater Hume Council.

### 3. Definitions

#### Council

Greater Hume Council (GHC), ABN: 44 970 341 154

#### Employee

An individual who works under a contract of employment with Council. For the purpose of this procedure, this does not include: a contractor or subcontractor; an employee of a contractor or subcontractor; an employee of a labour hire company who has been assigned to work in the business or undertaking; a student gaining work experience; a volunteer; or a person involved with an employment scheme.

#### Employer

All employers in local government or in the local government industry within NSW that are covered by clause 44, Area, Incidence and Duration of this Award. For the purpose of this procedure, the employer is Greater Hume Council.

#### Equal Employment Opportunity (EEO)

The principle that ensures all employees and potential employees are treated equitably and fairly, free from discrimination, regardless of their race, sex, marital status, age or sexual preferences

#### General Manager

A person appointed in accordance with section 334 of the Local Government Act 1993 (NSW) to discharge the duties and responsibilities of the office of general manager set out in section 335 of the Local Government Act 1993 (NSW) and such duties that a council may delegate to the general manager. When carrying out these duties, the general manager is acting on behalf of the council.

#### Recruitment

The process of attracting a suitable pool of applicants to the organisation to fill an employment vacancy

#### Secondment

Arrangements between the employer and employee, in which the employee is temporarily assigned to another role within the organisation.

#### MANEX

An acronym for Council's Management and Executive team, comprising of the General Manager and the three Directors.

## Recruitment and Selection Procedure

### 4. Responsibility

Director Corporate and Community Services.

### 5. Procedure Instruction

#### 5.1 Overview

The following procedure is designed to be followed for recruitment involving all paid permanent vacant positions and all paid temporary vacant positions with a timeframe greater than 12 months.

In the event that a position is vacant with a likely duration of less than 6 months, it may be appropriate to fill this position with current employees acting in Higher Duties arrangements (refer to section 5.16).

Secondment arrangements will be advertised internally to all Council employees, as an expression of interest. These arrangements will have a timeframe ranging from 6 months to 24 months, specifying an end date and that the employee will return to their substantive position and salary at the conclusion of the secondment arrangement.

Recruitment to the position of General Manager will be performed in accordance with the Local Government Act 1993. Refer to section 5.3 and 5.6.1 for further information regarding the appointment of a General Manager and designated senior staff.

#### 5.2 Position Review

Prior to commencing the recruitment process the General Manager, Director, or MANEX team will carry out a review of the position. The review will determine whether or not the position, in its current form or in a modified form, should continue. This decision should consider the following:

- Known or projected workload;
- Current staffing arrangements;
- Budget status;
- Known or projected changes in the external environment, including funding;
- Opportunities for resource sharing; and
- Comparative needs elsewhere within Council.

A review of the position description will be undertaken by the Manager of the position to ensure that it accurately describes the purpose of the role, key responsibilities and the essential criteria such as knowledge, skills, experience and qualifications required.

A job evaluation will be conducted by the People and Culture Team, using Council's Salary Evaluation System. An evaluation ensures that the classification is consistent with Award provisions and that the remuneration that is being offered is consistent with Council's salary system and Award requirements.

Any changes to the position description are to be forwarded to the People and Culture Officer prior to advertising the position, in order for amendments to be made and the position description finalised.

An Authority for Recruitment form must be completed by the requesting Manager or Director, signed and approved by the General Manager and forwarded to the People and Culture Officer prior to advertising the position. The form will then be uploaded to the specific recruitment folder on Council's Electronic Records System.

## Recruitment and Selection Procedure

### 5.3 Advertising Positions

All new and/or vacant positions at Council will be advertised in such a manner as to ensure that a suitable pool of applicants is available for the role.

The following advertising processes will be implemented in relation to new and/or vacant positions.

1. Operational positions, i.e. positions with no management or supervisory function will initially be advertised internally. If a suitable pool of applicants are not available, such positions will be advertised externally. Advertising channels for internal positions include:

- Council's All Staff Internal Email system;
- Hard copies of the advert(s) placed on notice boards in each council office and depot location; and
- Reminders emailed to Supervisor's to ensure All Staff are aware of the position(s).

Advertising channels for external positions include:

- Council's All Staff Email system;
  - Council's Website and Facebook Page;
  - Council's Youth Committee Facebook Page (if the position is applicable to youth);
  - Jobs Albury/Wodonga Facebook Page;
  - Jobs Riverina Website;
  - Border Mail Newspaper in Saturday editions;
  - Eastern Riverina Chronicle;
  - Wagga Daily Advertiser in Saturday editions (if applicable); and
  - Local Government Job Directory (if applicable)
2. Positions with management responsibilities or specialist technical/professional positions, i.e. Manager, Supervisor and Ganger level positions or specialist technical/professional positions, will, as a minimum, be advertised in the regional newspapers in Albury, such as the Border Mail
  3. Positions of Director will, as a minimum, in addition to the above (1 & 2) be advertised at least twice, in accordance with the Local Government Act 1993, in a daily newspaper circulated throughout New South Wales such as The Sydney Morning Herald
  4. The position recruitment of the General Manager will be undertaken by Council's Mayor and Councillors with the assistance of an external recruitment organisation
  5. The People and Culture Officer will prepare advertisements for internal and external positions. They will also forward the advertisement(s) to Council's Executive Assistant for formatting and provide a detailed outline of advertising channels and timeframes. All advertisements will specify a closing date for receipt of applications. Advertisements must meet the requirements of Anti-Discrimination Legislation as detailed in Council's EEO Management Plan and must not contain discriminatory or offensive language
  6. The Executive Assistant will distribute the external advertisements to the requested advertising channels, alongside Council employees via Council's Internal Email system. The People and Culture Officer will distribute internal advertisements to All Staff via Council's Internal Email system. The People and Culture Officer will also ensure that a hard copy of all advertisements are placed on the notice boards of all Council's offices and depots to ensure All Staff are aware of the employment opportunities



## Recruitment and Selection Procedure

7. All positions will be placed on Council's website in the 'Careers with Us - Position Vacant' section. All positions will also be regular posted on Council's Facebook page and shared to other relevant Facebook pages.

In regard to the appointment of General Manager, Council may consider the appropriateness of appointing a recruitment consultant specialising in Local Government appointments to advise Council on the recruitment process including advertising, shortlisting and assisting with the selection of a suitable applicant.

Information for all potential applicants will be available on Council's website or from the People and Culture Officer. This will include:

- A copy of the advertisement;
- A position description; and
- Employment Application Guidelines that gives a brief outline of Council's application and interview process.

### 5.4 Applications

Applications for positions will be required to be completed and submitted in align with Council's Employment Application Guidelines, located on Council's Website in the 'Careers with Us' tab. The guidelines provide a step-by-step outline on what is required in each applicant's application and how to submit it to Council.

The contact person provided in the advertisement is to be available throughout the advertising period and be willing to provide factual information about the position.

Applications may be accepted 2 working days after the closing date, provided that written advice of intention to apply was received from the potential applicant prior to the position's advertised closing date. It must be verified by Director Corporate & Community Services and the formal application must be received within two working days of the closing date.

As per the Employment Application Guidelines, applicants will be contacted within three working weeks from the advertisement closing date. This contact will invite shortlisted applicants to interview via phone and email. Once interviews have been conducted, remaining applicants will receive an email to advise of their unsuccessful application,

Internal applicants for internally advertised positions are applicable to access assistance for their application. The People and Culture Officer will provide an 'Application Template' with the advertisement via Council's Internal Email system, for those employees who require assistance. A nominated employee will be available to assist with the application, however on an appointment and feedback only basis.

#### 5.4.1 Internal Expression of Interest Applications

As per section 5.16.2, short-term temporary positions must not exceed 12 months in length. Therefore, such appointments will be initiated by the People and Culture Officer emailing an advertisement internally only, via Council's Email system. All employees of Council have the opportunity to express their interest in the position and the same recruitment process will occur as detailed throughout this procedure. If the pool of applicants is not deemed suitable, the manager requesting the position is to assess the factors as listed in section 5.11 and potentially place the advertisement externally.

### 5.5 Confidentiality

Applications for employment contain personal and confidential information and will therefore be made available only to the interview selection panel or authorised officers. Applicants have a right to

## Recruitment and Selection Procedure

expect that their application will remain confidential. The People and Culture Officer and Records Officer are responsible for coordinating security and confidentiality of applications.

### 5.6 Interview Preparation

#### 5.6.1 Interview Panel

A panel of interviewers will be established. The People and Culture Officer (or Director Corporate and Community Services, if the People and Culture Officer is absent) will always be a consistency and will participate in all interviews, with the exception of a Director or General Manager position.

For all positions other than General Manager and Directors, the panel will consist of the People and Culture Officer, the Director or Manager of the position and the Supervisor or Manager (if applicable), or a colleague influenced by the position. An interview guide will be available to all panel members to assist with understanding the process of an interview. It will include how to:

- Conduct yourself;
- Be prepared;
- Ask questions;
- Be aware of legal implications;
- Remain focused;
- Take notes; and
- Analyse and elaborate on information.

The interview panel for Directors will include; Council's Mayor, General Manager, one of Council's other Directors and a person with specialised knowledge of the position who is external to Council.

### 5.7 Short Listing

The People and Culture Officer will email a meeting request to all panel members to arrange a shortlisting date and time. This date and time will be within one working week of the advertisement closing date. It is the People and Culture Officer's responsibility to ask panel members to declare any conflict of interest, which will be dealt with in accordance with Part 5 of Council's Code of Conduct for Staff.

Shortlisting will be undertaken by all panel members involved with the advertised position. Applications are to be shortlisted against the essential criteria only. As per Council's Employment Application Guidelines, it is crucial for applicants to address the essential criteria. It is also encouraged that applicants include other relevant experience, skill sets and requirements of the role, as outlined in the position description.

Once the review of all applications has concluded, unsuitable applicants are to be removed from the shortlisting pool. Before doing so, panel members must ensure such applications are not a reasonable fit to the position, with them:

- Not addressing the essential criteria; and
- Not providing information on relevant experience, skill sets and/or requirements of the role.

Further shortlisting of applications will occur with the panel selecting from two to five applicants to invite to interview. Please note, the number of final shortlisted applicants will vary depending on the pool of applications received for the position. This variation of numbers in final shortlisted applications, provides Council with a fair and suitable pool of talent to recruit from. Final shortlisted applications will be selected in accordance with equal opportunity principles and on the basis of merit and skill.

A Shortlisting Matrix will be completed by the People and Culture Officer whilst the panel shortlist applications. It will be used on the basis of the position's essential criteria and if applicants meet the criteria. The Matrix will be uploaded to the designated recruitment folder by the People and Culture Officer once completed.

## Recruitment and Selection Procedure

Once the shortlist is complete and the panel agree on the applicants to invite to interview, the People and Culture Officer is responsible for initiating the interviewing process and inviting applicants to interview by phone and email.

### 5.8 Interview Questions

Interview questions will be developed by the People and Culture Officer, in conjunction with the Manager or Director of the vacant position. These questions will be skill, experience and behaviourally based, focusing on the essential criteria of the position, alongside Council's guiding principles. The People and Culture Officer will draft a set of questions and email to the Manager or Director of the position to review. Once they are approved, the People and Culture Officer will create interview booklets. Please note, all interviewees are subject to and will have the same questions asked to them.

The People and Culture Officer will arrange all aspects of the interview, ranging from:

- Booking a room for interviews in one of Council's Offices;
- Preparing interview booklets and delivering to the interview;
- Contacting applicants via phone and email to advise of interview;
- Ensuring the Panel are aware of all details;
- Ensuring Customer Service are aware of interviews to greet applicants; and
- Ensuring all processes are conducted with equity.

Interviews should be held as soon as possible after the closing date. Applicants selected for interview should be given at least one week's notice and advised of time, date, venue and any other necessary information (e.g. production of qualifications, examples of written work etc.).

### 5.9 Interviews

Interviews will be conducted by the panel alongside the People and Culture Officer, in a structured and consistent manner. Each applicant will have the same set of questions asked to them, with the opportunity to seek clarification and/or ask questions at the conclusion of the interview. Confidentiality will be maintained by the panel throughout the interview process.

It is crucial to ensure panel members have a consistent scoring approach throughout interviews. Each interview booklet has a scoring rationale ranging from zero to four, accompanied by a brief explanation of the requirements of each number. It is encouraged that panel members discuss applicant answers and scores, before interviewing the following applicants.

Throughout each interview, the People and Culture Officer will sight employee documentation, including:

- Drivers licence;
- Competencies;
- Certificates or qualifications; and
- Other relevant checks such as, a Working with Children Check (depending on position requirements).

Panel members will note that a section of the interview questions has been allocated to reference each essential criteria item, in which the People and Culture Officer will confirm if the applicant holds such criteria.

Once interview questions have been asked and the applicant has no further information to add, the panel will provide the opportunity for the applicant to ask any questions they may have of the organisation or the position. The panel will also specify the following:

- Position details - including the location of the position; work hours and days, including a 9 day fortnight;
- Range of salary;



## Recruitment and Selection Procedure

- Additional requirements within skill and competence;
- Allowances - if applicable; and
- Probation Period – three month probation with monthly conversations and reports.

The People and Culture Officer will conclude the interview by asking if the applicant's referees are current and aware they may be contacted. They will also thank the applicant for attending the interview and reassure them contact will be made by phone or email within one week.

Once the interviews have concluded for the position, the panel will determine a preferred applicant by discussing who has provided the greatest merit, but also, who would provide the greatest organisational fit. The Summary and Recommendation form provided in each panel member's interview booklet, requires a summary of applicant interview scores, alongside an eligibility list. Number one on the eligibility list identifies the preferred applicant for the position. If the panel agree to shortlist an applicant, they will be identified as number two. The panel are also required to individually provide a brief explanation in the 'Notes' section of the form, as to why the preferred applicant has been selected.

To conclude the initial interviews, the panel are required to complete their interview booklet by ensuring the following is complete:

- Conflict of Interest Declaration;
- Each individual applicant's interview questions signed at the bottom of the scoring section;
- The Summary and Recommendation form; and
- Interview Convenor only – Reference Check and Appointment Authority form.

The interview convenor is the position's Supervisor, Manager or Director on the interview panel. They are required to conduct the preferred applicant's reference check by contacting the provided referee(s) and completing the Reference Check form, located in their interview booklet. Once this has been conducted, the convenor is to contact the other panel members and advise of the outcome and ensure the panel continues to agree to the preferred applicant. In order to continue the recruitment process, all panel members must agree on the preferred applicant.

If the panel is not in agreement and/or cannot decide on a preferred applicant, a second interview and/or an evaluation of the interview, the applicant's application and their skills and experience will be equally compared. The applicant providing the greatest merit and fit to Council will be decided upon and the necessary process of a reference check will apply. The panel also has the ability to complete a reference check on both applicants to assist with the decision.

The People and Culture Officer will then collect all panel member's interview booklets and store until the preferred applicant's appointment. Council's Records Department will then upload each panel member's booklet to the designated recruitment folder.

### 5.10 Reference Checks

Reference checks are to be conducted by the interview convenor. Each reference check is to be recorded on the Reference Check form and consists of the convenor obtaining an array of information from past employer(s) regarding the applicant's work experience and ethic, performance, skills and general behaviours. By asking questions associated with these elements, it allows the panel to gain insight into the preferred applicant's ability and potentially confirm suitability to the position. The convenor is *not* to provide the referee any indication that the applicant is the panel's preferred applicant.

Designated child-related positions in accordance with the Children Protection (Working with Children) Act 2012, must require a referee to comment on the applicant's interactions with children.

## Recruitment and Selection Procedure

### 5.11 Inability to Decide

If a preferred applicant cannot be agreed upon, panel members will confirm their individual choices on the Summary and Recommendation form in the interview booklet. It is essential at this stage of the process that the People and Culture Officer consult with the Director Corporate and Community Services, to determine the direction of the process going forward. The panel convenor, in conjunction with the director of the position and Council's People and Culture Team, will meet to determine an outcome.

If a position is to be re-advertised, the director of the position, alongside Council's MANEX team should assess the following factors:

- Does the advertising strategy require a review?
- Is the remuneration substantial or within market standards?
- Does the position conditions, expectations or job scope require a review?
- Is there anything else we can offer to attract the talent and fit required?
- Are there any workforce planning issues hindering the appointment?
- Is there an opportunity to develop ones skills into the role, for example a career development plan?

Overall, if the pool of applicants has not provided any suitable talent, it is highly recommended the position remain vacant and no appointment is made.

### 5.12 Other Recruitment Strategies

The People and Culture Team have the ability to incorporate other recruitment strategies to assist with the appointment of a preferred applicant. The panel convenor, in conjunction with the People and Culture Team will determine if other assessments are an appropriate course of action for the position. The following strategies may include:

- Qualifications/Competencies Check;
- Criminal Records Check; and/or
- Literacy/Numeracy Test;

If any assessments are applicable, the People and Culture Officer will organise all aspects required for the assessment(s) and will be funded by the Recruitment Budget. The People and Culture Officer will receive a report from the assessment(s) and discuss the outcome with the panel convenor.

### 5.13 Compulsory Pre-Employment Assessments

As per Council's Employment Application Guidelines, the preferred applicant is notified by phone and made aware that pre-employment assessments will be arranged, before a formal written offer of employment is made. The following assessments are listed below.

However, all preferred applicants will undergo a pre-employment medical and functional assessment as a minimum. Other assessments are on an identified basis only.

#### Child Related Positions

Positions identified as child-related, require a valid Working with Children Check and will not be appointed to the position until it has been validated by the People and Culture Officer.

Preferred applicants of Council will undergo a compulsory pre-employment medical examination and functional assessment.

#### Medical Assessment

The medical examination will include for all positions:

- Audio-metric testing;
- Spirometer testing;

## Recruitment and Selection Procedure

- Skin check;
- Drug and alcohol testing; and
- Vaccination level blood test (identified positions only when requiring specific vaccinations).

### Functional Assessment

The functional assessment will include for all positions:

- A number of small assessments to determine if the preferred applicant can perform the inherent requirements of the position. For example, sit, stand, squat, safely push a loaded trolley and ergonomics set up; and
- Three-minute cardiovascular step test (this is in addition to the inherent requirements, however not essential to complete).

The People and Culture Officer will organise all aspects required for all assessments and the preferred applicant will be notified of the details by email. The People and Culture Officer will also consult with both the medical and functional provider to ensure reports are received with feedback, to determine the preferred applicant's suitability. They will also notify the panel convenor of the outcome of the assessments, without breaching privacy requirements.

### Plant Competency Assessment (identified positions only)

Identified operational positions require a plant competency assessment. This assessment determines if the preferred applicant is competent in operating the specific item of plant that had been advertised. The People and Culture Officer is responsible for organising all aspects required for the assessment. A written report will be requested, identifying if the preferred applicant is competent operating the item of plant. They will also notify the panel convenor of the outcome of the assessment.

Recommendations may be made within the reports and the People and Culture Officer, in conjunction with the Director of the position, is required to determine how they can be accommodated.

### 5.13.1 Internal Employee Appointments

Internal employees who are the preferred applicant for an alternative or secondment internal position, are not required to complete another set of pre-employment assessments. However, if the position they are the preferred applicant for requires additional physical demand, such assessments will be necessary.

### 5.14 Appointment Authority

The panel convenor is required to provide the People and Culture Officer with the Authority to Appoint form, located in their interview booklet. It should be completed by the panel convenor and all appropriate sections should provide the correct information. The People and Culture Officer should confirm with the Director of the position the starting salary grade. All applicants start on Entry Level of Council's Salary System, unless negotiated otherwise. It is the People and Culture Officer's responsibility to present the form to Council's General Manager to approve.

Once the General Manager has approved the appointment, the People and Culture Officer is required to notify the preferred applicant by phone and all other applicants by email. All applicants have the opportunity to ask for feedback, in which the panel convenor should respond, either by phone or email.

### 5.15 Offer of Employment

An offer of employment is a written contract between Greater Hume Council and the preferred applicant. The preferred applicant cannot become an employee with Council without a written offer of employment. An offer of employment will be made once the General Manager has approved the Authority to Appoint form and all relevant reference checks, pre-employment assessments and any



## Recruitment and Selection Procedure

other checks have been completed, relevant to the position. Please note the Authority to Appoint form is required to be uploaded to the designated recruitment folder on Council's InfoXpert system.

The People and Culture Officer is responsible for drafting offer of employment letters and they are signed by the General Manager. These letters detail all relevant terms and conditions of employment applicable to the position being offered, i.e.:

- Employment classification (casual, temporary, part time, full time etc.);
- Hours and days of work;
- Official start date;
- Position Grade and Step in accordance with Council's Salary System
- Probation period, etc.

The offer of employment letter is to be emailed to the preferred applicant, accompanied by Council's Acceptance of Employment form, Position Description specific to the position and a Payroll Pack. These documents and/or the email is to be uploaded to the preferred applicant's Personnel File on Council's InfoXpert system.

Meanwhile, the preferred applicant is required to return the Acceptance of Employment form and Payroll Pack to the People and Culture Officer if they wish to accept the offer of employment letter, in which the Acceptance form should also be uploaded to their Personnel File. The Payroll Pack is to be distributed to Council's Payroll Officer, in order to be set up on Council's Payroll system. All new employees of Council will have their choice of Super fund.

All overseas applicants must complete a statutory declaration in relation to Council's Criminal Record Check Procedure prior to commencement of employment.

### 5.16 Appointment of Casual and Short-Term Temporary Positions

#### 5.16.1 Casual Appointments

The direct appointment of casual employees can be considered if Council is experiencing one or more of the following:

- A reduced number in permanent employees;
- Employees are on an extended period of leave, Workers compensation or in a secondment employment arrangement;
- The need to meet the demands of work flow, for example a large project; or
- The demand of work varies depending on month to month basis for example.

The Manager of the position is required to complete an Authority to Recruit form, in order for the People and Culture Officer to have the General Manager approve. It is also the Manager's responsibility to ensure the relevant position description mirrors the tasks involved.

The People and Culture Officer will organise all aspects required for both pre-employment assessments and the preferred applicant will be notified of such appointments by email. The People and Culture Officer will also consult with both the medical and functional provider to ensure reports are received with feedback, to determine the preferred applicant's suitability. They will also notify the Manager of the outcome of the assessments, without breaching privacy requirements. The Manager of the position is to begin preparing for the incoming employee, whilst having an induction arranged.

#### 5.16.2 Short-Term Temporary Appointments

The appointment of short-term temporary positions must not exceed 12 months. As above, the direct appointment of short-term temporary positions can be considered if Council is experiencing one or more of the issues identified in section 5.16.1.

## Recruitment and Selection Procedure

The Manager of the position has the responsibility to inform the People and Culture Officer of the proposed temporary appointment and estimated end date. If applicable, a Higher Duties form is to be completed and distributed to the Payroll Officer. Otherwise, the employee will receive a letter in writing from the People and Culture Officer, detailing the short-term temporary appointment and also outlining an estimated end date to return to their substantive position and salary. The General Manager is required to sign either of these documents. Such documents will be uploaded to the employees Personnel file on Council's InfoXpert system.

### 5.17 Summary of the Role of the People and Culture Officer

Council's People and Culture Officer will be the principle support person for all recruitment functions as follows:

- Ensuring the position review and Authority for Recruitment form is complete for the General Manager;
- Drafting advertisements for vacant positions and distributing to the Executive Assistant for placement. In regards to Internal Expression of Interests, email advertisements to All Staff via Council's Email system;
- Coordinating the placement of advertisements so as to ensure all provisions of this policy are adhered to, i.e. alternative advertising channels such as Local Government Job Directory etc.;
- Maintaining confidentiality throughout the application process and liaising with the immediate supervisor of the vacant position in relation to the composition of the interview panel;
- Coordinate shortlisting activities and, taking into consideration the views of panel members, finalise the interview schedule. Drafting appropriate interview questions and having the panel convenor provide any feedback;
- Coordinate interviewing, ensuring all essential documentation is complete and the appointment of a preferred applicant if a suitable pool of applicants was received;
- Arrange pre-employment assessments, initiate offer of employment documentation and ensure all necessary checks have occurred for the on boarding of a preferred applicant. Such checks may include:
  - Operational positions – fuel card, keys, vehicle (leaseback agreements), computer access (if applicable), building access codes, uniform pick up and corporate and worksite induction
  - Office based positions – computer access, keys, building access codes and corporate and Records induction
  - On boarding – ensure the Director or Manager of the position introduce the preferred applicant to the organisation via Council's All Staff Internal Email system and/or a face-to-face introduction when applicable
- Submitting all interview documentation, applications and forms to Records for uploading to Council's Records system.

## 6. Training

Interview Panel Training

Interview Convenor Training

Anti-Discrimination Training

## 7. Links to Policy

Recruitment and Selection Policy

Model Code of Conduct

## Recruitment and Selection Procedure

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EEO Management Plan

Criminal Record Check Policy

Child Protection Policy

Personal Relationships Policy

### 8. Links to Other Procedures

Criminal Record Check Procedure

Child Protection Procedure

Induction Procedure

Records Management Policy

### 9. Links to Forms

Authority for Recruitment of Staff Form

Referee Check Form

Authority to Appoint Form

Higher Duties Form

Acceptance of Employment Form

### 10. References

Nil at time of adoption

### 11. Relevant Legislation

Local Government Act 1993

Local Government (State) Award 2017

Carers Recognition Act 2010

Anti-Discrimination Act 1977 (NSW)

NSW Industrial Relations Act 1996

The Commission for Children and Young People Act 1998

Child Protection (Prohibited Employment) Act 1998

WWCC Act 2012

Work Health Safety Act 2011 (NSW)

Equal Employment Opportunity Act 1987

Disability Inclusion Act 2014

Disability Inclusion Regulation 2014

Privacy Act 1988

Government Information (Public Access) Act 2009



## Recruitment and Selection Procedure

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### 12. Associated Records

Authority for Recruitment of Staff Form

Position Description

Employment Application Guidelines

Application Template

Interview Booklets

Referee Check Form

Authority to Appoint Form

Higher Duties Form

Acceptance of Employment Form



Greater  
Hume  
Council

**Annual Report 2018-19**  
Drinking Water Management System

November 2019



# **Annual Report 2018-19**

## **Drinking Water Management System**

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|--------------------------|----------------------------------|
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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) has been engaged by NSW Health on behalf of Greater Hume Council (GHC) to prepare the DWMS Annual Report for the 2018-19 reporting period, which covers a 12-month period from 1 July 2018 to 30 June 2019.

As part of NSW Health engagement, a detailed review of the drinking water quality risk assessment will also be undertaken in 2020. The risk assessment process will assist to identify if the risk management strategies are current and appropriate and identify areas where improvements to the operations and/or processes could be undertaken.

GHC 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 material changes to the two water supply schemes including source, treatment processes and distribution network during the reporting period that could negatively impact the risk profile during the reporting period.

The critical control point (CCP) for the Culcairn scheme, which is the disinfection process, performed very well with no critical limit non-compliances recorded.

In addition, there were no issues noted against the Australian Drinking Water Guidelines (ADWG) health-based guidelines for both schemes. pH values for the Village supply scheme were outside the ADWG aesthetic guideline on a number of occasions. Aesthetic exceedances **do not** pose any threat to the health of consumers but may cause scaling, customer complaints and reduce the efficacy of chlorine residual as a barrier against recontamination. This will be discussed in further detail at the risk assessment workshop in 2020.

GHC maintained a high level of consumer satisfaction, with only five water quality complaints received over the reporting period. Appropriate processes were followed when these complaints were received to ensure health of consumers was not jeopardised.

The Black Street reservoir, Culcairn, has noted some issues (e.g. delamination of outer reinforcement cover). Currently, a business case is being developed for the repair and upgrade of this reservoir, funded by the Safe and Secure Funding. Inspections are undertaken for all reservoirs for integrity and to provide early warning for structural degradation. No adverse impact on water quality has been noted from the reservoir inspections.

The Improvement Plan, which forms an integral part of the DWMS, was reviewed. Three (3) action items have been completed or closed since the last Annual Report and several have commenced. The open actions will be discussed in more detail at the risk assessment review workshop which will be undertaken in 2020.

The annual review of the DWMS was undertaken as part of preparing this Annual Report. Overall, the review found that the risk profile had not changed negatively for the schemes and GHC is undertaking continual improvements. A detailed review of the risk register is required. This has been funded by NSW Health and a risk workshop will be undertaken in 2020. Following the workshop, the DWMS will be updated as required.

In the interim, the DWMS remains largely current, based on the annual review discussions undertaken.

GHC's ongoing commitment is required to enable the DWMS improvements and recommendations to be successfully implemented.



## **1. Introduction**

Water suppliers in New South Wales (NSW) are 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.

NSW Health has engaged Viridis Consultants P/L (Viridis) on behalf of Greater Hume Council (GHC) to prepare the DWMS Annual Report for the 2018-19 reporting period, which covers a 12-month period from 1 July 2018 to 30 June 2019.

The Report summarises GHC's drinking water quality performance for the reporting period, outcomes of the DWMS annual review discussions undertaken and progress on the implementation of the improvement plan.

## **2. Supply Schemes**

GHC 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. GHC 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**

### **3.1. Culcairn Supply**

There were no significant changes to the Culcairn water supply scheme including source, treatment processes and distribution network to impact upon the risk profile.

### **3.2. Villages Supply**

There were no significant changes to the Villages supply in relation to the distribution of the bulk treated water from ACC to impact upon the risk profile.

## 4. Critical Control Points

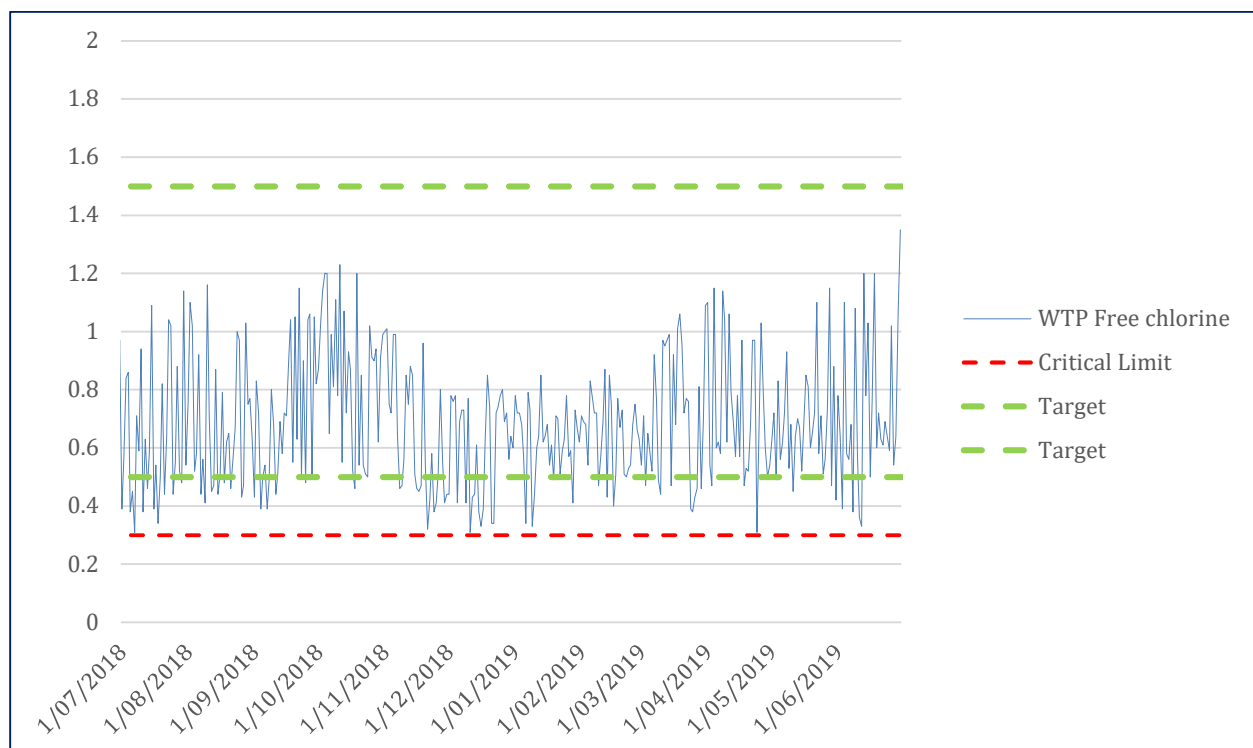
The Critical Control Point (CCP) implementation is discussed in this section.

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).

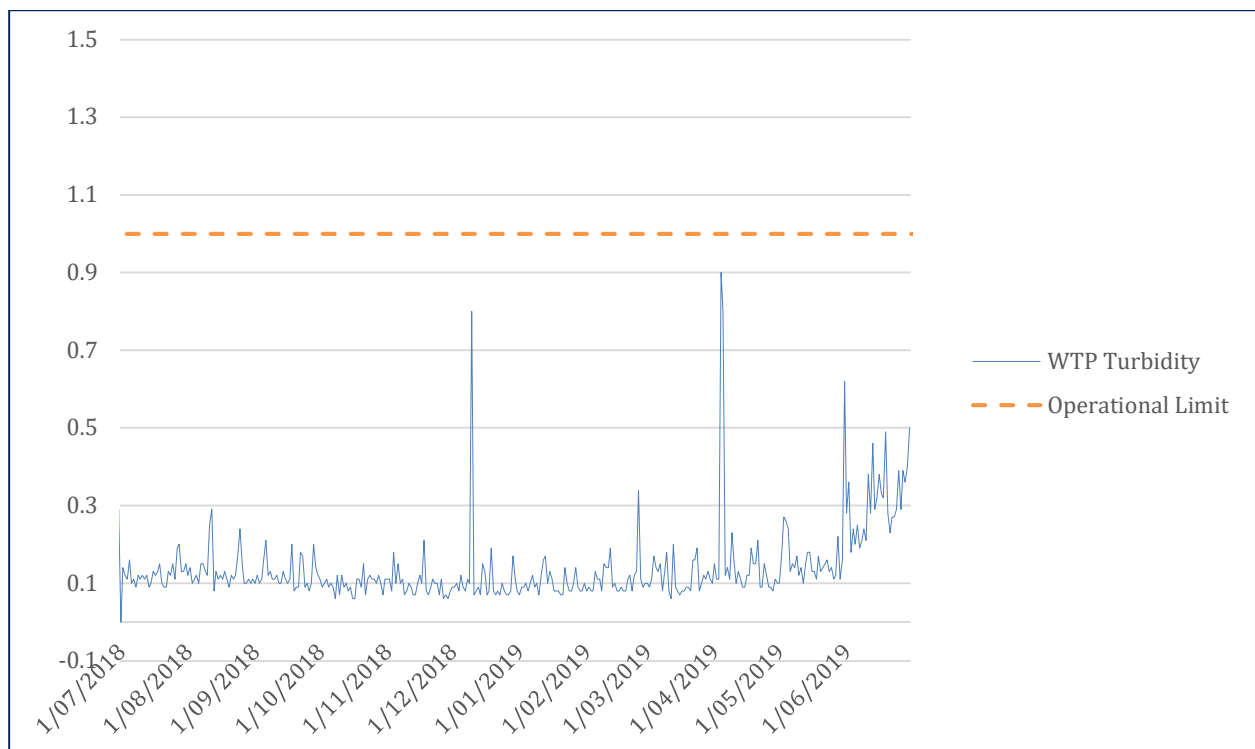
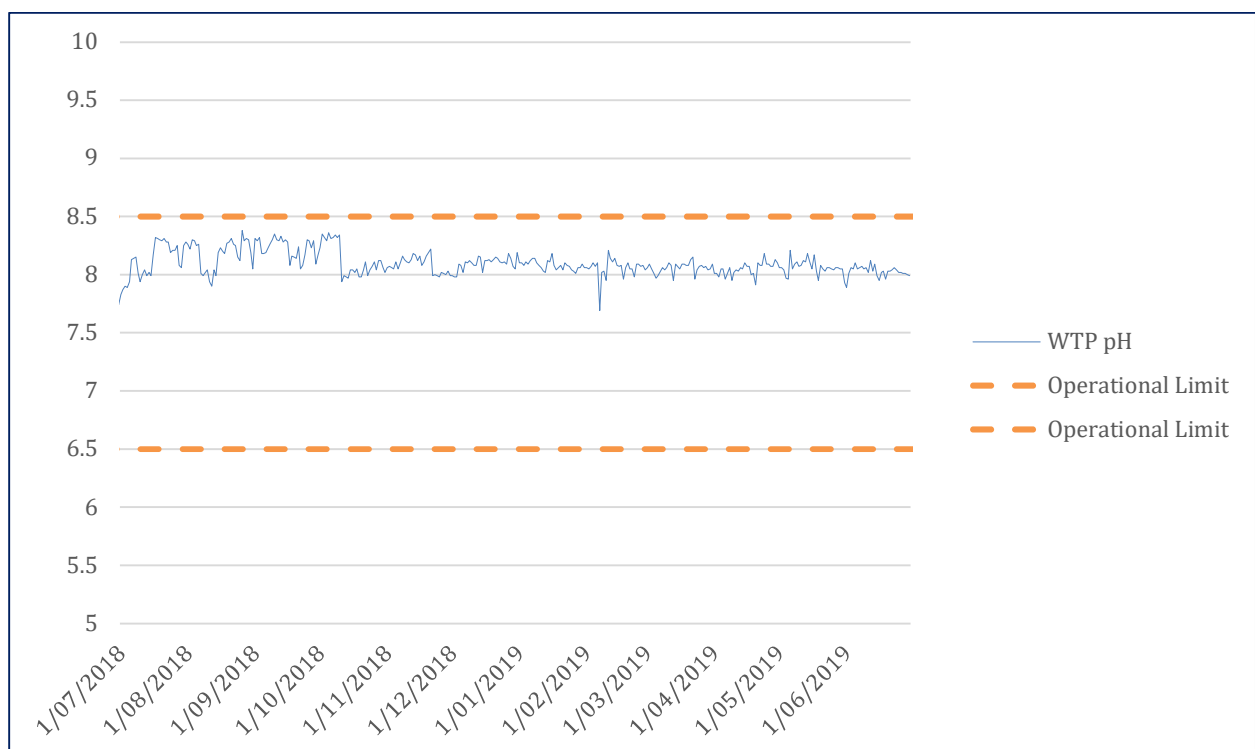
There was no CCP critical limit breach for the reporting period which required notification to the Public Health Unit (PHU), see Figure 1. On instances when the result was outside the target range, adjustments were undertaken to ensure the process maintained its effectiveness.

In addition, the turbidity of the bore water was consistently <1 NTU, as required to ensure effective disinfection (see Figure 2). Some turbidity spikes were seen (still <1 NTU) and turbidity in recent months has shown a slight upward trend, although still <1 NTU. This will be discussed at the risk workshop which is planned for early 2020.

pH, another parameter important to ensure the effectiveness of chlorination, was consistent over the reporting period within the range of 6.5 and 8.5 (see Figure 3).



**Figure 1 Disinfection CCP monitoring trend for the Culcairn WTP**

**Figure 2 Turbidity trend for the Culcairn WTP****Figure 3 pH trend for the Culcairn WTP**



## 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 vermin, birds or rainwater runoff ingress.

The operators do a general check and observation of the reservoirs weekly during their monitoring rounds and a detailed inspection using the reservoir inspection checklist is undertaken every 6 months.

In addition, GHC engages external contractors to clean and thoroughly inspect its service reservoirs and undertake actions on items brought to attention. The external engagement is undertaken every 4 years, with the next external cleaning scheduled for 2021.

Table 1 provides a summary of the in-house reservoir inspections undertaken during the reporting period.

**Table 1 Summary of reservoir inspections undertaken**

| Inspection period/ date and type | Reservoir               | Findings / issues   | Comments   |
|----------------------------------|-------------------------|---|--|
| 23/8/2018 – in-house             | Culcairn WTP            | Ridge cap not sealed  | Silicon used to seal ridge cap same day as inspection.   |
|                                  | Jindera Gap Reservoir   | Entry hatch, roof sheet and level induction point need to be secured/sealed.                        | Entry hatch, roof sheet and level induction point secured/sealed same day as inspection.   |
|                                  | Gordon Reservoir        | No issues noted.  | None.  |
| 20/11/2018 – in-house            | Big Brock Reservoir     | No issues noted.  | Needed 1 screw, installed near hatch.  |
|                                  | Black St Reservoir      | Delamination of outer reinforcement cover noted, detailed inspection performed by Brearly & Hansen. | The reservoir will be repaired and upgraded. Business case being developed with Safe and Secure Funding. Reservoir undergoes structural inspection monthly to provide early warning for further degradation. No adverse impact on water quality. |
|                                  | Burrumbuttock Reservoir | No issues noted.  | 1 screw missing.   |
|                                  | Gerogery Reservoir      | No issues noted.  | None.  |
|                                  | Little Brock Reservoir  | No issues noted.  | None.  |

| Inspection period/ date and type | Reservoir               | Findings / issues   | Comments   |
|----------------------------------|-------------------------|---|--|
| 18/06/2019 – in-house            | Culcairn WTP            | Dust from road  | Works in progress to seal road on earth side for dust suppression.   |
|                                  | Jindera Gap Reservoir   | Graffiti tag on reservoir and debris around tank  | Graffiti tag not impacting reservoir and staff to remove old ladders and timber debris.  |
|                                  | Gordon Reservoir        | No issues noted.  | None.  |
|                                  | Big Brock Reservoir     | No issues noted.  | None.  |
|                                  | Black St Reservoir      | Delamination of outer reinforcement cover noted, detailed inspection performed by Brearly & Hansen. | The reservoir will be repaired and upgraded. Business case being developed with Safe and Secure Funding. Reservoir undergoes structural inspection monthly to provide early warning for further degradation. No adverse impact on water quality. |
|                                  | Burrumbuttock Reservoir | No issues noted.  | None.  |
|                                  | Gerogery Reservoir      | No issues noted.  | None.  |
|                                  | Little Brock Reservoir  | No issues noted.  | None.  |

## 6. Incidents Reported to NSW Health

There were no ADWG health-based guideline compliance issues for either the Culcairn or Villages schemes. For further detail, 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

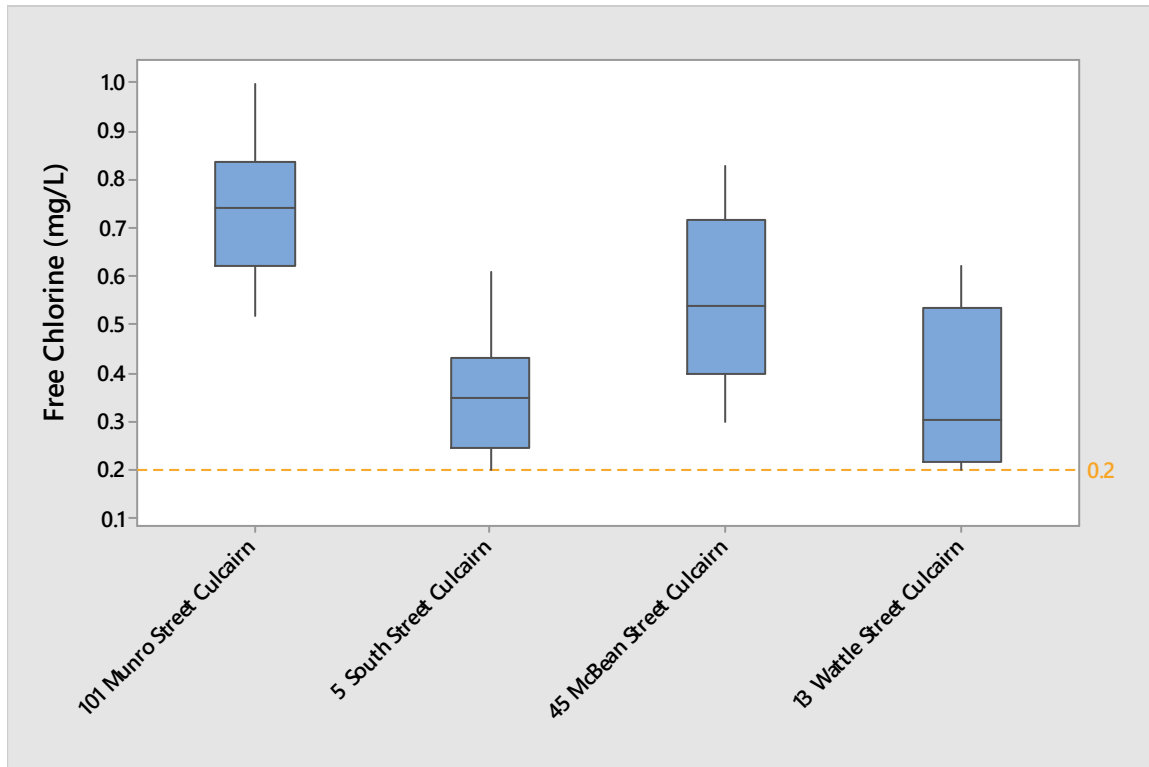
Drinking water quality monitoring is a wide-ranging assessment of the quality of water in the distribution system and importantly, as supplied to the consumer. It includes regular sampling and testing to assess whether water quality is complying with ADWG guideline values. Monitoring of drinking water 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). There were no issues noted against the ADWG health-based guidelines for the schemes.

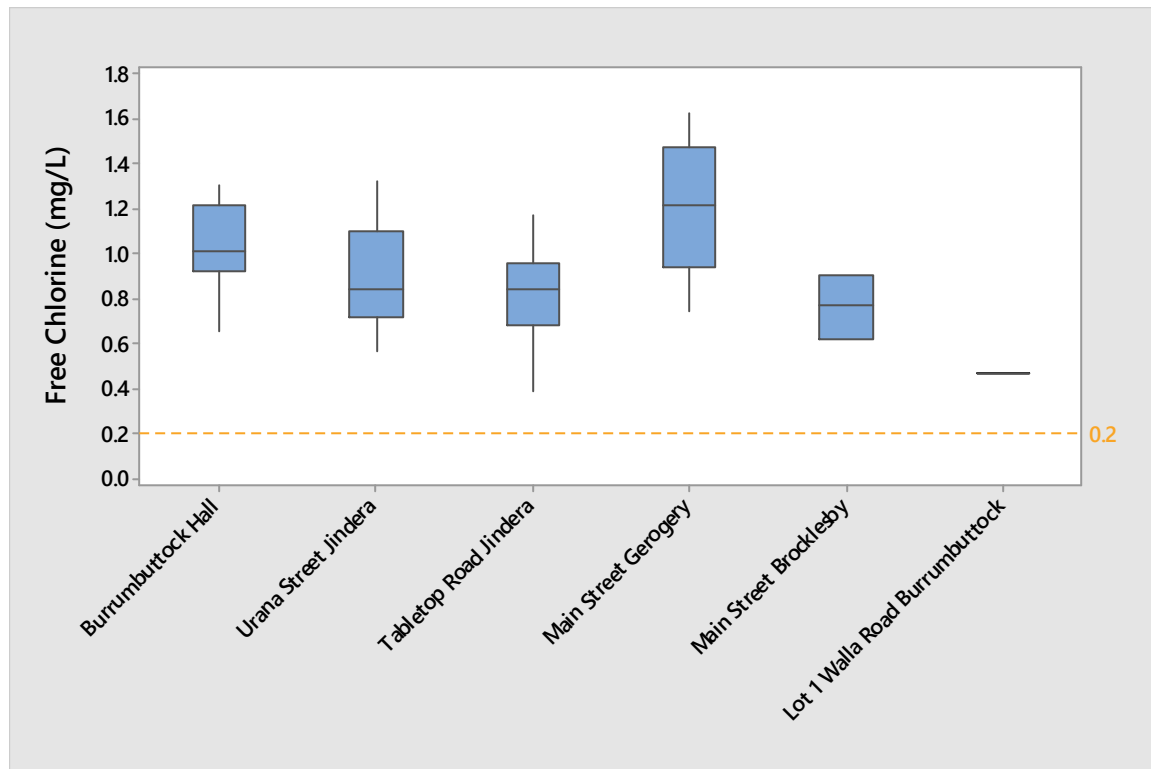
ADWG aesthetic guideline exceedance was noted for pH for the Village supply scheme (outside the range of 6.5-8.5), with 38 of 49 samples above pH 8.5 as shown in Table 4.

The Culcairn scheme experienced very few instances of high pH with 3 of 51 samples above pH 8.5 as shown in Table 3. Aesthetic exceedances **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.

Free chlorine residual levels for both schemes were maintained at  $>0.2$  mg/L, as seen from the verification monitoring results, refer to Figures 4 and 5. 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. GHC undertakes corrective actions, for example, increase of chlorine dose when the operational limit is breached.



**Figure 4 Free chlorine verification sampling within the Culcairn supply reticulation network.**



**Figure 5 Free chlorine verification sampling within the Village supply reticulation network.**



## 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 were five water quality complaints over the reporting period as shown in Table 2.

**Table 2 Water quality complaints.**

| Complaint                     | Number of Incidents |
|-------------------------------|---------------------|
| Dirty Water                   | 3                   |
| Poor Taste                    | 1                   |
| Poor Taste and Feeling Unwell | 1                   |

One complaint noted that consumers were feeling unwell, but this was an isolated incident. It was addressed by flushing the mains. Prior to flushing, a sample of the water was sent to the ACC Testing Laboratory for analysis. The results and subsequent investigation did not identify any secondary issues or issues with the quality of the water.

The taste complaint and one of the dirty water complaints were addressed by flushing the service and main. For two of the dirty water complaints the main and hydrant were flushed with one being caused by a contractor breaking a water main along Pioneer Drive.

## **8. Improvement Plan Implementation**

An Improvement Plan is part of a management system and demonstrates the continual improvement process in place for an organisation. GHC 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.

Some open actions will be discussed in more detail at the risk assessment review workshop which will be undertaken early 2020, as part of NSW Health funded support project.

### **8.2. New Additions**

There were no new additions made, since as mentioned above a risk assessment review workshop will be undertaken in early 2020.

## **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 18 November 2019.

Overall, the review found that GHC is undertaking continual improvements. The risk profile has not changed negatively for the schemes. However, a detailed review of the risk register is required. This has been funded by NSW Health and a risk workshop will be undertaken in 2020. Following the workshop, the DWMS will be updated as required.

In the interim, the DWMS remains largely current, based on the annual review discussions undertaken.

## **10. DWMS Audit Outcomes**

There was no formal audit undertaken for DWMS implementation over the reporting period.

The external audit frequency will be followed and implemented, upon advice and confirmation from NSW Health.

## Glossary

| Word  | Description   |
|-------|---|
| 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.<br>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 3 Culcairn Scheme Water Quality Data

| Analysis Type | Characteristic               | Guideline Value | Units            | Mean     | Median   | Standard Deviation | Min     | Max     | Sample Count | Exception Count | 95th Percentile | 5th Percentile | % meeting guideline values |
|---------------|------------------------------|-----------------|------------------|----------|----------|--------------------|---------|---------|--------------|-----------------|-----------------|----------------|----------------------------|
| Chemistry     | Aluminium                    | 0.2000          | mg/L             | 0.0075   | 0.0075   | 0.0035             | 0.005   | 0.01    | 2            | 0               | 0.01            | 0.005          | 100.00                     |
|               | Antimony                     | 0.0030          | mg/L             | 0.0005   | 0.0005   | 0.0000             | 0.0005  | 0.0005  | 2            | 0               | 0.0005          | 0.0005         | 100.00                     |
|               | Arsenic                      | 0.0100          | mg/L             | 0.0015   | 0.0015   | 0.0007             | 0.001   | 0.002   | 2            | 0               | 0.002           | 0.001          | 100.00                     |
|               | Barium                       | 2.0000          | mg/L             | 0.0440   | 0.0440   | 0.0014             | 0.043   | 0.045   | 2            | 0               | 0.045           | 0.043          | 100.00                     |
|               | Boron                        | 4.0000          | mg/L             | 0.0500   | 0.0500   | 0.0000             | 0.05    | 0.05    | 2            | 0               | 0.05            | 0.05           | 100.00                     |
|               | Cadmium                      | 0.0020          | mg/L             | 0.0003   | 0.0003   | 0.0000             | 0.00025 | 0.00025 | 2            | 0               | 0.00025         | 0.00025        | 100.00                     |
|               | Calcium                      | 10000.0000      | mg/L             | 13.1500  | 13.1500  | 0.6364             | 12.7    | 13.6    | 2            | 0               | 13.6            | 12.7           | 100.00                     |
|               | Chloride                     | 250.0000        | mg/L             | 69.5000  | 69.5000  | 3.5355             | 67      | 72      | 2            | 0               | 72              | 67             | 100.00                     |
|               | Chromium                     | 0.0500          | mg/L             | 0.0025   | 0.0025   | 0.0000             | 0.0025  | 0.0025  | 2            | 0               | 0.0025          | 0.0025         | 100.00                     |
|               | Copper                       | 2.0000          | mg/L             | 0.0025   | 0.0025   | 0.0000             | 0.0025  | 0.0025  | 2            | 0               | 0.0025          | 0.0025         | 100.00                     |
|               | Fluoride                     | 1.5000          | mg/L             | 0.6050   | 0.6050   | 0.0071             | 0.6     | 0.61    | 2            | 0               | 0.61            | 0.6            | 100.00                     |
|               | Iodine                       | 0.5000          | mg/L             | 0.0900   | 0.0900   | 0.0000             | 0.09    | 0.09    | 2            | 0               | 0.09            | 0.09           | 100.00                     |
|               | Iron                         | 0.3000          | mg/L             | 0.0050   | 0.0050   | 0.0000             | 0.005   | 0.005   | 2            | 0               | 0.005           | 0.005          | 100.00                     |
|               | Lead                         | 0.0100          | mg/L             | 0.0010   | 0.0010   | 0.0000             | 0.001   | 0.001   | 2            | 0               | 0.001           | 0.001          | 100.00                     |
|               | Magnesium                    | 10000.0000      | mg/L             | 11.9700  | 11.9700  | 0.8344             | 11.38   | 12.56   | 2            | 0               | 12.56           | 11.38          | 100.00                     |
|               | Manganese                    | 0.5000          | mg/L             | 0.0025   | 0.0025   | 0.0000             | 0.0025  | 0.0025  | 2            | 0               | 0.0025          | 0.0025         | 100.00                     |
|               | Mercury                      | 0.0010          | mg/L             | 0.0001   | 0.0001   | 0.0000             | 0.00005 | 0.00005 | 2            | 0               | 0.00005         | 0.00005        | 100.00                     |
|               | Molybdenum                   | 0.0500          | mg/L             | 0.0025   | 0.0025   | 0.0000             | 0.0025  | 0.0025  | 2            | 0               | 0.0025          | 0.0025         | 100.00                     |
|               | Nickel                       | 0.0200          | mg/L             | 0.0050   | 0.0050   | 0.0000             | 0.005   | 0.005   | 2            | 0               | 0.005           | 0.005          | 100.00                     |
|               | Nitrate                      | 50.0000         | mg/L             | 0.5000   | 0.5000   | 0.0000             | 0.5     | 0.5     | 2            | 0               | 0.5             | 0.5            | 100.00                     |
|               | Nitrite                      | 3.0000          | mg/L             | 0.0500   | 0.0500   | 0.0000             | 0.05    | 0.05    | 2            | 0               | 0.05            | 0.05           | 100.00                     |
|               | pH                           | 6.5 - 8.5       |                  | 8.1500   | 8.1500   | 0.0707             | 8.1     | 8.2     | 2            | 0               | 8.2             | 8.1            | 100.00                     |
|               | Selenium                     | 0.0100          | mg/L             | 0.0030   | 0.0030   | 0.0000             | 0.003   | 0.003   | 2            | 0               | 0.003           | 0.003          | 100.00                     |
|               | Silver                       | 0.1000          | mg/L             | 0.0010   | 0.0010   | 0.0000             | 0.001   | 0.001   | 2            | 0               | 0.001           | 0.001          | 100.00                     |
|               | Sodium                       | 180.0000        | mg/L             | 69.5000  | 69.5000  | 4.9497             | 66      | 73      | 2            | 0               | 73              | 66             | 100.00                     |
|               | Sulfate                      | 500.0000        | mg/L             | 19.5000  | 19.5000  | 0.7071             | 19      | 20      | 2            | 0               | 20              | 19             | 100.00                     |
|               | Total Dissolved Solids (TDS) | 600.0000        | mg/L             | 234.5000 | 234.5000 | 10.6066            | 227     | 242     | 2            | 0               | 242             | 227            | 100.00                     |
|               | Total Hardness as CaCO3      | 200.0000        | mg/L             | 82.1500  | 82.1500  | 5.0205             | 78.6    | 85.7    | 2            | 0               | 85.7            | 78.6           | 100.00                     |
|               | True Colour                  | 15.0000         | Hazen Units (HU) | 0.7500   | 0.7500   | 0.3536             | 0.5     | 1       | 2            | 0               | 1               | 0.5            | 100.00                     |
|               | Turbidity                    | 5.0000          | NTU              | 0.0500   | 0.0500   | 0.0000             | 0.05    | 0.05    | 2            | 0               | 0.05            | 0.05           | 100.00                     |
|               | Uranium                      | 0.0170          | mg/L             | 0.0025   | 0.0025   | 0.0000             | 0.0025  | 0.0025  | 2            | 0               | 0.0025          | 0.0025         | 100.00                     |
|               | Zinc                         | 3.0000          | mg/L             | 0.0150   | 0.0150   | 0.0071             | 0.01    | 0.02    | 2            | 0               | 0.02            | 0.01           | 100.00                     |
| Microbiology  | E. coli                      | 0.0000          | mpn/100 mL       | 0.0000   | 0.0000   | 0.0000             | 0       | 0       | 50           | 0               | 0               | 0              | 100.00                     |
|               | Free Chlorine                | 0.2 - 5         | mg/L             | 0.4978   | 0.4600   | 0.2181             | 0.2     | 1       | 51           | 0               | 0.86            | 0.2            | 100.00                     |
|               | pH                           | 6.5 - 8.5       |                  | 8.2055   | 8.1800   | 0.1488             | 7.9     | 8.53    | 51           | 3               | 8.51            | 7.95           | 94.12                      |
|               | Temperature                  | 30.0000         | C                | 19.0980  | 19.3000  | 6.1688             | 9.6     | 28.4    | 50           | 0               | 28.2            | 10.4           | 100.00                     |
|               | Total Chlorine               | 5.0000          | mg/L             | 0.5551   | 0.5400   | 0.2271             | 0.21    | 1.07    | 51           | 0               | 0.93            | 0.22           | 100.00                     |
|               | Total Coliforms              | 0.0000          | mpn/100 mL       | 0.0000   | 0.0000   | 0.0000             | 0       | 0       | 50           | 0               | 0               | 0              | 100.00                     |
|               | Turbidity                    | 5.0000          | NTU              | 0.4002   | 0.1500   | 1.4801             | 0.08    | 10.5    | 51           | 1               | 0.49            | 0.09           | 98.04                      |

Table 4 Village Scheme Water Quality Data

| Analysis Type          | Characteristic               | Guideline Value | Units            | Mean    | Median  | Standard Deviation | Min     | Max     | Sample Count | Exception Count | 95th Percentile | 5th Percentile | % meeting guideline values |
|------------------------|------------------------------|-----------------|------------------|---------|---------|--------------------|---------|---------|--------------|-----------------|-----------------|----------------|----------------------------|
| Chemistry              | Aluminium                    | 0.2000          | mg/L             | 0.0950  | 0.0950  | 0.0071             | 0.09    | 0.1     | 2            | 0               | 0.1             | 0.09           | 100.00                     |
|                        | Antimony                     | 0.0030          | mg/L             | 0.0005  | 0.0005  | 0.0000             | 0.0005  | 0.0005  | 2            | 0               | 0.0005          | 0.0005         | 100.00                     |
|                        | Arsenic                      | 0.0100          | mg/L             | 0.0008  | 0.0008  | 0.0004             | 0.0005  | 0.001   | 2            | 0               | 0.001           | 0.0005         | 100.00                     |
|                        | Barium                       | 2.0000          | mg/L             | 0.0080  | 0.0080  | 0.0000             | 0.008   | 0.008   | 2            | 0               | 0.008           | 0.008          | 100.00                     |
|                        | Boron                        | 4.0000          | mg/L             | 0.0500  | 0.0500  | 0.0000             | 0.05    | 0.05    | 2            | 0               | 0.05            | 0.05           | 100.00                     |
|                        | Cadmium                      | 0.0020          | mg/L             | 0.0003  | 0.0003  | 0.0000             | 0.00025 | 0.00025 | 2            | 0               | 0.00025         | 0.00025        | 100.00                     |
|                        | Calcium                      | 10000.0000      | mg/L             | 7.4500  | 7.4500  | 0.4950             | 7.1     | 7.8     | 2            | 0               | 7.8             | 7.1            | 100.00                     |
|                        | Chloride                     | 250.0000        | mg/L             | 6.0000  | 6.0000  | 1.4142             | 5       | 7       | 2            | 0               | 7               | 5              | 100.00                     |
|                        | Chromium                     | 0.0500          | mg/L             | 0.0025  | 0.0025  | 0.0000             | 0.0025  | 0.0025  | 2            | 0               | 0.0025          | 0.0025         | 100.00                     |
|                        | Copper                       | 2.0000          | mg/L             | 0.0043  | 0.0043  | 0.0025             | 0.0025  | 0.006   | 2            | 0               | 0.006           | 0.0025         | 100.00                     |
|                        | Fluoride                     | 1.5000          | mg/L             | 0.9950  | 0.9950  | 0.0071             | 0.99    | 1       | 2            | 0               | 1               | 0.99           | 100.00                     |
|                        | Fluoride (WU result)         | 1.5000          | mg/L             | 0.9050  | 0.9050  | 0.0778             | 0.85    | 0.96    | 2            | 0               | 0.96            | 0.85           | 100.00                     |
|                        | Fluoride Ratio               | 0.8 - 1.2       |                  | 0.9100  | 0.9100  | 0.0707             | 0.86    | 0.96    | 2            | 0               | 0.96            | 0.86           | 100.00                     |
|                        | Iodine                       | 0.5000          | mg/L             | 0.0100  | 0.0100  | 0.0000             | 0.01    | 0.01    | 2            | 0               | 0.01            | 0.01           | 100.00                     |
|                        | Iron                         | 0.3000          | mg/L             | 0.0200  | 0.0200  | 0.0141             | 0.01    | 0.03    | 2            | 0               | 0.03            | 0.01           | 100.00                     |
|                        | Lead                         | 0.0100          | mg/L             | 0.0010  | 0.0010  | 0.0000             | 0.001   | 0.001   | 2            | 0               | 0.001           | 0.001          | 100.00                     |
|                        | Magnesium                    | 10000.0000      | mg/L             | 1.3750  | 1.3750  | 0.1344             | 1.28    | 1.47    | 2            | 0               | 1.47            | 1.28           | 100.00                     |
|                        | Manganese                    | 0.5000          | mg/L             | 0.0048  | 0.0048  | 0.0032             | 0.0025  | 0.007   | 2            | 0               | 0.007           | 0.0025         | 100.00                     |
|                        | Mercury                      | 0.0010          | mg/L             | 0.0001  | 0.0001  | 0.0000             | 0.00005 | 0.00005 | 2            | 0               | 0.00005         | 0.00005        | 100.00                     |
|                        | Molybdenum                   | 0.0500          | mg/L             | 0.0025  | 0.0025  | 0.0000             | 0.0025  | 0.0025  | 2            | 0               | 0.0025          | 0.0025         | 100.00                     |
|                        | Nickel                       | 0.0200          | mg/L             | 0.0050  | 0.0050  | 0.0000             | 0.005   | 0.005   | 2            | 0               | 0.005           | 0.005          | 100.00                     |
|                        | Nitrate                      | 50.0000         | mg/L             | 0.5000  | 0.5000  | 0.0000             | 0.5     | 0.5     | 2            | 0               | 0.5             | 0.5            | 100.00                     |
|                        | Nitrite                      | 3.0000          | mg/L             | 0.0500  | 0.0500  | 0.0000             | 0.05    | 0.05    | 2            | 0               | 0.05            | 0.05           | 100.00                     |
|                        | pH                           | 6.5 - 8.5       |                  | 7.5500  | 7.5500  | 0.2121             | 7.4     | 7.7     | 2            | 0               | 7.7             | 7.4            | 100.00                     |
|                        | Selenium                     | 0.0100          | mg/L             | 0.0010  | 0.0010  | 0.0000             | 0.001   | 0.001   | 2            | 0               | 0.001           | 0.001          | 100.00                     |
|                        | Silver                       | 0.1000          | mg/L             | 0.0010  | 0.0010  | 0.0000             | 0.001   | 0.001   | 2            | 0               | 0.001           | 0.001          | 100.00                     |
|                        | Sodium                       | 180.0000        | mg/L             | 4.5000  | 4.5000  | 0.7071             | 4       | 5       | 2            | 0               | 5               | 4              | 100.00                     |
|                        | Sulfate                      | 500.0000        | mg/L             | 8.0000  | 8.0000  | 1.4142             | 7       | 9       | 2            | 0               | 9               | 7              | 100.00                     |
|                        | Total Dissolved Solids (TDS) | 600.0000        | mg/L             | 35.5000 | 35.5000 | 3.5355             | 33      | 38      | 2            | 0               | 38              | 33             | 100.00                     |
|                        | Total Hardness as CaCO3      | 200.0000        | mg/L             | 24.2500 | 24.2500 | 0.6364             | 23.8    | 24.7    | 2            | 0               | 24.7            | 23.8           | 100.00                     |
|                        | True Colour                  | 15.0000         | Hazen Units (HU) | 0.7500  | 0.7500  | 0.3536             | 0.5     | 1       | 2            | 0               | 1               | 0.5            | 100.00                     |
|                        | Turbidity                    | 5.0000          | NTU              | 0.0500  | 0.0500  | 0.0000             | 0.05    | 0.05    | 2            | 0               | 0.05            | 0.05           | 100.00                     |
|                        | Uranium                      | 0.0170          | mg/L             | 0.0025  | 0.0025  | 0.0000             | 0.0025  | 0.0025  | 2            | 0               | 0.0025          | 0.0025         | 100.00                     |
|                        | Zinc                         | 3.0000          | mg/L             | 0.0200  | 0.0200  | 0.0141             | 0.01    | 0.03    | 2            | 0               | 0.03            | 0.01           | 100.00                     |
| Microbiology           | E. coli                      | 0.0000          | mpn/100 mL       | 0.0000  | 0.0000  | 0.0000             | 0       | 0       | 50           | 0               | 0               | 0              | 100.00                     |
|                        | Free Chlorine                | 0.2 - 5         | mg/L             | 0.9755  | 0.9300  | 0.3030             | 0.38    | 1.75    | 51           | 0               | 1.61            | 0.46           | 100.00                     |
|                        | pH                           | 6.5 - 8.5       |                  | 9.0220  | 9.2900  | 0.7204             | 7.34    | 9.89    | 49           | 38              | 9.78            | 7.64           | 22.45                      |
|                        | Temperature                  | 30.0000         | C                | 18.8908 | 18.9000 | 5.6008             | 10      | 27.5    | 49           | 0               | 27.3            | 10.9           | 100.00                     |
|                        | Total Chlorine               | 5.0000          | mg/L             | 1.1222  | 1.0700  | 0.3066             | 0.27    | 1.77    | 51           | 0               | 1.75            | 0.75           | 100.00                     |
|                        | Total Coliforms              | 0.0000          | mpn/100 mL       | 0.0000  | 0.0000  | 0.0000             | 0       | 0       | 50           | 0               | 0               | 0              | 100.00                     |
|                        | Turbidity                    | 5.0000          | NTU              | 0.2633  | 0.2400  | 0.1439             | 0.11    | 1.07    | 51           | 0               | 0.44            | 0.13           | 100.00                     |
| Operational Monitoring | Fluoride (daily WU)          | 0.9 - 1.5       | mg/L             | 1.2442  | 0.9900  | 4.9212             | 0.57    | 95      | 365          | 10              | 1.07            | 0.92           | 97.26                      |

## **Appendix B**

### **Improvement Plan Status**



## Improvement Plan

Date Reviewed: 18 November 2019

| No. | Source                | Improvement Actions  | Action Rating | Responsibility | Due Date | Status   | Comments/Outcomes   |
|-----|-----------------------|--|---------------|----------------|----------|----------|---|
| 1   | DWMS development 2014 | Council to develop a Drinking Water Quality Policy. Once prepared, the Policy should be printed and displayed in a visible location, and discussed at toolbox meetings.  | -             | DE & M - W&WW  | Mid 2016 | Complete | Developed by Viridis. Will be endorsed by council, new action item added for council endorsement.           |
| 2   | DWMS development 2014 | The Stakeholder Register to include position of contacts and include contact details.  | -             | M - W&WW       | Mid 2016 | Complete | Developed by Viridis.   |
| 3   | DWMS development 2014 | Council to develop a documented Stakeholder Communication Protocol.  | -             | M - W&WW       | Mid 2016 | Complete | Part of the IERP  |
| 4   | DWMS development 2014 | The Stakeholder Register should also have version control information, including version number, date revised and date due for revision.   | -             | M - W&WW       | Mid 2016 | Complete | Developed as excel spreadsheet, which will be maintained.   |
| 5   | DWMS development 2014 | Council to develop Water Quality Monitoring Plan (from catchment to tap).  | High          | M - W&WW       | N/A      | Complete | Done, included in the DWMS document.  |
| 6   | DWMS development 2014 | Council to document a procedure to review water quality data in the short term.  | -             | M - W&WW       | Mid 2016 | Complete | Process discussed as monthly meetings which will be minuted.  |
| 7   | DWMS development 2014 | Council to develop a Communication Protocol/System for immediately identifying and notifying when samples have breached limits. Protocol is a flowchart of Council staff, including names, role and contact numbers, which shows who rings who and when.   | -             | M - W&WW       | Mid 2016 | Complete | Part of the IERP  |
| 8   | DWMS development 2014 | Council to document automatic notification of alarms through Council employee's mobile phones in the Communications Protocol.  | -             | M - W&WW       | Mid 2016 | Complete | Mentioned in the system characteristics as a more relevant place of inclusion.                              |
| 9   | DWMS development 2014 | All maintenance actions and their frequency should be documented.  | -             | Overseer       | Ongoing  | Complete | 12 monthly preventive maintenance program (mechanical and electrical). Asset Management Plan. Ongoing task. |
| 10  | DWMS development 2014 | Council to develop documented Work Method Statements for water sampling and a sampling plan, which includes the location and frequency of sampling.  | -             | M - W&WW       | Mid 2016 | Complete | SOP developed. Location and freq in monitoring tables.  |
| 11  | DWMS development 2014 | Council is to develop documented incident and emergency protocols. Council should also consult with NSW Health, NSW Office of Water and external stakeholders in the preparation of the protocols. The NSW Health protocols listed below should be incorporated into the emergency and response plan. They describe the appropriate responses where there is evidence of contamination of the drinking water supply:<br>• NSW Health Response Protocol: for the management of physical and chemical quality:<br><a href="http://www.health.nsw.gov.au/environment/water/Pages/nswhrp-chemical.aspx">http://www.health.nsw.gov.au/environment/water/Pages/nswhrp-chemical.aspx</a><br>• NSW Health Response Protocol: for the management of microbiological quality of drinking water | -             | M - W&WW       | Mid 2016 | Complete | Part of the IERP  |
| 12  | DWMS development 2014 | Council to document Emergency Response Plans and train employees in their use. The frequency of training is to be determined. Council should determine frequency at which the response plans are tested for their effectiveness and reviewed and make improvements as necessary.   | -             | M - W&WW       | Mid 2016 | Complete | Part of the IERP.   |

| No. | Source                | Improvement Actions  | Action Rating | Responsibility | Due Date | Status   | Comments/Outcomes   |
|-----|-----------------------|--|---------------|----------------|----------|----------|---|
| 13  | DWMS development 2014 | Council to continue to update corrective action procedures, which were documented in the Risk Assessment Workshop. Council's Manager Water & Sewer will be responsible for updating these.   | Medium        | M - W&WW       | Jun-17   | Complete | SOPs have been developed, including for CCPs. These will be updated as required on an ongoing basis.  |
| 14  | DWMS development 2014 | Council's Manager Water & Sewer to review sampling locations to ensure monitoring data is representative and reliable.   | -             | M - W&WW       | Ongoing  | Complete | Culcairn - increase operational monitoring to all sites weekly. Verification - sites okay, weekly from one site.  |
| 15  | DWMS development 2014 | Council's Manager Water & Sewer to review water quality data daily and to document the review process.   | -             | M - W&WW       | Ongoing  | Complete | Process documented in DWMS, operators to review data daily, monthly meeting to do review by M-W&WW.   |
| 16  | DWMS development 2014 | The findings and recommendations from the DWMS study are to be included in the SBP.  | -             | DE & M - W&WW  | Dec-20   | Underway | IWCM review underway and SBP will come out of that.   |
| 17  | DWMS development 2014 | Council is to undertake a bore water analysis for its new bore (being drilled as of February 2014) and for the currently used bore.  | High          | M - W&WW       | N/A      | Complete | No issues. Selenium was within acceptable value.  |
| 18  | DWMS development 2014 | Council to undertake an inspection of its currently used bore (as of February 2014) to determine cause for turbidity at startup.   | Medium        | M - W&WW       | Dec-20   | Underway | New bore is being used as primary source. Old bore has dummy valve to dump first draw water until it becomes clearer.<br>Will be investigated further with the IWCM, as relevant.   |
| 19  | DWMS development 2014 | Council to develop a Service Level Agreement with Albury City Council regarding the supply of water for the Villages Water Supply.   | High          | M-W&WW & DE    | Jun-20   | To Start | This task was on hold as discussions were happening (18-19) on whether water services would be taken over by ACC or Riverina Water.<br>Risk assessment workshop has been funded by NSW Health and discussions on this can be further undertaken then, new date assigned (Jun 20). |
| 20  | DWMS development 2014 | Council to document communications system for emergencies and unexpected events.   | -             | M - W&WW       | End 2016 | Complete | Part of the IERP  |
| 21  | DWMS development 2014 | Once Incident and Emergency Response Protocols are developed, Council is to document a process for investigating emergencies and incidents, evaluating emergency response plans in that incident and implementing improvements if necessary. | -             | M - W&WW       | End 2016 | Complete | Part of the IERP  |
| 22  | DWMS development 2014 | Council is to develop and document a complete set of SOPs for all water quality related activities.  | Very High     | M - W&WW       | End 2016 | Complete | Discussed above, same as item 13.   |
| 23  | DWMS development 2014 | Council is to provide the final SOPs, and incident and emergency procedures to operators.  | Very High     | M - W&WW       | End 2016 | Complete | Shared with staff. Close.   |
| 24  | DWMS development 2014 | Council to develop emergency response plans and train employees in their use.  | -             | M - W&WW       | End 2016 | Complete | Part of the IERP  |
| 25  | DWMS development 2014 | Ongoing training plan for Council's staff needs to be developed. Training undertaken should be recorded.   | -             | M - W&WW       | End 2016 | Complete | Training needs identified at annual appraisal and followed up on.   |
| 26  | DWMS development 2014 | Staff review procedures should be documented to ensure they are adequately trained.  | -             | M - W&WW       | End 2016 | Complete | Part of annual appraisal process. Training needs is a specific agenda item  |
| 27  | DWMS development 2014 | Council should consider providing water quality and performance data on their website.   | -             | DE             | End 2016 | Complete | Discussed, not needed on website at the moment.   |
| 28  | DWMS development 2014 | Assessment process for the selection and design of new equipment to be documented.   | -             | DE             | End 2016 | Complete | Council has its procurement process, section 60 approval.   |

| No. | Source                | Improvement Actions   | Action Rating | Responsibility | Due Date | Status   | Comments/Outcomes   |
|-----|-----------------------|---|---------------|----------------|----------|----------|---|
| 29  | DWMS development 2014 | Council to specify and document a frequency for review of records on InfoXpert.   | -             | DE             | End 2016 | Complete | Covered elsewhere such as review of water quality data etc.   |
| 30  | DWMS development 2014 | Council to ensure the Drinking Water Quality Management Improvement Plan is communicated, implemented and monitored. Council's Director of Operations will be responsible.  | -             | DE             | End 2016 | Complete | This document is the Improvement Plan, it was discussed with staff in Oct 16.   |
| 31  | DWMS development 2014 | Council to complete inspection of septic tanks and record findings in OSMS Inspection Register.   | -             | E & P          | Mid 2017 | Complete | Ongoing process so not an improvement item per se.  |
| 32  | DWMS development 2014 | Council to consider implementing online water quality measurement at the two points where water is received from Albury City Council: at Jindera Gap WSPS and from the ACC Trunk Main from ACC's Table Top Reservoir.   | High          | M - W&WW       | Jun-20   | Underway | Some verbal discussions with ACC were undertaken. But then the task was on hold as discussions were happening (18-19) on whether water services would be taken over by ACC or Riverina Water.<br><br>Risk assessment workshop has been funded by NSW Health and discussions on this can be further undertaken then, new date assigned (Jun 20). |
| 33  | DWMS development 2014 | Council to record or obtain from Albury City Council (ACC), water quality delivered to Villages Water Supply.   | Medium        | M - W&WW       | Jun-20   | Underway | This is related to the task above, item 32.   |
| 34  | DWMS development 2014 | Council to provide information on water quality and performance to external stakeholders. Council should consider publishing such information on their website.   | -             | M - W&WW       | Mid 2017 | Complete | This was not seen as necessary at the moment.   |
| 35  | DWMS development 2014 | Council to undertake revalidation periodically or when conditions change. An external consultant or NSW Office of Water can be used for this purpose. Council can also contact other councils to discuss the performance of similar processes.  | -             | M - W&WW       | Mid 2017 | Complete | Discussed above with design of equipment. CCPs revisited in Oct 2016. CCP performance will be validated annually when the DWMS Annual Report is compiled.   |
| 36  | DWMS development 2014 | Council to develop a documented procedure for review of the water supply process and performance results, with the required frequency, to be undertaken by Council's Manager Water & Sewer. The results of the review should be documented and reported.<br>The following frequencies are suggested:<br>• After the results of each microbiological sample;<br>• Monthly for trends and water quality implications; and<br>• Yearly where the suitability of sampling locations is studied to ensure the best representative picture. | -             | M - W&WW       | Mid 2017 | Complete | Mentioned in the DWMS, part of IERP, monthly operational meetings, yearly when the DWMS Annual report is compiled.  |
| 37  | DWMS development 2014 | Determine frequency of and criteria to be assessed in internal and external audits of the Drinking Water Management System.   | Medium        | M - W&WW       | Mid 2017 | Complete | Internal review - yearly. When DWMS Annual Report is prepared. External audit frequency will be followed as directed by NSW Health.   |
| 38  | DWMS development 2014 | Council should record the results of the audits of the Drinking Water Management System and communicate them within Council.  | -             | DE             | Mid 2017 | Complete | When audits are done these will be included in the DWMS Annual Report. This has been discussed and agreed.  |
| 39  | DWMS development 2014 | Council should nominate the Council staff member to review the results of the audits, both internal and external.   | -             | M - W&WW       | Mid 2017 | Complete | MWWW to review, discuss further with DE on support/changes required as relevant.  |

| No. | Source                | Improvement Actions  | Action Rating | Responsibility | Due Date | Status   | Comments/Outcomes   |
|-----|-----------------------|--|---------------|----------------|----------|----------|---|
| 40  | DWMS development 2014 | Senior executives are to review, at least annually, the effectiveness and implementation of the DWMS, results of drinking water quality performance, validation of process from catchment to consumer, audit reviews, and previous management reviews. The review should also consider: <ul style="list-style-type: none"> <li>• concerns of consumers, regulators and other stakeholders,</li> <li>• evaluate the suitability of the drinking water quality policy,</li> <li>• objectives and preventive strategies in relation to changing internal and external conditions such as changes in legislation and Council's activities, advances in science and technology, outcomes from previous incidents and emergencies and external reporting and communication.</li> </ul> The results of the review are to be recorded. | -             | DE             | Mid 2017 | Complete | Discussed - review will be undertaken annually when the DWMS Annual Report is compiled, the report will then be shared with senior executives.  |
| 41  | DWMS development 2014 | Council should add water quality data into its Annual Report.  | -             | DE             | Mid 2018 | Complete | There is now requirement for a DWMS annual report, which will address this.   |
| 42  | DWMS development 2014 | Council should make the water supply performance data, water quality data and Annual Report available to consumers, stakeholders and regulatory authorities.   | -             | DE             | Mid 2018 | Complete | Reports are provided to council, and is seen as sufficient.   |
| 43  | DWMS development 2014 | Information on long-term evaluations of the water supplies, including water quality data, should be available to the public.   | -             | DE             | Mid 2018 | Complete | As per above.   |
| 44  | DWMS development 2014 | Council to develop a system for audits by an external party. The external audits are to be undertaken by an independent auditor approved by NSW Health. Council to document a system for internal audits. Also, results are to be recorded and communicated within Council. The following table is provided as a sample audit schedule.  | -             | DE             | Mid 2018 | Complete | Discussed in item 37 above so closed out here.  |
| 45  | DWMS development 2014 | Culcairn - Council to investigate presence of disinfection by-products in reticulation by undertaking a testing program through NSW Health.  | -             | -              | -        | Complete | Oct 2016 review suggested that bore supply is at very low risk from DBPs hence this is not required at the moment.  |
| 46  | DWMS development 2014 | Culcairn - Council to inspect currently used bore after new bore is commissioned and brought online.   | -             | -              | -        | Complete | Discussed earlier so closed out here.   |
| 47  | DWMS development 2014 | Culcairn - Council to analyse bore water for pH, turbidity, iron, manganese and colour.  | -             | -              | -        | Complete | New bore is being used as primary source. Old bore has dummy valve to dump first draw water until it becomes clearer. Analysis of new bore was done, no issues found.   |
| 48  | DWMS development 2014 | Culcairn - Consider options for mixing in reservoir. Test for chlorine residual from the scour line.   | Medium        | DE             | Jun-20   | Complete | Closed here, refer to item 72. Black Street reservoir has common in and common out, may be some dead water on top. Difficult to make modifications like inlet extended at an angle, due to safety issues. All water supply assets were inspected externally in 2017. This reservoir will be replaced in 2019-20 year. Already in capital works program. |
| 49  | DWMS development 2014 | Culcairn - Council to carryout testing for selenium in the new bore.   | -             | -              |          | Complete | Was done, no issues.  |



| No. | Source                | Improvement Actions  | Action Rating | Responsibility                 | Due Date | Status   | Comments/Outcomes   |
|-----|-----------------------|--|---------------|--------------------------------|----------|----------|---|
| 50  | DWMS development 2014 | Culcairn - Council to consider online monitoring of chlorine residual and alarm.   | High          | M-W&WW                         | Jun-20   | Underway | It will be useful to have the online monitoring with alarms and SCADA for the CCP at the Culcairn WTP. Some investigation has been undertaken. Funding is an issue, also finding the appropriate technology. Will be further discussed at the risk assessment workshop in 2020.               |
| 51  | DWMS development 2014 | Culcairn - Council to consider preparing a backflow prevention policy for existing properties.   | Medium        | Health and Building Department | Dec-19   | Complete | A policy has been developed.  |
| 52  | DWMS development 2014 | Culcairn - Confirm that backflow prevention is provided on the fire trucks.  | -             | -                              | -        | Complete | Council trucks fill in from standpipe, which has air break. Trucks have air gaps device.  |
| 53  | DWMS development 2014 | Culcairn - Council to document mains flushing SOP.   | -             | -                              | -        | Complete | Done.   |
| 54  | DWMS development 2014 | Culcairn - Council to consider preparing SOPs for mains breaks repairs.  | -             | -                              | -        | Complete | Done  |
| 55  | DWMS development 2014 | Culcairn - Council to develop SOPs to prevent cross-contamination due to tools used on both water and wastewater assets.<br>Council to disinfect tools used on wastewater assets with hypochlorite sprays. | Medium        | M - W&WW                       | Dec-19   | Complete | Viridis engaged to develop the SOP.   |
| 56  | DWMS development 2014 | Village supply - Council to implement DBP testing in the reticulation system through NSW Health.   | Medium        | M - W&WW                       | Jun-20   | Underway | Sampling is progressing, no issues noted so far.  |
| 57  | DWMS development 2014 | Village supply - Inlet of the reservoir to be modified to enable mixing.   | -             | -                              | -        | Complete | Has been done for Jindera.  |
| 58  | DWMS development 2014 | Village supply - Council to negotiate a Service Level Agreement with Albury City Council.  | -             | -                              | -        | Complete | Discussed in item 19 above so closed out from here.   |
| 59  | DWMS development 2014 | Village supply - Council to implement online monitoring for pH and turbidity at the interface with Albury City Council.  | -             | -                              | -        | Complete | Discussed earlier so closed out here.   |
| 60  | DWMS development 2014 | Village supply - Council to consider making a backflow prevention policy for existing properties.  | -             | -                              | -        | Complete | Discussed earlier so closed out here.   |
| 61  | DWMS development 2014 | Village supply - Council to check if fire trucks have backflow prevention.   | -             | -                              | -        | Complete | Discussed earlier so closed out here.   |
| 62  | DWMS development 2014 | Village supply - Install air gaps on standpipes.   | -             | -                              | -        | Complete | Has been done.  |
| 63  | DWMS development 2014 | Village supply - Council to document mains flushing SOP.   | -             | -                              | -        | Complete | Has been done.  |
| 64  | DWMS development 2014 | Village supply - Council to discuss issue of unstable water during negotiations with ACC for water supply.   | High          | M - W&WW                       | Jun-20   | Underway | Should be done with item 19, which is discussion about the supply agreement. ACC is also upgrading its WTP, which will help with the issue.<br><br>Risk assessment workshop has been funded by NSW Health and discussions on this can be further undertaken then, new date assigned (Jun 20). |
| 65  | DWMS development 2014 | Village supply - Council to consider preparing SOPs for mains breaks repairs.  | -             | -                              | -        | Complete | Has been done.  |

| No. | Source                | Improvement Actions  | Action Rating | Responsibility        | Due Date | Status   | Comments/Outcomes  |
|-----|-----------------------|--|---------------|-----------------------|----------|----------|--|
| 66  | DWMS development 2014 | Village supply - Council to develop SOPs to prevent cross-contamination due to tools used on both water and wastewater assets.<br>Council to disinfect tools used on wastewater assets with hypochlorite sprays. | -             | -                     | -        | Complete | Discussed earlier so closed out here.  |
| 67  | DWMS Review 2016      | Develop a calibration schedule for monitoring equipment, and ensure records of calibration undertaken are maintained.  | Medium        | M - W&WW and Overseer | Jun-20   | To Start | Equipment are calibrated but schedule needs to be developed. Timeframe moved from 2017 to Dec 19 to Jun 20. Will be discussed at risk workshop in 2020 as well.  |
| 68  | DWMS Review 2016      | Obtain formal endorsement of the DWQ Policy from council and upload on council's website.  | Medium        | M - W&WW and Overseer | Feb-17   | Complete | Done, on Council website.  |
| 69  | DWMS Review 2016      | Investigate Authority software to use asset module to schedule the 4 yearly reservoirs clean and thorough inspections by divers.   | Low           | M - W&WW and Overseer | Dec-19   | Complete | 10 year Operations and Maintenance strategy is used to guide this. In addition, the contractor (Aqualift) currently has a reminder system to ensure that reservoir cleaning is performed. Action closed as the current system is working okay. |
| 70  | DWMS Review 2017      | When possible before the next external contractor inspection in 2021, repair/replace internal roof support for Culcairn WTP and internal ladder for Big Brock reservoir.   | Low           | M - W&WW and Overseer | Dec-20   | Complete | Black St Reservoir to be replaced see item 72.   |
| 71  | DWMS Review 2018      | Burrumbuttock reservoir minor leak repair.   | Medium        | M - W&WW and Overseer | Dec-19   | Complete | Further investigation revealed that there was no leak. Item closed.  |
| 72  | DWMS Review 2018      | Black Street Reservoir Replacement.  | High          | M - W&WW and Overseer | Dec-21   | Underway | Also consider options for reservoir mixing e.g. separate inlet and outlet (refer to item 48).<br>Business case being done under Safe and Secure Funds at the moment.   |
| 73  | DWMS Review 2018      | Undertake a comprehensive review of the risk registers for the Culcairn and Villages scheme (Element 2 of the DWMS).   | High          | M - W&WW              | Jun-20   | Underway | NSW has awarded a support project, Viridis has been engaged to undertake the review workshop.  |

## **Appendix C**

### **DWMS Review Details**

**DWMS Review Summary**

| Item   | Review Findings  | Actions  | Timeframe |
|--|--|--|-----------|
| Any change required to legal and formal requirements?  | Table 1 in the DWMS was reviewed. No changes were noted.   | n/a  | n/a       |
| Any change required to the stakeholders and emergency contacts list?   | Contact details are still current. DPI Water is now DPIE Water.  | Update following the risk workshop in 2020.  | By Jun 20 |
| 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. The schematics will also be reviewed in detail at the risk workshop in 2020.   | 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 remains current. No changes noted.  | n/a  | n/a       |
| Were there any investigative studies or research undertaken that may impact drinking water management practices? | Business case for replacement of Black Street reservoir being undertaken, funded by Safe and Secure Funding.<br>DBPs testing being undertaken, funded by PHU. No issues noted.<br>Further discussions on this will be undertaken at the risk workshop in 2020. | n/a  | n/a       |
| Reservoir inspections and/or cleaning – any issues?  | Discussed in section 5.  | Renew Black St reservoir.  | 2020-21   |
| Verification monitoring  | Discussed in section 7. The monitoring was undertaken as required. There were no issues noted.   | n/a  | n/a       |
| 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 is needed.   | Undertake comprehensive review of the risk assessment. This will be undertaken in 2020, has been funded by NSW Health. | By Jun 20 |
| Does the DWMS need to be updated?  | The DWMS is largely current with only minor updates as noted above e.g. DPI Water to DPIE Water.<br>Following the risk workshop in 2020, there may be further changes identified.  | Update the DWMS documents, as required, following the risk workshop in 2020.   | By Jun 20 |



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



## TOURISM AND PROMOTIONS REPORT (November 2019)

| Areas Projects                                  | Objectives  | Progress and Comments  |
|---|---|--|
| Greater Hume Visitors Guide                     | Implement the Greater Hume Visitor Experience Plan<br><b>Delivery Plan 3.3.1.1.06, 3.3.1.1.05</b>   | <ul style="list-style-type: none"> <li>Visitors Guide has been distributed to our 43 advertisers and Visitor Information Points (15,000 copies)</li> <li>Distribution (to date) = 14250, including 5640 to other Visitor Centres/advertisers and 2350 to VIPs.</li> </ul>  |
| Visitor Information Centre and Submarine Museum | Offering visitors to Greater Hume information and advice on accommodation, places to eat, attractions, maps, tours, road conditions, events and other general information. Reception and admission to Submarine Museum.<br>Implement the Greater Hume Visitor Experience Plan.<br><br><b>Delivery Plan 3.3.1.1.06, 3.3.1.1.05</b> | <ul style="list-style-type: none"> <li>Visitor Information stats forwarded to AVIC Network were:<br/>November 2019: 493 walk in, 43 phone calls and 39 emails</li> <li>Admissions to Submarine Museum, statistics for:<br/>November 2019: 71 adults, 15 school children, 114 pensioners, 25 families and 0 in groups.<br/>Please see attached graphs showing above statistics.</li> <li>Visitor Information Centre Survey, some results:<br/>(10 Visitors are randomly surveyed each month to provide information on gender, age, travel patterns, home location, satisfaction rating, comments and suggestions on attractions and the visitor experience.) <ul style="list-style-type: none"> <li>How did you hear about us: 2 x Referral, 1 x Visitor Centre, 3 x Sign, 3 x Brochure, 1 x Other</li> <li>Age groups: 1 x 19-34 years, 4 x 35-54 years, 5 x 55 years or more.</li> <li>Travelling Group: 6 x Family, 1 x Alone, 1 x Friends, 1 x Other, 1 x Club/Tour Group</li> <li>Post Codes/Country: 4 x United Kingdom, 1 x Adelaide, 5015, 3854, 2318, 3342, 2576,</li> <li>After Visiting VIC will you stay longer: 2 x 1-2 days, 5 x No, 3 x Longer Today</li> <li>Comments: Top Attraction, Excellent, Great value brilliant set up, Extremely well presented &amp; very informative, Go Holbrook, Wonderful experience thank you for having us, Great quality and Fascinating.</li> </ul> </li> </ul> |
| Promotions                                      | To promote Greater Hume as a place to visit or stay, whether for ½ day, full day or more. To assist with the promotion of Greater Hume's many and varied events. Implement the GH Visitor Experience Plan.<br><b>Delivery Plan 3.3.1.1.01, 3.3.1.1.08</b>   | <ul style="list-style-type: none"> <li>Submitted visitor and What's On advertising in Out and About Summer Edition in Border Mail.</li> <li>Greater Hume Public Notices</li> <li>Emailed 'What's On in November leaflets to Visitor Information Centres in NSW and VIC, coach/bus/tour companies, tourism operators within shire and regional, media, visitor information points and to interested residents in shire.</li> <li>Arranged promotions of various Christmas events, Consequences Exhibition, Earth Canvas and various community markets.</li> </ul>   |
| Social Media                                    | Implement and enhance online communication tools using technologies such as social networking mechanism. Implement the Greater Hume Visitor Experience Plan<br><br><b>Delivery Plan 3.3.1.1.09</b>  | <ul style="list-style-type: none"> <li>Instagram, #visitgreaterhume – 331 followers</li> <li>Individual facebook pages: <ul style="list-style-type: none"> <li>Greater Hume Council – 1459 followers</li> <li>Greater Hume Visitor Information Centre – 457 followers</li> <li>Holbrook Submarine Museum – 872 followers</li> <li>Greater Hume Children's Services – 700 followers</li> <li>Greater Hume Youth Advisory Committee – 289 followers</li> <li>Buy Local in Greater Hume – 333 followers</li> </ul> </li> </ul>  |

## TOURISM AND PROMOTIONS REPORT (November 2019)

|                                  |   |  |
|----------------------------------|---|--|
| Signage                          | Implement the Greater Hume Visitor Experience Plan. <b>Delivery Plan 3.3.1.1.03</b>   | <ul style="list-style-type: none"> <li>Redeveloped the Morgan's Lookout entrance signage and signage surrounding the Greater Hume Visitor Information Centre.</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 1.2.1.1.3</b>  | <ul style="list-style-type: none"> <li>Greater Hume Council Second Newsletter for 2019 has been completed and is out in early November. Articles included Greater Hume Council Annual Report, RFS Southern Border Team Awards and Fire Station Openings, Australia Day Nominate Top Citizen, Welcoming New Citizens, Consequences, Squirrel Glider Project, HMFD 2019, NRMA Charging Station, Australia Day Celebrations, Swimming Pool Opening Hours and Admission Fees along with regular articles.</li> </ul>   |
| Australia Day                    | Recognise community leaders and their efforts and encourage others in the community to take up leadership roles. <b>Delivery Plan 1.1.2.8.1 and 2.1.1.1.1</b>   | <ul style="list-style-type: none"> <li>Council at the April meeting resolved to hold Australia Day 2020 in Culcairn community and Australia Day 2021 in Walbundrie community. Nomination for Greater Hume's next Top Citizens is currently under way and will be open until December 2019.</li> </ul>  |
| Greater Hume Tourism             | The Tourism Public Forum Program is held 4 times a year in different community locations across the shire where tourism operators, event organisers and interested members of the public are invited to attend. <b>Delivery Plan 3.3.1.1.02, 3.3.1.1.12</b>             | <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 next Tourism Public Forum will be held at Wymah.</li> <li>Commenced planning for new Greater Hume Visitor's Guide and Visit website. Developing Greater Hume Visitor's Guide Prospectus has been sent to all operators, currently following up on advertising opportunities. Have engaged a printer (Conway Printers), designer (Nicole Dawes) and copy developer (John Ryan, Sitegiest).</li> </ul>   |
| 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 3.3.1.1.04</b>  | <ul style="list-style-type: none"> <li>Murray Arts have assisted the Consequences Project Team by developing a webpage for information on the Consequences Exhibition.</li> </ul>  |
| Museums and Heritage             | GHS currently has 10 public or private museums and three historical society's. Museum Advisor (Vanessa Keenan)– In partnership with Albury City Council and Museums and Galleries NSW we have engaged the services of a museum advisor. <b>Delivery Plan 3.3.1.1.14</b> | <ul style="list-style-type: none"> <li>Finalising Community Museum Disaster Plan.</li> <li>Consequences Exhibition is currently on show in Community Museums. Consequences continues the exploration of our regions unique heritage and identity through the investigation of a range of themes related to the impact of World War I in our wider region, with a focus on the social history collections of museums in Albury and Greater Hume including Woolpack Inn and Submarine Museums, Holbrook, Jindera Pioneer Museum, Culcairn Station House Museum, Wymah Museum and Headlie Taylor Header Museum at Henty.</li> <li>The launch by Albury City Council, Deputy Mayor, Cr Amanda Cohn and Greater Hume Council, Mayor, Cr Heather Wilton on 12 November at Albury Library Museum was attended by over 100 people from Albury, Greater Hume and surrounding districts. The tours to the Greater Hume Community Museums on 16 and 24 November were also well attended.</li> </ul> |

## TOURISM AND PROMOTIONS REPORT (November 2019)

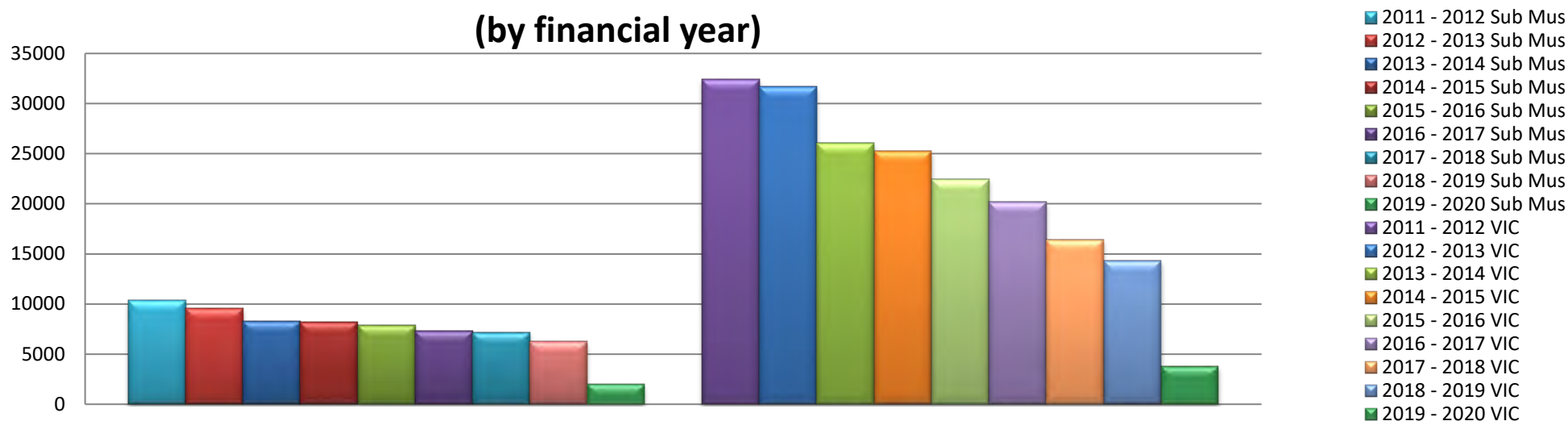
|                         |  |   |
|-------------------------|--|---|
| Grants and Funding      | <p>Greater Hume Council and community groups have had the opportunity to bid for funds from NSW and Federal Government for various projects across the Shire</p> <p><b><i>Delivery Plan 3.3.1.1.04</i></b></p>   | <p><b>Stronger Country Communities Fund (NSW Government)</b></p> <ul style="list-style-type: none"> <li>• <b>Round 1</b> – The Jindera and Culcairn Skate Parks are now completed with openings on 7 Dec (Culcairn) and 8 Dec (Jindera), Totem has also been engaged for demonstrations and workshops on these days.</li> <li>• <b>Round 2</b> – Many of the Round 2 projects are nearing completion or completed, which means acquittals to the NSW Government are currently being processed.</li> <li>• <b>Round 3</b> 15 Applications have been submitted from projects across the shire such as netball courts, toilets, walking tracks, club houses, workshop for collection of artefacts, youth programs, tennis courts, shade sails and covered areas. Greater Hume's allocation is \$794,431. The Fund's focus is on community infrastructure to improve everyday living, in Round 3 there will be an increased focus on young people aged 12-24 and a broader scope of eligible projects including programs as well as local infrastructure.</li> </ul> <p>Safer Communities Fund (Federal Government)</p> <ul style="list-style-type: none"> <li>• Application to be submitted for security and fire safety at Morgan's Lookout.</li> </ul> <p>Female Friendly Change Rooms (NSW Government)</p> <ul style="list-style-type: none"> <li>• Four applications have been submitted from Brocklesby Recreation Ground, Walbundrie Recreation Ground, Jindera Recreation Reserve and Holbrook Sporting Complex.</li> </ul> <p>Building Better Regions Funding (Federal Government)</p> <p>Everyone Can Play Funding (NSW Government)</p> <ul style="list-style-type: none"> <li>• One application for infrastructure around a new Adventure Playground at Jindera Recreation Reserve.</li> </ul> <p>Riverina Water</p> <ul style="list-style-type: none"> <li>• Assisting Headlie Taylor Header Museum with an application for a touchscreen display.</li> </ul> <p>Assisting the Greater Hume community</p> <ul style="list-style-type: none"> <li>• Assisted (by letters of support, grant writing advice or editing grants) various community groups including Walbundrie Recreation Ground, Petarurus Education Group, Jindera Pioneer Museum, Jindera Tennis Club, Holbrook Netball Club, Holbrook Equine Centre, Henty Australian Football Club, Holbrook Show Society.</li> </ul> |
| Murray Regional Tourism | <p>The Murray Regional Tourism (MRT) is a joint venture between Albury, Balranald, Berrigan, Campaspe, Corowa, Deniliquin, Gannawarra, Greater Hume, Mildura, Moira, Murray, Swan Hill, Wakool, Wodonga, as well as Tourism Vic and Destination NSW. Implement the Greater Hume Visitor Experience Plan.</p> <p><b><i>Delivery Plan 3.3.1.1.04, 3.3.1.1.07, 3.3.1.1.16</i></b></p> | <ul style="list-style-type: none"> <li>• <b>The Murray – Best Shared</b><br/>During September to November Destination NSW will be conducting a Spring Campaign on the Murray Region called The Murray – Best Shared. For Greater Hume, Woomargama National Park was featured (with a recent photo and video shoot) from a Nature and Outdoors perspective, please go here to see 30 second video. Images 4, 5 and 6 in the video are from Woomargama National Park. I think you will agree they are quite stunning.<br/><a href="https://www.visitnsw.com/destinations/country-nsw/the-murray">https://www.visitnsw.com/destinations/country-nsw/the-murray</a>, then scroll down to video.</li> <li>• <b>Murray Farm to Plate Project:</b> <ul style="list-style-type: none"> <li>○ The Food and Agritourism Opportunities Report has now been released. The Regional Food Group Eastern Cluster have now held two phone meetings to commence development of a group. The Tourism and Promotions Officer is handling inquiries regarding this group.</li> </ul> </li> </ul>  |

## TOURISM AND PROMOTIONS REPORT (November 2019)

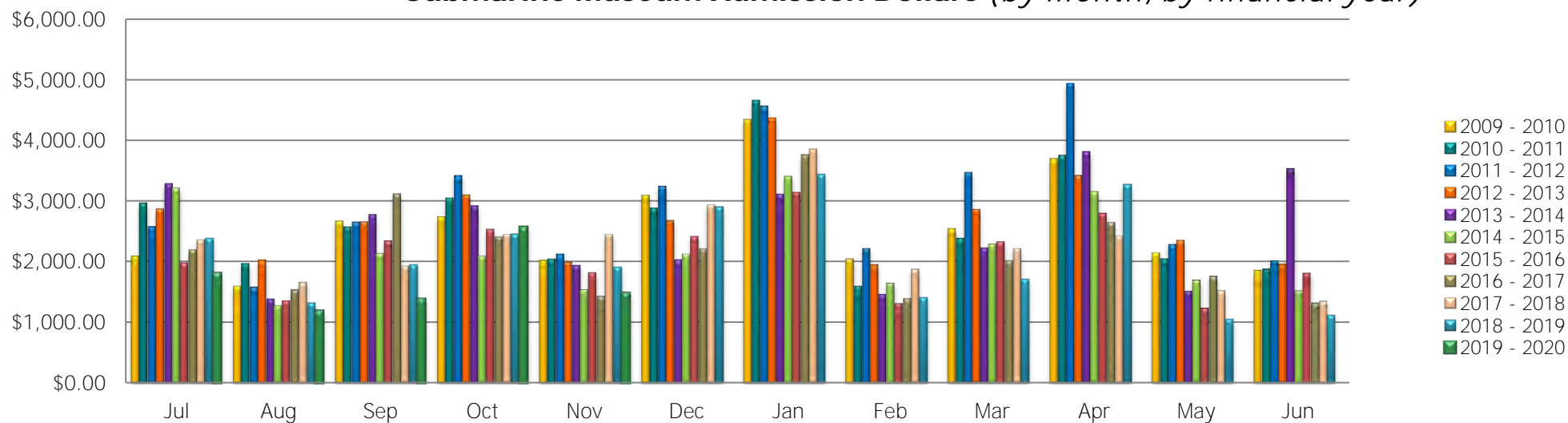
| New Council Website   | <div>Develop a new Greater Hume Council website including a dedicated Have Your Say portal which is compliant with accessibility standards.</div> <div><b>Delivery Plan 1.2.1.1.4</b></div> | <div>At Council's March meeting SeamlessCMS(OpenCities) was approved to build and implement a new Greater Hume Council website. The Greater Hume Council website went live on 4 December. The Greater Hume Town Subsites are now live with all old sites now transferred to the new sites. The Greater Hume Children Services site is now live.</div> <div>There will still be a lot to do on all sites and it is envisaged it will take all of 12 months to develop new functionality on the new sites.</div> <div>Go to next page for website statistics (Statistics on other new sites will be shown two months after they go live).</div> <table><thead><tr><th></th><th colspan="2">Website Traffic</th><th colspan="3">Device Paths</th><th colspan="4">Traffic Source</th><th>Bounce Rate</th></tr><tr><th></th><th>New</th><th>Returning</th><th>Desktop</th><th>Mobile</th><th>Tablet</th><th>Organic</th><th>Referral</th><th>Direct</th><th>Social</th><th>%</th></tr></thead><tbody><tr><td colspan="11">Greater Hume Council Website (<a href="http://www.greaterhume.nsw.gov.au">www.greaterhume.nsw.gov.au</a>) Statistics:</td></tr><tr><td>Nov 2019</td><td>2999</td><td>1494</td><td>1726</td><td>1970</td><td>256</td><td>2604</td><td>134</td><td>643</td><td>655</td><td>59.99</td></tr><tr><td>Nov 2018</td><td>2423</td><td>1220</td><td>1642</td><td>1325</td><td>288</td><td>2358</td><td>369</td><td>567</td><td>23</td><td>51.46</td></tr><tr><td colspan="11">Visit Greater Hume Website (<a href="http://www.visitgreaterhume.com.au">www.visitgreaterhume.com.au</a>) Statistics:</td></tr><tr><td colspan="11">Currently developing a new site – no statistics available</td></tr><tr><td colspan="11">Greater Hume Children Services Website (<a href="http://www.ghchildren.com.au">www.ghchildren.com.au</a>) Statistics:</td></tr><tr><td>Nov 2019</td><td>224</td><td>177</td><td>176</td><td>194</td><td>31</td><td>203</td><td>27</td><td>149</td><td>22</td><td>56.11</td></tr></tbody></table> <div><a href="http://www.greaterhume.nsw.gov.au">www.greaterhume.nsw.gov.au</a> - top pages:<ol style="list-style-type: none"><li>1. Living in Greater Hume – Public Swimming Pools</li><li>2. Your Greater Hume Council – Council Meetings</li><li>3. News - Public Notices – Sale of Land for Overdue Rates</li><li>4. Contact Us</li><li>5. Living in Greater Hume – Waste Facilities Opening Times Charges and Accepted Waste</li></ol></div> <div><a href="http://www.ghchildren.com.au">www.ghchildren.com.au</a> – top pages:<ol style="list-style-type: none"><li>1. Enrol Your Children</li><li>2. Meet Our Team</li><li>3. Information for Families</li><li>4. Business Opportunity for Greater Hume Children Services</li><li>5. Contact us</li></ol></div> |              | Website Traffic |        | Device Paths   |          |        | Traffic Source |             |  |  | Bounce Rate |  | New | Returning | Desktop | Mobile | Tablet | Organic | Referral | Direct | Social | % | Greater Hume Council Website ( <a href="http://www.greaterhume.nsw.gov.au">www.greaterhume.nsw.gov.au</a> ) Statistics: |  |  |  |  |  |  |  |  |  |  | Nov 2019 | 2999 | 1494 | 1726 | 1970 | 256 | 2604 | 134 | 643 | 655 | 59.99 | Nov 2018 | 2423 | 1220 | 1642 | 1325 | 288 | 2358 | 369 | 567 | 23 | 51.46 | Visit Greater Hume Website ( <a href="http://www.visitgreaterhume.com.au">www.visitgreaterhume.com.au</a> ) Statistics: |  |  |  |  |  |  |  |  |  |  | Currently developing a new site – no statistics available |  |  |  |  |  |  |  |  |  |  | Greater Hume Children Services Website ( <a href="http://www.ghchildren.com.au">www.ghchildren.com.au</a> ) Statistics: |  |  |  |  |  |  |  |  |  |  | Nov 2019 | 224 | 177 | 176 | 194 | 31 | 203 | 27 | 149 | 22 | 56.11 |
|---|---|---|--------------|-----------------|--------|----------------|----------|--------|----------------|-------------|--|--|-------------|--|-----|-----------|---------|--------|--------|---------|----------|--------|--------|---|---|--|--|--|--|--|--|--|--|--|--|----------|------|------|------|------|-----|------|-----|-----|-----|-------|----------|------|------|------|------|-----|------|-----|-----|----|-------|---|--|--|--|--|--|--|--|--|--|--|---|--|--|--|--|--|--|--|--|--|--|---|--|--|--|--|--|--|--|--|--|--|----------|-----|-----|-----|-----|----|-----|----|-----|----|-------|
|   | Website Traffic   |   | Device Paths |                 |        | Traffic Source |          |        |                | Bounce Rate |  |  |             |  |     |           |         |        |        |         |          |        |        |   |   |  |  |  |  |  |  |  |  |  |  |          |      |      |      |      |     |      |     |     |     |       |          |      |      |      |      |     |      |     |     |    |       |   |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |          |     |     |     |     |    |     |    |     |    |       |
|   | New   | Returning   | Desktop      | Mobile          | Tablet | Organic        | Referral | Direct | Social         | %           |  |  |             |  |     |           |         |        |        |         |          |        |        |   |   |  |  |  |  |  |  |  |  |  |  |          |      |      |      |      |     |      |     |     |     |       |          |      |      |      |      |     |      |     |     |    |       |   |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |          |     |     |     |     |    |     |    |     |    |       |
| Greater Hume Council Website ( <a href="http://www.greaterhume.nsw.gov.au">www.greaterhume.nsw.gov.au</a> ) Statistics: |   |   |              |                 |        |                |          |        |                |             |  |  |             |  |     |           |         |        |        |         |          |        |        |   |   |  |  |  |  |  |  |  |  |  |  |          |      |      |      |      |     |      |     |     |     |       |          |      |      |      |      |     |      |     |     |    |       |   |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |          |     |     |     |     |    |     |    |     |    |       |
| Nov 2019  | 2999  | 1494  | 1726         | 1970            | 256    | 2604           | 134      | 643    | 655            | 59.99       |  |  |             |  |     |           |         |        |        |         |          |        |        |   |   |  |  |  |  |  |  |  |  |  |  |          |      |      |      |      |     |      |     |     |     |       |          |      |      |      |      |     |      |     |     |    |       |   |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |          |     |     |     |     |    |     |    |     |    |       |
| Nov 2018  | 2423  | 1220  | 1642         | 1325            | 288    | 2358           | 369      | 567    | 23             | 51.46       |  |  |             |  |     |           |         |        |        |         |          |        |        |   |   |  |  |  |  |  |  |  |  |  |  |          |      |      |      |      |     |      |     |     |     |       |          |      |      |      |      |     |      |     |     |    |       |   |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |          |     |     |     |     |    |     |    |     |    |       |
| Visit Greater Hume Website ( <a href="http://www.visitgreaterhume.com.au">www.visitgreaterhume.com.au</a> ) Statistics: |   |   |              |                 |        |                |          |        |                |             |  |  |             |  |     |           |         |        |        |         |          |        |        |   |   |  |  |  |  |  |  |  |  |  |  |          |      |      |      |      |     |      |     |     |     |       |          |      |      |      |      |     |      |     |     |    |       |   |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |          |     |     |     |     |    |     |    |     |    |       |
| Currently developing a new site – no statistics available   |   |   |              |                 |        |                |          |        |                |             |  |  |             |  |     |           |         |        |        |         |          |        |        |   |   |  |  |  |  |  |  |  |  |  |  |          |      |      |      |      |     |      |     |     |     |       |          |      |      |      |      |     |      |     |     |    |       |   |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |          |     |     |     |     |    |     |    |     |    |       |
| Greater Hume Children Services Website ( <a href="http://www.ghchildren.com.au">www.ghchildren.com.au</a> ) Statistics: |   |   |              |                 |        |                |          |        |                |             |  |  |             |  |     |           |         |        |        |         |          |        |        |   |   |  |  |  |  |  |  |  |  |  |  |          |      |      |      |      |     |      |     |     |     |       |          |      |      |      |      |     |      |     |     |    |       |   |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |          |     |     |     |     |    |     |    |     |    |       |
| Nov 2019  | 224   | 177   | 176          | 194             | 31     | 203            | 27       | 149    | 22             | 56.11       |  |  |             |  |     |           |         |        |        |         |          |        |        |   |   |  |  |  |  |  |  |  |  |  |  |          |      |      |      |      |     |      |     |     |     |       |          |      |      |      |      |     |      |     |     |    |       |   |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |   |  |  |  |  |  |  |  |  |  |  |          |     |     |     |     |    |     |    |     |    |       |

## TOURISM AND PROMOTIONS REPORT (November 2019)

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



### Submarine Museum Admission Dollars (by month, by financial year)





## GREATER HUME SHIRE COUNCIL

Schedule of the Director Corporate Community Services' Schedule of Information to Council Meeting -  
Wednesday 18th December 2019


**COMBINED BANK ACCOUNT FOR THE MONTH ENDED November 30th, 2019****CASHBOOK RECONCILIATION**

|   | <b>General Fund</b> | <b>Trust Fund</b> |
|---|---------------------|-------------------|
| General Ledger Cashbook Balance as at 1st November 2019       | 30,798.16           | <b>52,781.04</b>  |
| Cashbook Movement as at 30th November 2019                    | 62,208.43           | 4,364.20          |
| Less: Term Deposits included in Cashbook Balance (Trust only) | 0.00                | 0.00              |
| General Ledger Cashbook Balance as at 30th November 2019      | <b>93,006.59</b>    | <b>57,145.24</b>  |

**BANK STATEMENT RECONCILIATION**

|  |                        |                  |
|--|------------------------|------------------|
| Bank Statement Balance as at 30th November 2019                  | NAB \$0.00             | 57,145.24        |
|  | Hume \$56,841.40       |                  |
|  | Bendigo \$4,376.99     |                  |
|  | WAW \$1,494.50         |                  |
|  | <b>Total 62,712.89</b> | <b>57,145.24</b> |
| (LESS) Unpresented Cheques as at 30th November 2019              | -43,833.34             | 0.00             |
| (LESS) Unpresented EFT Payments as at 30th November 2019         | 0.00                   | 0.00             |
| PLUS Outstanding Deposits as at 30th November 2019               | 74,127.04              | 0.00             |
| PLUS / (LESS) Unmatched Cashbook Transactions 30th November 2019 | 0.00                   | 0.00             |
| Cashbook Balance as at 30th November 2019                        | <b>93,006.59</b>       | <b>57,145.24</b> |

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  
3 December 2019

This is page no.1 of Schedule No.1 of the Director Corporate & Community Services' Schedule of Information to Ordinary Council Meeting held on 18th December, 2019

  
GENERAL MANAGER

  
MAYOR

**GREATER HUME SHIRE COUNCIL**  
**COMBINED INVESTMENT ACCOUNT - MONTH ENDED 30 November 2019**

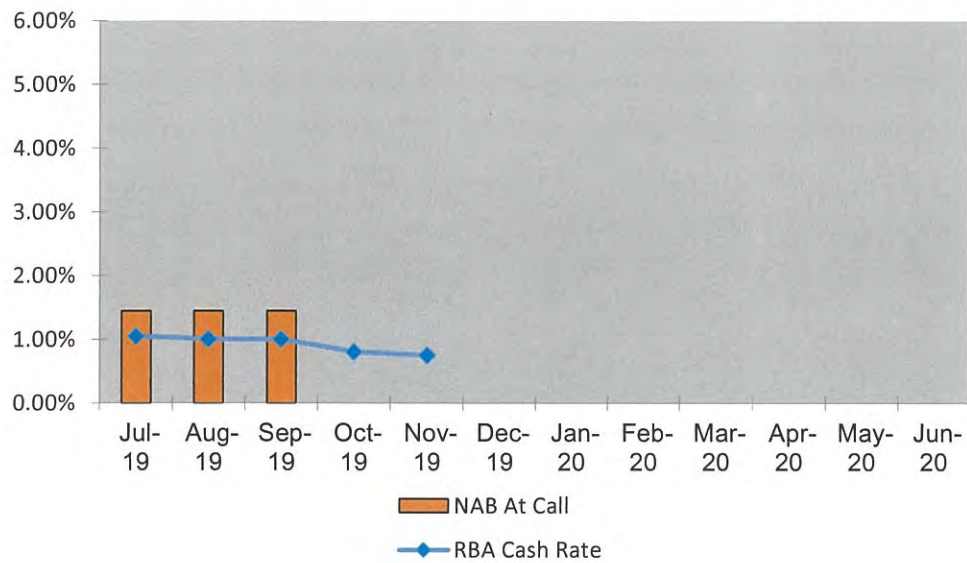
| Investment Number              | Financial Institution | Rating  | Amount Invested        | Interest Rate % | Term (Days) | Date Invested                           | Maturity Date |
|--------------------------------|-----------------------|---------|------------------------|-----------------|-------------|---|---------------|
| <u>National Australia Bank</u> |                       |         |                        |                 |             |   |               |
| GHS197                         | NAB                   | A- 1+   | 500,000.00             | 1.70%           | 184         | 28-Aug-19                               | 28-Feb-20     |
| GHS184                         | NAB                   | A- 1+   | 500,000.00             | 2.15%           | 274         | 06-Jun-19                               | 06-Mar-20     |
| GHS180                         | NAB                   | A- 1+   | 500,000.00             | 1.70%           | 183         | 13-Sep-19                               | 14-Mar-20     |
| GHS191                         | NAB                   | A- 1+   | 500,000.00             | 1.65%           | 183         | 07-Oct-19                               | 07-Apr-20     |
| GHS204                         | NAB                   | A- 1+   | 500,000.00             | 1.55%           | 182         | 18-Nov-19                               | 18-May-20     |
| GHS206                         | NAB                   | A- 1+   | 500,000.00             | 1.55%           | 182         | 22-Nov-19                               | 22-May-20     |
|                                | NAB                   | A- 1+   | 4,817,253.59           | 1.15%           | @ Call      | 27-Apr-09                               | Variable      |
|                                |                       |         | <u>7,817,253.59</u>    |                 |             |   |               |
| <u>Hume Bank</u>               |                       |         |                        |                 |             |   |               |
| GHS193                         | HUME                  | Unrated | 500,000.00             | 2.80%           | 365         | 29-Dec-18                               | 29-Dec-19     |
| GHS190                         | HUME                  | Unrated | 500,000.00             | 2.10%           | 184         | 08-Aug-19                               | 08-Feb-20     |
| GHS054                         | HUME - Trust          | Unrated | 65,064.84              | 2.60%           | 366         | 01-Mar-19                               | 01-Mar-20     |
| GHS189                         | HUME                  | Unrated | 500,000.00             | 2.30%           | 275         | 07-Jul-19                               | 07-Apr-20     |
| GHS251                         | HUME                  | Unrated | 46,751.06              | 2.50%           | 366         | 02-May-19                               | 02-May-20     |
| GHS074                         | HUME                  | Unrated | 500,000.00             | 2.60%           | 366         | 05-May-19                               | 05-May-20     |
| GHS192                         | HUME                  | Unrated | 500,000.00             | 2.60%           | 366         | 08-May-19                               | 08-May-20     |
| GHS160                         | HUME                  | Unrated | 500,000.00             | 2.40%           | 366         | 19-Jun-19                               | 19-Jun-20     |
| GHS200                         | HUME                  | Unrated | 500,000.00             | 2.40%           | 366         | 20-Jun-19                               | 20-Jun-20     |
| GHS205                         | HUME                  | Unrated | 500,000.00             | 2.40%           | 366         | 23-Jun-19                               | 23-Jun-20     |
| GHS142                         | HUME - Trust          | Unrated | 48,232.89              | 2.30%           | 366         | 30-Jun-19                               | 30-Jun-20     |
| GHS203                         | HUME                  | Unrated | 500,000.00             | 2.10%           | 366         | 20-Jul-19                               | 20-Jul-20     |
| GHS155                         | HUME                  | Unrated | 500,000.00             | 2.10%           | 366         | 25-Jul-19                               | 25-Jul-20     |
| GHS123                         | HUME                  | Unrated | 500,000.00             | 2.10%           | 366         | 29-Jul-19                               | 29-Jul-20     |
|                                |                       |         | <u>5,660,048.79</u>    |                 |             |   |               |
| <u>Bendigo Bank</u>            |                       |         |                        |                 |             |   |               |
| GHS182                         | BENDIGO               | A-2     | 500,000.00             | 1.85%           | 122         | 07-Aug-19                               | 07-Dec-19     |
| GHS186                         | BENDIGO               | A-2     | 500,000.00             | 2.40%           | 214         | 07-May-19                               | 07-Dec-19     |
| GHS161                         | BENDIGO               | A-2     | 500,000.00             | 2.40%           | 214         | 09-May-19                               | 09-Dec-19     |
| GHS098                         | BENDIGO               | A-2     | 250,000.00             | 2.35%           | 214         | 06-Jun-19                               | 06-Jan-20     |
| GHS185                         | BENDIGO               | A-2     | 500,000.00             | 2.35%           | 214         | 07-Jun-19                               | 07-Jan-20     |
| GHS187                         | BENDIGO               | A-2     | 500,000.00             | 1.70%           | 92          | 07-Oct-19                               | 07-Jan-20     |
| GHS203                         | BENDIGO               | A-2     | 500,000.00             | 1.55%           | 182         | 20-Sep-19                               | 20-Mar-20     |
| GHS207                         | BENDIGO               | A-2     | 500,000.00             | 2.40%           | 210         | 21-Apr-19                               | 21-Mar-20     |
| GHS199                         | BENDIGO               | A-2     | 500,000.00             | 1.55%           | 182         | 28-Sep-19                               | 28-Mar-20     |
| GHS177                         | BENDIGO               | A-2     | 500,000.00             | 1.60%           | 180         | 07-Nov-19                               | 05-May-20     |
| GHS165                         | BENDIGO               | A-2     | 300,000.00             | 1.30%           | 365         | 21-Nov-19                               | 20-Nov-20     |
|                                |                       |         | <u>5,050,000.00</u>    |                 |             |   |               |
| <u>WAW Credit Union</u>        |                       |         |                        |                 |             |   |               |
| GHS149                         | WAW                   | Unrated | 500,000.00             | 2.30%           | 120         | 23-Sep-19                               | 21-Jan-20     |
| GHS202                         | WAW                   | Unrated | 500,000.00             | 2.45%           | 270         | 19-May-19                               | 13-Feb-20     |
| GHS151                         | WAW                   | Unrated | 600,000.00             | 1.95%           | 120         | 31-Oct-19                               | 28-Feb-20     |
| GHS198                         | WAW                   | Unrated | 500,000.00             | 2.10%           | 240         | 25-Jul-19                               | 21-Mar-20     |
| GHS105                         | WAW                   | Unrated | 400,000.00             | 2.55%           | 300         | 04-Jun-19                               | 30-Mar-20     |
| GHS128                         | WAW                   | Unrated | 450,000.00             | 1.75%           | 180         | 08-Nov-19                               | 06-May-20     |
| GHS159                         | WAW                   | Unrated | 500,000.00             | 1.75%           | 171         | 19-Nov-19                               | 08-May-20     |
| GHS179                         | WAW                   | Unrated | 500,000.00             | 1.75%           | 180         | 11-Nov-19                               | 09-May-20     |
| GHS168                         | WAW                   | Unrated | 500,000.00             | 1.75%           | 180         | 11-Nov-19                               | 09-May-20     |
| GHS166                         | WAW                   | Unrated | 18,308.48              | 2.50%           | 365         | 17-May-19                               | 16-May-20     |
| GHS208                         | WAW                   | Unrated | 500,000.00             | 2.50%           | 365         | 21-May-19                               | 20-May-20     |
| GHS121                         | WAW                   | Unrated | 300,000.00             | 1.75%           | 182         | 22-Nov-19                               | 22-May-20     |
| GHS169                         | WAW                   | Unrated | 500,000.00             | 2.10%           | 240         | 05-Oct-19                               | 01-Jun-20     |
|                                |                       |         | <u>5,768,308.48</u>    |                 |             |   |               |
| General Fund Total             |                       |         | 24,117,253.59          |                 |             |   |               |
| Trust Fund Total               |                       |         | <u>178,357.27</u>      |                 |             |   |               |
|                                |                       |         | <u>\$24,295,610.86</u> |                 |             | Total Investment at                     | 30-Nov-19     |
|                                |                       |         |                        | 1.89%           |             | Average Rate of Interest on Investment  |               |
|                                |                       |         |                        | 2.25%           |             | Average Rate of Interest over 12 Months |               |

This is the Schedule of Investments presented to Council for consideration on 18th December 2019. I hereby certify that the investments have been made in accordance with Section 625 of the Local Government Act, 1993, the Regulations and Council's Investment Policy.

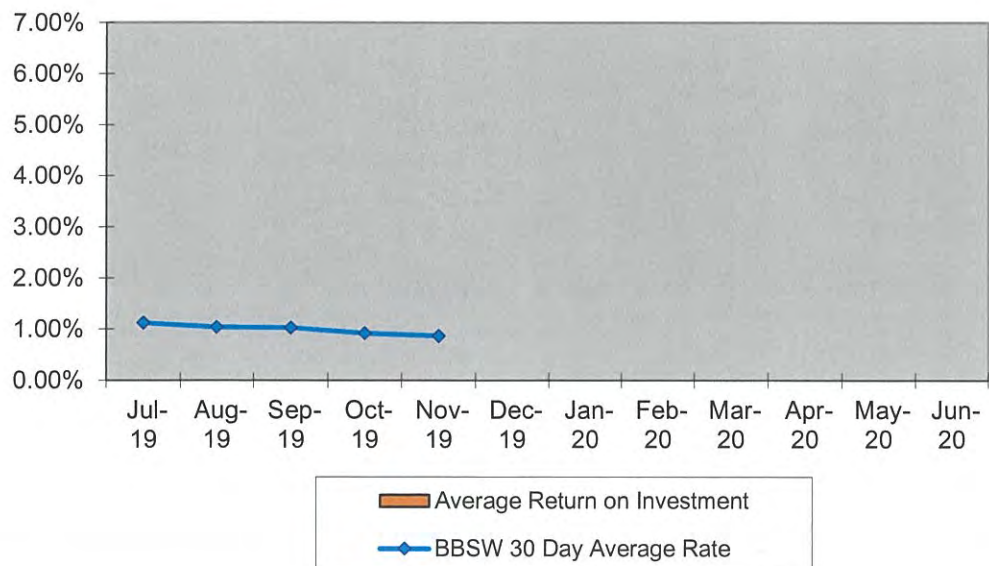


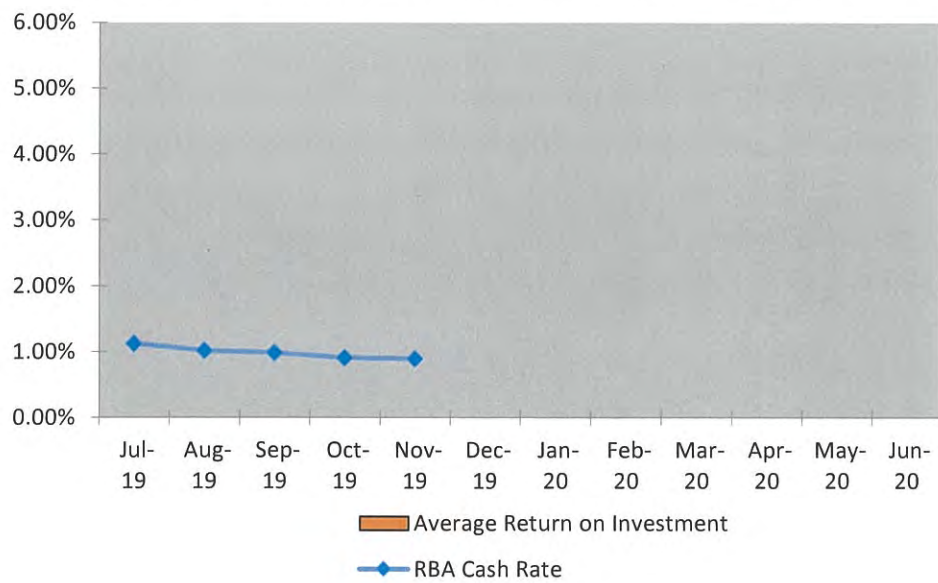
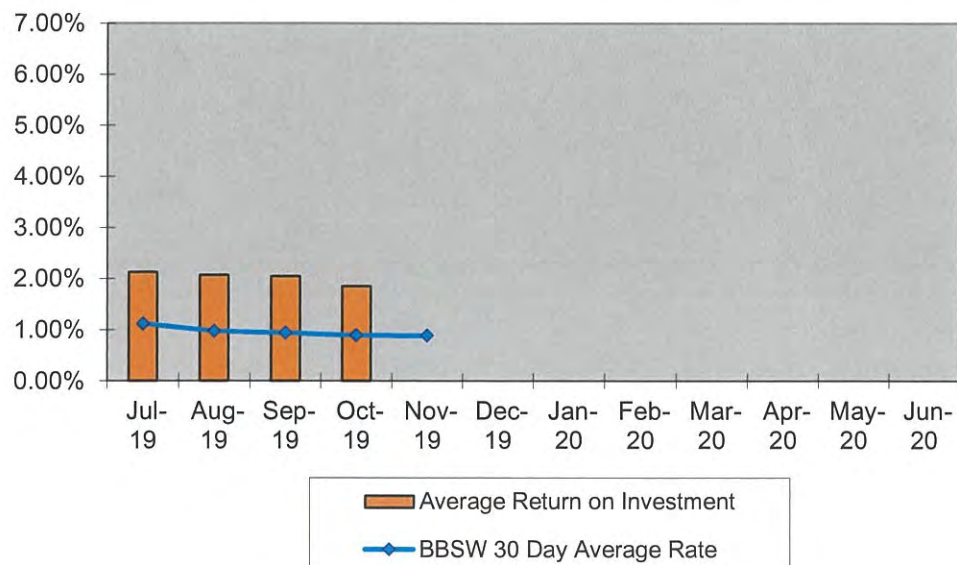
Responsible Accounting Officer  
 Wednesday, 4 December 2019

**Cash Fund Performance Against RBA Cash Rate**

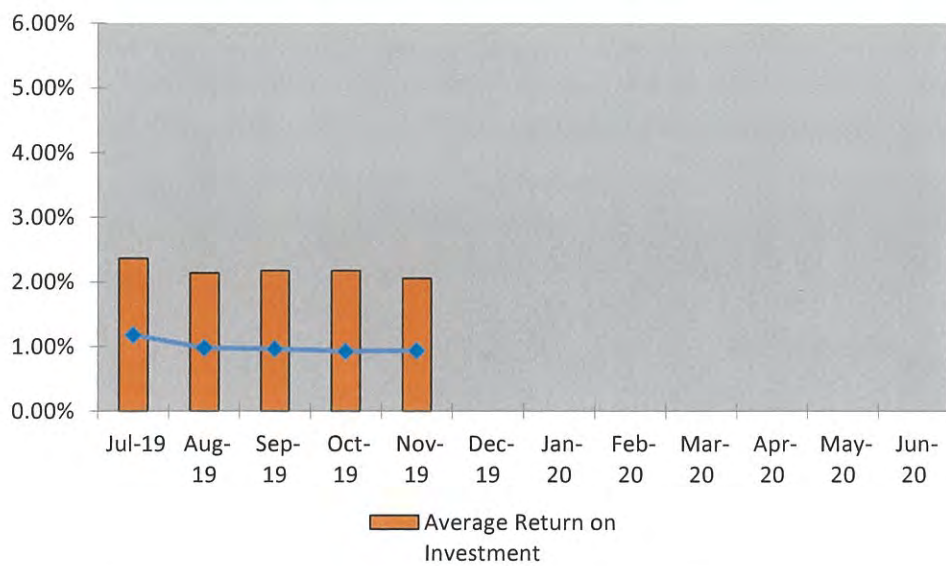
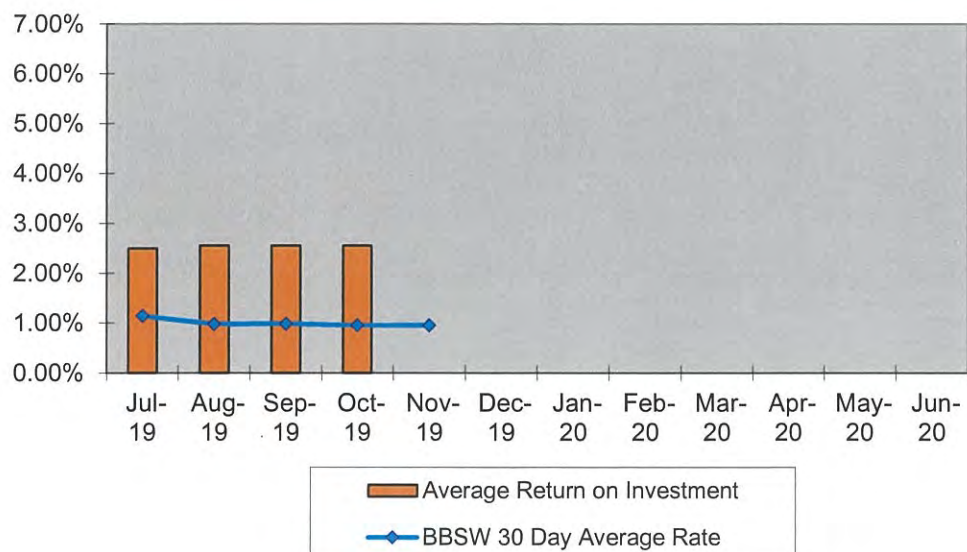


**30 Day Term Deposit Performance Against BBSW Index**

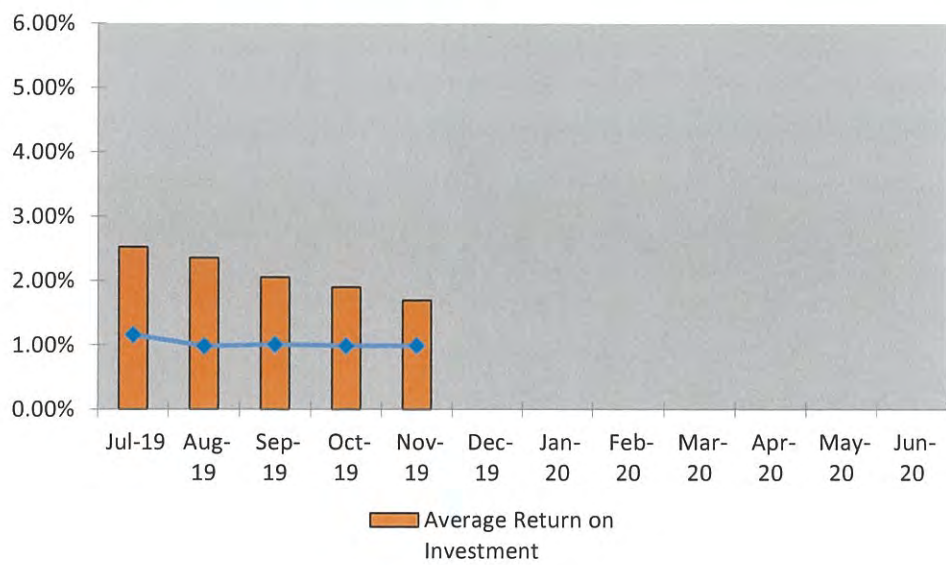
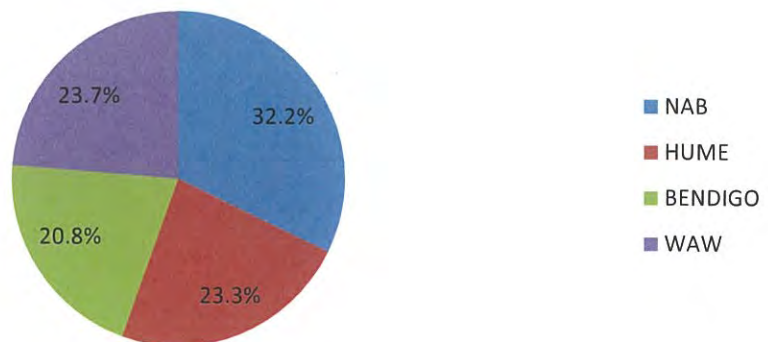


**60 Day Term Deposit Performance Against BBSW Index****90 Day Term Deposit Performance Against BBSW Index**



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



**180 Day Term Deposit Performance Against BBSW Index****INVESTMENT DISTRIBUTION**

## Applications Approved

c\_dm073

Approved Between 1/11/2019 and 30/11/2019

05/12/2019

| Application No. | Location  | Development Type                         | Est. Cost | Received   | Determination          | Total Elapsed Days | Stop Days | Adjusted Elapsed Days |    |
|-----------------|---|--|-----------|------------|------------------------|--------------------|-----------|-----------------------|----|
| DA/2017/113     | Applicant: K A O'Brien<br>83 Thomas ST GEROGERY<br>Lot: 165 DP: 753339                          | New Shed Only - As Modified              | \$0       | 19/11/2019 | Approved               | 22/11/2019         | 4         | 0                     | 4  |
| DA/2019/109     | Applicant: Brocklesby Recreation Reserve<br>Recreation ST BROCKLESBY<br>Lot: 211 DP: 753724     | New Community Club Rooms                 | \$427,527 | 22/08/2019 | Approved               | 5/11/2019          | 26        | 50                    | 26 |
| DA/2019/113     | Applicant: Blueprint Planning Development<br>154-212 Pioneer DR JINDERA<br>Lot: 66 DP: 1195450  | 21 Lot Staged Residential Subdivision    | \$0       | 28/08/2019 | Approved               | 5/11/2019          | 70        | 0                     | 70 |
| DA/2019/114     | Applicant: B & H Homes Pty Ltd<br>5 Frosty LA JINDERA<br>Lot: 403 DP: 1252780                   | New Dwellings & Garages - Dual Occupancy | \$0       | 2/09/2019  | Withdrawn              | 26/11/2019         | 76        | 10                    | 76 |
| DA/2019/128     | Applicant: Steeline Roofing Centre Albury<br>32 Beatrice RD BURRUMBUTTOCK<br>Lot: 3 DP: 1057430 | New Shed                                 | \$36,000  | 4/10/2019  | Approved – Councillors | 20/11/2019         | 33        | 15                    | 33 |
| DA/2019/129     | Applicant: G J Gardner Homes<br>Jingellic RD LANKEYS CREEK<br>Lot: 7 DP: 811721                 | New Dwelling & Garage                    | \$448,490 | 8/10/2019  | Approved               | 5/11/2019          | 29        | 0                     | 29 |
| DA/2019/130     | Applicant: A J Dinan<br>62 Mulgrave RD JINDERA<br>Lot: 501 DP: 1236708                          | New Shed                                 | \$68,000  | 8/10/2019  | Approved               | 6/11/2019          | 19        | 11                    | 19 |
| DA/2019/131     | Applicant: Shed Boss<br>85-87 Watson ST JINDERA<br>Lot: 7 Sec: 17 DP: 758544                    | New Shed & Awning                        | \$31,079  | 17/10/2019 | Approved               | 7/11/2019          | 22        | 0                     | 22 |

## Applications Approved



c\_dm073

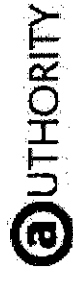
Approved Between 1/11/2019 and 30/11/2019

05/12/2019

| Application No. | Location  | Development Type                                   | Est. Cost | Received   | Determination | Total Elapsed Days | Stop Days | Adjusted Elapsed Days |
|-----------------|---|--|-----------|------------|---------------|--------------------|-----------|-----------------------|
| DA/2019/132     | Applicant: Macjac Sheds<br>224 Coogera CCT JINDER<br>Lot: 516 DP: 1236708   | New Shed   | \$38,400  | 21/10/2019 | Approved      | 14                 | 9         | 14                    |
| DA/2019/134     | Applicant: ASDA Sheds & Garages<br>36A Thomas ST GEROGERY<br>Lot: 2 DP: 1220168                                       | New Shed   | \$26,296  | 22/10/2019 | Approved      | 19                 | 18        | 19                    |
| DA/2019/135     | Applicant: K Kane<br>137 Bowna RD TABLE TOP<br>Lot: 501 DP: 802059  | Granny Flat/Office - As Built                      | \$15,000  | 23/10/2019 | Approved      | 6                  | 50        | 12                    |
| DA/2019/137     | Applicant: Habitat Planning<br>92 Paterson RD GEROGERY<br>Lot: 9 DP: 10665<br>Lot: 1 DP: 174425<br>Lot: 2 DP: 1108469 | Boundary Adjustment                                | \$0       | 14/10/2019 | Approved      | 34                 | 10        | 34                    |
| DA/2019/138     | Applicant: Gray Building & Construction<br>345 Hovell RD BUNGOWANNAH<br>Lot: 4 DP: 749815                             | New Carport  | \$9,047   | 28/10/2019 | Approved      | 10                 | 12        | 10                    |
| DA/2019/139     | Applicant: B Patterson<br>70 Adams ST JINDER<br>Lot: 8 Sec: 23 DP: 758544   | Existing Business - Add Caravan Building & Repairs | \$0       | 28/10/2019 | Withdrawn     | 7                  | 36        | 14                    |
| DA/2019/140     | Applicant: Lewis Homes<br>24 Anvil RD JINDER<br>Lot: 325 DP: 1242303  | New Dwelling & Garage                              | \$329,424 | 29/10/2019 | Approved      | 21                 | 0         | 21                    |
| DA/2019/141     | Applicant: JA Ferguson Pty Ltd  | New Hangar   | \$45,000  | 28/10/2019 | Approved      | 12                 | 11        | 12                    |

ANNEXURE 10

## Applications Approved



c\_dm073

Approved Between 1/11/2019 and 30/11/2019

05/12/2019

| Application No.  | Location   | Development Type    | Est. Cost | Received   | Determination | Total Elapsed Days | Stop Days | Adjusted Elapsed Days |
|--|--|---------------------|-----------|------------|---------------|--------------------|-----------|-----------------------|
| 3/361 Holbrook Wagga RD HOLBROOK<br>Lot: 3 DP: 1227501 |  |                     |           |            |               |                    |           |                       |
| DA/2019/142  | Applicant: JA Ferguson Pty Ltd<br>4/361 Holbrook Wagga RD HOLBROOK<br>Lot: 4 DP: 1227501   | New Hangar          | \$45,000  | 28/10/2019 | Approved      | 23                 | 0         | 23                    |
| DA/2019/143  |  |                     |           |            |               |                    |           |                       |
| DA/2019/143  | Applicant: JA Ferguson Pty Ltd<br>5/361 Holbrook Wagga RD HOLBROOK<br>Lot: 5 DP: 1227501   | New Hangar          | \$45,000  | 28/10/2019 | Approved      | 23                 | 0         | 23                    |
| DA/2019/144  |  |                     |           |            |               |                    |           |                       |
| DA/2019/144  | Applicant: JA Ferguson Pty Ltd<br>7/361 Holbrook Wagga RD HOLBROOK<br>Lot: 7 DP: 1227501   | New Hangar          | \$45,000  | 28/10/2019 | Approved      | 23                 | 0         | 23                    |
| DA/2019/145  |  |                     |           |            |               |                    |           |                       |
| DA/2019/145  | Applicant: JA Ferguson Pty Ltd<br>11/361 Holbrook Wagga RD HOLBROOK<br>Lot: 11 DP: 1227501 | New Hangar          | \$45,000  | 28/10/2019 | Approved      | 23                 | 0         | 23                    |
| DA/2019/146  |  |                     |           |            |               |                    |           |                       |
| DA/2019/146  | Applicant: Shed Boss<br>37 Young ST HOLBROOK<br>Lot: 6 Sec: 9 DP: 758522                   | New Shed & Garaport | \$33,206  | 1/11/2019  | Approved      | 19                 | 0         | 19                    |
| DA/2019/150  |  |                     |           |            |               |                    |           |                       |
| DA/2019/150  | Applicant: Culcairn Golf Club<br>103 Balfour ST CULCAIRN<br>Lot: 126 DP: 721063            | New Shed            | \$40,000  | 14/11/2019 | Approved      | 2                  | 0         | 2                     |
| CDC/2019/43  |  |                     |           |            |               |                    |           |                       |
| CDC/2019/43  | Applicant: J A Wild<br>223 Youngs RD CULCAIRN<br>Lot: 123 DP: 753735                       | New Swimming Pool   | \$36,250  | 21/10/2019 | Approved      | 7                  | 5         | 7                     |
| CDC/2019/44  |  |                     |           |            |               |                    |           |                       |
| CDC/2019/44  | Applicant: HDLA Constructions and Pools  | New Swimming Pool   | \$61,735  | 7/11/2019  | Approved      | 7                  | 0         | 7                     |


ANNEXURE 10

c\_dm073

Approved Between 1/11/2019 and 30/11/2019

05/12/2019

| Application No.  | Location  | Development Type                 | Est. Cost                             | Received   | Determination                | Total Elapsed Days                   | Stop Days | Adjusted Elapsed Days |
|--|---|----------------------------------|---------------------------------------|------------|------------------------------|--------------------------------------|-----------|-----------------------|
| 11 Purfell ST MORVEN<br>Lot: 1 Sec: 23 DP: 758711<br>Lot: 2 Sec: 23 DP: 758711 |   |                                  |                                       |            |                              |                                      |           |                       |
| CDC/2019/45  | Applicant: O'Neill Homes Pty Ltd<br>224 Coogera CCT JINDERA<br>Lot: 516 DP: 1236708 | New Dwelling Garage & Pool House | \$675,000                             | 11/11/2019 | Approved – Private Certifier | 1                                    | 0         | 1                     |
| CDC/2019/46  | Applicant: Visionstream<br>River RD TALMALMO  | New Telecommunications Tower     | \$100,000                             | 8/11/2019  | Approved – Private Certifier | 1                                    | 0         | 1                     |
| CDC/2019/47  | Applicant: Afonso Building Solutions<br>5 Frosty LA JINDERA<br>Lot: 403 DP: 1252780 | New Dwelling & Garage            | \$415,630                             | 28/11/2019 | Approved – Private Certifier | 1                                    | 0         | 1                     |
| Report Totals & Averages   |   |                                  |                                       |            |                              |                                      |           |                       |
| Total Number of Applications : 27  |   |                                  | Average Elapsed Calendar Days: 28.96  |            |                              | Total Elapsed Calendar Days: 782.00  |           |                       |
| Total Estimated Cost : 3,016,084.00  |   |                                  | Average Calendar Stop Days: 8.78      |            |                              | Total Calendar Stop Days: 237.00     |           |                       |
|  |   |                                  | Average Adjusted Calendar Days: 20.19 |            |                              | Total Adjusted Calendar Days: 545.00 |           |                       |



Colin Hume  
Director Environment & Planning  
Greater Hume Shire Council



## Consultative Committee Meeting Agenda / Minutes

| Agenda                                 |  |
|--|--|
| Day, Date                              | Thursday, 5 December 2019  |
| Time, Location                         | 10.30am – Culcairn Office – Round Room   |
| Apologies                              |  |
| Acknowledgement of Country             | I would like to acknowledge that this meeting is being held on the traditional lands of the Wiradjuri people, and pay my respect to elders both past, present and emerging.  |
| Minutes of previous Meeting            | 14 June 2018; <del>20 September 2018</del> ; 6 December 2018; 14 March 2019; 13 June 2019; 12 September 2019   |
| Business Arising from previous Minutes | <ol style="list-style-type: none"> <li>1. People and Culture HR report – can be found in Council Meeting Agendas</li> <li>2. Return at Work Action Plan Documents</li> <li>3. Alcohol and other Drugs</li> <li>4. Mental Health First Aid Training</li> </ol>  |
| General/New Business                   | <ol style="list-style-type: none"> <li>1. Correspondence</li> <li>2. EEO               <ol style="list-style-type: none"> <li>a. EEO &amp; Anti-Discrimination Policy Draft – still in progress</li> </ol> </li> <li>3. New Business               <ol style="list-style-type: none"> <li>a. CC vacancies</li> <li>b. Recruitment –                   <ol style="list-style-type: none"> <li>i. Process improvements</li> <li>ii. Recruitment and Selection Policy &amp; Procedure – annexures attached for consideration</li> </ol> </li> <li>c. Employee Health Monitoring Procedure Draft</li> <li>d. Alcohol &amp; Other Drugs</li> <li>e. Return at Work Action Plan Documents:                   <ol style="list-style-type: none"> <li>i. RAW Program - <i>Supporting documents; RAW template; RAW stages template; Capacity for work checklist; E.g. Suitable Duties list; Worker's Compensation Pack</i></li> </ol> </li> </ol> </li> <li>4. General/Other Business               <ol style="list-style-type: none"> <li>a. CC Constitution – Review/Update</li> <li>b. Review Reporting Process – templates</li> <li>c. Introduction of Depot debriefs after Consultative Committee &amp; RWHS meetings</li> <li>d. Recommendations to MANEX</li> <li>e. Communication</li> <li>f. P&amp;C create a folder for each Consultative Committee member</li> <li>g. Consideration of a Deputy Chairperson</li> <li>h. P&amp;C to provide their HR monthly report                   <ol style="list-style-type: none"> <li>i. Found in Council's monthly meetings Agenda</li> </ol> </li> </ol> </li> </ol> |

| Document Name                                  | Version Number | Date of Issue | Review Date |
|--|----------------|---------------|-------------|
| RISK – RWHS Committee Meeting Agenda & Minutes | 1.0.0          | 22 March 2017 | As Required |

|              |  |
|--------------|--|
|              | i. Restructure of Consultative Committee |
| Next Meeting | 5 December 2019                          |

## Minutes

**Meeting held** 5 December 2019, 10.30am **at** Culcairn Office – Round Room

### MEMBERS/PRESENT

|   |  |
|---|--|
| 3 x USU Outdoor Rep's   | Culcairn Depot: <del>Darren Candy</del><br>Holbrook Depot: Bill Heriot<br>Jindera Depot: <del>Trent Brown</del> , Greg Woods |
| 3 x USU Indoor Rep's  | Culcairn/Henty Office: Jackie Lister<br>Holbrook Office: Camilla Webb<br>Jindera CH: Deanne Burr                             |
| 1 x Development and Environment Professionals Assoc. (DEPA) Rep | (Vacant)   |
| 1 x Local Gov Engineer's Assoc. (LGEA) Rep                      | (Vacant)   |
| 1 x non-union member  | Kerrie Wise  |
| 2 x Management Rep's  | <del>David Smith</del><br><del>Greg Blackie</del><br>Ken Thompson  |
| Other / Admin support   | Jessica Winnett  |

### APOLOGY

David Smith  
Greg Blackie  
Darren Candy  
Trent Brown

### DISTRIBUTION

All Staff (email)  
Staff Noticeboards (hardcopy)

### MINUTES OF PREVIOUS MEETING

Minutes of previous CC meeting held on 12 September were presented to the meeting and accepted: **YES** / NO

| Acknowledgement of Country             |   | Action By     | % Complete |
|--|---|---------------|------------|
|  | <i>I would like to acknowledge that this meeting is being held on the traditional lands of the Wiradjuri people, and pay my respect to elders both past, present and emerging.</i>                                  | Chairperson   | 100%       |
| Business Arising from previous Minutes |   | Action By     | % Complete |
| 1                                      | Mental Health First Aid Training - 2 day training course with Jackie Lister and Jessica Winnett as participants. Recommendation – all employees should participate, if this is not an option, Managers/Supervisors. | Jackie & Jess | 100%       |

|   |  |        |      |
|---|--|--------|------|
| 2 | Return at Work Documents – Jess to organise the uploading of accepted documents. | Jess   | 80%  |
| 3 | Alcohol & Other Drugs  | Jackie | 70%  |
| 4 | P&C Monthly Report – Can be found in monthly Council Meeting's Agendas           | Jess   | 100% |

| General/New Business |  | Action By   | % Complete |
|----------------------|--|-------------|------------|
| 1.                   | Correspondence   |             |            |
|                      | USU – Domestic Violence Leave<br>- New LG Award 2020 is in the negotiation phase and Domestic Violence Leave will be incorporated.   |             | 100%       |
| 2.                   | EEO  |             |            |
| a                    | EEO & Anti-Discrimination Policy Draft<br>- Draft has had no recent changes. Aim is to have an updated draft complete by next meeting.   | Jess        | 20%        |
| 3.                   | New Business   |             |            |
| a                    | Call for CC membership vacancies to be filled<br>- Culcairn Depot<br>- DEPA (Development and Environment Professionals Association)<br>- LGEA (Local Government Engineer's Association)<br><u>Suggestion:</u> discuss with Greg Blackie and Andrew Walls for their suggestion on potential members.  | Jess        | 30%        |
| b                    | Recruitment & Selection - Policy & Procedure<br>- Policy – report attached outlining the need for changes. Policy will also go to the December Council meeting for adoption.<br>- Procedure – report attached outlining the need for changes and the phased processes involved.<br>o Committee made suggestions surrounding the interview panel – dismiss the panel member pool and create a 'cheat sheet' for any panel member involved.<br>- Council's current Policy & Procedure are attached to view as well.<br>- Feedback to be received by Thursday 12 December.<br>It was recommended that Incoming employees are welcomed to All Staff via email from the Manager of the position, instead of P&C. Jess to arrange for this during the recruitment process. | Jess        | 50%        |
| c                    | Employee Health Monitoring Procedure Draft<br>- Once again, draft has had no recent changes. Aiming to have it finalised and ready for approval at next meeting.   | Jess/Jackie | 50%        |
| d                    | Alcohol & Other Drugs<br>- Jackie to present training plan for 11, 12 & 13 February 2020<br>- Recommended that Council's alcohol breath test be consistent with the legal requirement of the position.   | Jackie      |            |
| e                    | Return at Work Action Plan Documents<br>- As per SIRA's guidelines, all Council's RTW documents must be aligned with new requirements. The following documents are:<br>o RAW Template  | Jess        | 80%        |

|        |  |          |      |
|--------|--|----------|------|
|        | <ul style="list-style-type: none"> <li>○ RAW Stages Template (new)</li> <li>○ Capacity for Work Checklist (new)</li> <li>○ Workers Compensation Pack: <ul style="list-style-type: none"> <li>▪ Claim Paperwork for the employee.</li> </ul> </li> </ul> <p>- No objection or changes were received from September meeting – documents will be adopted and replace other RAW documents by next meeting.</p> |          |      |
| 4.     | General/Other Business   |          |      |
| a      | CC Constitution – updated into Council template; to be published in InfoXpert when vacancies filled  | CC; P&C  | 80%  |
| b      | Review Reporting Process – templates   |          |      |
| c      | Introduction of Depot debriefs after Consultative Committee & RWHS meetings  | Ken/Greg | 100% |
| d      | Recommendations to MANEX   |          |      |
| e      | Communication  |          |      |
| e i.   | Council Wrap Up in each office   |          |      |
| e ii.  | Introduce 15 minute meeting at Depots after Consultative Committee and RWHS  |          |      |
| e iii. | Toolbox Meetings   |          |      |
| f      | P&C create a folder for each Consultative Committee member   |          |      |
| g      | Consideration of a Deputy Chairperson  |          |      |
| h      | P&C to provide their HR monthly report   |          |      |
| i      | Restructure of Consultative Committee  |          |      |
| i i.   | Constitution   |          |      |
| ii.    | Templates for minutes, agendas, emails and reports   |          |      |
| iii.   | Deputy Chair   |          |      |

|     |                          |  |  |
|-----|--------------------------|--|--|
| iv. | Code of Meeting Practice |  |  |
|-----|--------------------------|--|--|

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |

**Meeting Closed at:** 11.40am

**Next Meeting:** 12/3/2020, 10.30am (after Depot B'fast Meeting, Culcairn)

**MINUTES****GREATER HUME COUNCIL AUDIT, RISK AND IMPROVEMENT COMMITTEE,  
HELD ON 26 NOVEMBER 2019 AT GREATER HUME CHAMBERS, CULCAIRN**

**Present:** Mr David Maxwell – Independent Chairperson  
Mr John Batchelor – Independent Committee Member  
Cr Denise Knight – Greater Hume Council

**Observers:** David Smith – Director Corporate and Community Service, Greater Hume Council

**Apologies:** Cr Heather Wilton – Mayor, Greater Hume Council  
Cr Tony Quinn – Greater Hume Council  
Steven Pinnuck – General Manager, Greater Hume Council  
Dean Hart – Chief Financial Officer, Greater Hume Council

Meeting Commenced 10.02am

**ITEM 1 Welcome and Apologies**

**RESOLVED [Batchelor/Knight]**

That the apology received from Cr Wilton, Cr Quinn, Steven Pinnuck and Dean Hart be accepted.

**ITEM 2 Acknowledgement of Country**

The Chair offered an acknowledgement of Country

**ITEM 3 Declarations of Interest**

NIL

**ITEM 4 Confirmation of Minutes from the meeting held on 10 September 2019**

**RESOLVED [Batchelor/Maxwell]**

That the Minutes of the Greater Hume Council Audit, Risk and Improvement Committee meeting held on 10 September 2019 as printed and circulated be confirmed as a true and correct record of the proceedings of the meeting.

**ITEM 5 BUSINESS ARISING FROM PREVIOUS MINUTES**

- a. Meeting 6 August 2019
- b. Meeting 10 September 2019

**ITEM 6 ANNUAL FINANCIAL STATEMENTS AND EXTERNAL AUDIT**

- a. Auditors Report on the financial statements (refer Annexure 2)

**RESOLVED [Batchelor/Knight]**

That the Auditors Report on the financial statements be received and noted.

- b. Auditors Report on the conduct of the audit (refer Annexure 2)

**RESOLVED [Batchelor/Knight]**

That the Auditors Report on the conduct of the audit be received and noted.

- c. Final Management Letter (refer Annexure 3)

**RESOLVED [Knight/Batchelor]**

That the Audit Final Management Letter be received and noted.



**MINUTES****GREATER HUME COUNCIL AUDIT, RISK AND IMPROVEMENT COMMITTEE,  
HELD ON 26 NOVEMBER 2019 AT GREATER HUME CHAMBERS, CULCAIRN****d. Engagement Closing Report (refer Annexure 4)**

RESOLVED [Knight/Batchelor]

That the ARIC receive and note the Engagement Closing Report and confirm the opinion that items shown in Appendix 1 of the report were correctly treated by Council.

**ITEM 7 INTERNAL AUDIT****a. Stores & Depot Management (refer Engagement Letter Annexure 5)**

RESOLVED [Batchelor/Knight]

That the ARIC receive and note the Stores and Depot Management engagement letter.

**ITEM 8 REPORTS FROM OTHER AGENCIES AND OTHER MATTERS****a. Risk Officer Report**

- i. Risk Management Officer to provide update on development of Risk Register at February 2020 meeting

**b. Verbal report from General Manager**

- ii. David Smith provided an update on the progress of the Walla Walla Gerogery fire court decision and insurance claim. No other matters to report.

RESOLVED [Batchelor/Knight]

That the ARIC receive and note the report

**c. Records Management Strategic Plan**

RESOLVED [Batchelor/Knight]

That the Records Management Strategic Plan be received and noted and incomplete items be added to the follow-up matrix.

**ITEM 9 COMMITTEE OPERATIONS****a. Committee Action Plan****b. Audit Committee Follow up Matrix (Annexure 6)**

RESOLVED [Batchelor/Knight]

That the Audit Committee Follow up Matrix Plan be received and noted.

**c. Forward Meeting Plan (refer Annexure 7)**

- i. Confirmed next meeting dates as 4 February 2020, 5 May 2020, 4 August 2020 and 10 November 2020. Special Meeting to review draft financial statements 8 September 2020 to be confirmed following confirmation of external audit timeline.
- ii. That management prepare a report on legislative compliance across Council's operations be prepared and reported to ARIC on an annual basis

RESOLVED [Knight/Batchelor]

That the Forward Meeting Plan be received and noted.

**MINUTES****GREATER HUME COUNCIL AUDIT, RISK AND IMPROVEMENT COMMITTEE,  
HELD ON 26 NOVEMBER 2019 AT GREATER HUME CHAMBERS, CULCAIRN**

- d. Review Audit Committee Charter (refer recommendation in Report Annexure 8)
- e. Review External Member Rotation Plan (refer recommendation in Report Annexure 8)
- f. Discussion Paper – A New Risk Management & Internal Audit Framework (refer Report Annexure 8)

The Committee discussed the draft Framework. Discussion focused on:

- a. ARIC membership and the exclusion of any person with recent local government experience from being able to be appointed to an ARIC
- b. Exclusion of elected councillors from being appointed to an ARIC
- c. ARIC costs and in particular the recommended meeting fees
- d. Resourcing of required personnel in particular the requirement of councils to appoint a Chief Audit Executive
- e. Reporting conditions of the Chief Audit Executive and possible inconsistencies with the Local Government Act
- f. Requirement for an external review of ARIC considering that ARIC chair is currently required to report annually to Council
- g. Possible shared arrangements with Riverina JO in relation to ARIC, Internal Audit and audit personnel including Chief Audit Executive

RESOLVED [Knight/Batchelor]

That:

1. Council be represented at the Riverina Joint Organisation workshop scheduled for Friday 22 November and that Council prepare a submission in response to the draft framework
2. The review of the ARIC Charter be deferred until November 2020 pending release of the model Terms of Reference as indicated in the discussion paper
3. Membership of the ARIC continue under the current terms and Charter until March 2021 at which time a new ARIC will be appointed under the new section 428A of the Local Government Act as indicated in the discussion paper

**ITEM 10 NEXT MEETING 4 February 2020**

There being no further business the meeting closed at 12.10pm

# JINDERA COMMUNITY FORUM

MINUTES  
20 August 2019

**OPENING OF GENERAL MEETING:** 7:30pm

**CHAired BY:** Greg Finster

**ATTENDANCE:** Monty Newman, Pat Hayes, Cheryl Ingrey, Jenny O'Neill, Kathy Anderson, Greg Finster.

**APOLOGIES:** Pat Lafferty, Darryl Gabriel, Brad Hore, Denise & Peter Knight.

**Moved:** P Hayes

**2<sup>nd</sup>:** M Newman

**MINUTES OF PREVIOUS MEETING:** Held on 18 June 2019. Amendment re traffic movement on Jindera Gap from 550 to 333.

**Moved:** M Newman

**2<sup>nd</sup>:** C Ingrey

## BUSINESS FROM PREVIOUS MEETINGS:

Recreation Path – The rec path is now back on the books with Greater Hume Council (GHC), with consultation to be held with Albury City Council (ACC). Cheryl Ingrey is to attend the ACC meeting next Monday to outline the background on the rec ground campaign. Cheryl will also be walking the proposed path on September 13.

Pech Avenue Area Parkland Blocks – The blocks are now moving towards being rezoned to enable Council to sell them as residential blocks.

Jelbart Road Development – Traffic counters are being placed, and residents are being asked whether they prefer travelling along Jelbart Road or Hueske Road.

Funding of Holbrook Rec Ground – Councillor Matt Hicks was not in attendance.

Forum Chairman & Elections – Discussion on-going with Brad Hore re becoming Chairman.

Multi-Purpose Stadium – It appears that the number of responses to the community engagement was disappointing. It was open to the whole Shire to comment, with positive response from Jindera. A report is to go to Council on future user groups, in relation to raising revenue. A recommendation to the September Council meeting will be that the project should commence.

St Mary's Catholic School Crossing – An email from Kim Schultz (GHC) outlined that a supervisor for the crossing can only be applied for by the school, and is not warranted at present as there are not enough primary aged children using the crossing. Kim has indicated that she will reassess the crossing in March 2020, and will place an education advert in the September issue of the Jindera News to advise the correct usage if the crossing. Comments were also made on the unsafe manner in which some children are being dropped off for school on Urana Street itself, with a letter to be sent to Kim Schultz to advise.

Community Signage – Still to be addressed, once GHC has erected the new Jindera signs.

## CORRESPONDENCE IN:

Email from Betty Chaloner (GHC) re Chinese Dragon making workshop (emailed)  
Email from Kerrie Wise (Greater Hume Tourism & Promotions) re "What's On" June 2019 (emailed).  
Email from Greater Hume Visitor Info with "What's On" Winter 2019 edition (emailed).  
Email from Betty Chaloner (GHC) re Scottish Dance Fitness Class at Jindera Hub (emailed)  
Email from Kersi Rustomji re Recreation Path.  
Email from Marg Killalea (GHC) re Council Meeting minutes 19Jul2019 (emailed).  
Email from Marg Killalea (GHC) re July Council News (emailed).  
Email from Eileen Parascos (GHC) re 2019/20 GHC Community Grants and possibility of grant writing workshops (emailed).  
Email from Peter White re letter to Steve Pinnuch (GHC) on the 2020 NSW Seniors Festival.

Email from Marg Killalea (GHC) re a “Good Governance and Succession Planning Workshop” at Holbrook (emailed).

Email from Kim Schultz (GHC) re St Mary McKillop school crossing.  
Emails from Lynnette O'Reilly (GHC) re GHC Community Grants and grant writing workshop dates (emailed).  
Email from P White including email from Susan Kane re Seniors Festival 2020.

**CORRESPONDENCE OUT:**

Letter of support for Rural Care Link grant application for youth programs.  
Letter to Kim Schultz (GHC) re St Mary McKillop school crossing.

**GENERAL BUSINESS:**

Heritage Signage – New signs are now erected, but are too dark to read. Do the signs need a different backing? Letter to be sent to secretary of Jindera 150<sup>th</sup> Committee to advise comments.

2020 Seniors Festival – An email from Susan Kane (GHC) indicated that the Libraries of the Shire will be applying for the NSW Seniors Week Festival grant, which will allow events to be held in the libraries (including Jindera Hub) if successful.

GHC Community Development Grants and Workshops – GHC is offering grant writing workshops to enable community groups to apply for the current round of community development grants. Pat Hayes will be chasing up sporting groups to attend the Jindera workshop to be held on September 25 at the Hub.

GHC Ward Boundary Changes – The boundaries require changing due to the increase in population in Jindera.

Skate Park – The official opening of the park will be in December, and the fence surrounding the park will be removed in 2 weeks.

Football Club – A grant has been received from the AFL NSW/ACT and the Joss Group, to refurbish the club toilet facilities. A grant application has also been forwarded to Justin Clancy for funds available to upgrade female change rooms.

Forum Committee Attendance – Discussions moved around the low attendance rate at meetings, with a suggestion that letters be sent to the Jindera schools and community groups to encourage improved attendance and broader ideas.

**MEETING CLOSED:**

8:18pm

**NEXT MEETING:**

15 October 2019 (Last meeting for 2019)



### Softwoods Working Group Inc.

23<sup>rd</sup> Aug 2019  
GHSC,  
Library Complex, Holbrook  
10.00 am

### MINUTES

|           |   |  |
|-----------|---|--|
| Attendees | Peter Crowe (SWG)<br>Phil Clements (SWG)<br>Rachel Whiting (RDA-R)<br>Brendon Reynolds (TfNSW)<br>Greg Blackie, (GHSC)<br>Heather Wilton (GHSC)<br>Dean Hawkins (Visy)<br>Glen McGrath (SVC)<br>Bruce Wright (SVC)<br>Margaret O'Dwyer (NSW P&C)<br>David Graham (CGRC)<br>Abb McAllister (CGRC)<br>Nathan Cooper TSNSW | Diana Gibbs (DG Partners)<br>Anne Partridge (HVP)<br>Mick Evans (HVP)<br>Tim Cleary (Forestworks)<br>Ray Krippner (PFO)<br>Matt Stubbs (CGRC)<br>Roger Davies (FCNSW)<br>Dallas Goldspink (FCNSW)<br>Campbell Sanderson (Visy)<br>Scott Glyde (TAFE NSW)<br>Jake Lazarus (HF)<br>Kylie Bradley (SVC) |
| Apologies | Rab Green (AKD)<br>Elisha Lieshcke (NSA)<br>Alan Cole (Hume Forests)<br>Heinz Kaushe  | Michael Clancy (Groves)<br>Lindsay Tanner<br>Phil McMurray (CGRC)<br>Belinda Legenberg (Hyne)<br>James Hayes (SVC)   |

#### 1. Meeting opened by Chair Peter Crowe.

- Welcomed members & guest presenters to Tumut.  
Special mentions to Anne Partridge & Mick Evans from HVP, Nathan Cooper, Tim Cleary & Brendan Reynolds
- Round table self-introductions.

Welcome by Cllr Heather Wilton, Mayor GHSC

- Note we are in Garden of Eden in regard to climate/weather!
- Informative session assured

Acknowledgement of Tim Fisher's passing. Will be missed. Great regional advocate.

Thanks to all the collaborators on the GLE project. Lot of last-minuters that have been replied to in a timely manner. No chance of doing it without cooperative effort of SWG members

Confident we will get a positive result

Premier has floated idea of selling/privatisation the FCNSW plantations?

Foreshadow an agenda item re a position paper later today

**2. Apologies:** Accepted as listed above

**3. Previous Minutes:** Moved – D Graham/ H Wilton **CARRIED**

**4. Business Arising:** Covered under agenda items

**5. Safety Update:**

- FCNSW Relatively quiet period

**6. Correspondence & Media:**

- a. Liaising with Dep PM re possible meeting
- b. Revised GLE documentation required a substantial amount of to-ing & fro-ing as mentioned easier
- c. Mtg with Dep Premier
- d. Tour with MP Justin Clancy & press release
- e. Skills forum correspondence with various parties
- f. AFPA Hubs meeting
- g. AFPA Quarterly General Mtg
- h. Correspondence with id' re data interpretation for SVC area
- i. Various articles for T&AT
- j. Need to arrange a general tour opportunity for other SWG members/groups
- k. Talkback radio – silly things being said. We are responding
- l. Approached by Ch 7 (Prime) to do a session on the Hub. Lot of footage. Won't supply it to us.
- m. Grant Hardwick has taken some excellent footage for us that will be of use for general PR etc.

**7. Road Issues**

- a. GLE
  - i. Discussed previously
  - ii. Other work incl teleconferencing
  - iii. Requests from Investment Appraisal Group has been intensive
  - iv. Thanks to Councils for photos & a map
  - v. Figures & data updates
  - vi. Field inspections
  - vii. More narrative
  - viii. Way beyond what normally happens
  - ix. Senior Officers Group meeting this week

**8. Project Updates**

- a. Regional Hubs Submission
  - i. Awaiting on funding documentation. Have been advised it is imminent!
- b. Presentation on SWS Forest Hub

**PDC**



Separate workshop endorsed either 6/9 or early Oct. Look for alternatives if 6/9 not suitable??

How will other hubs get up?

How will other regions get involved?

Hub & Spoke concept?

#### **9. Economic Advisor Report (D Gibbs)**

- a. Dot i.d. Issues with promotion of industry as a whole in the SVC Region.
- b. Dot i.d acknowledged the dominance of timber industry
- c. SVC have purchased the data
- d. Managed to come up with the conclusion that the region's biggest employer is beef cattle!
- e. ABARES report was a bit narrow in its approach
- f. Booklet for tours has been produced
- g. One-page fact sheets being produced. Utilising the base documents prepared many years ago by FIC
- h. Value of industry (comparison between sectors)
- i. Tourism overplayed!

#### **10. Skills & Training Workshop**

- a. Meeting with past & present chairs of FIC
- b. FIC keen to rebuild its traditional base
- c. Previously very active
- d. Needs cranking up again
- e. Help FIC get up & going...training not an SWG function
- f. Skills, training, retention & development....facilitating activities to assist
- g. Hoping to go down a similar path that we have done with other areas
- h. What's the problem; what's needed; who pays
- i. Logging contractors need to help themselves
- j. As an industry steps need to be taken
- k. Industry promotional piece here...why we are a good industry to be involved with
- l. Searching 'outside' the area. Communities are
- m. RDA Riv about to start a formal skills audit.
- n. Need some precise figures on demographics
- o. 'Grow our own' concept
- p. AFCA have a new person to address this area as well
- q. Skills have to cover the whole gamut of the industry not just harvesting
- r. Industry diverse & bucket load of opportunities
- s. Tim Cleary, Scott Glyde, Nathan Cooper all doing good stuff
- t. SG. Lot of data already dug up. Speculated needs to provide consistent reliable & ongoing. On going model that will be sustained; upgrade of teachers quals needed that are bogging things down. Process needs to be revisited; very keen observer on the 6<sup>th</sup>. Wants infrastructure to deal with requirements. New manager to be employed....industry person first then teacher, not other way around!
- u. Need to get things down to a regional level to get things done.

## 11. Industry Status Updates

- a. Visy
  - i. Tough internationally
  - ii. Trade war not helping
  - iii. Demands dropping; prices falling
  - iv. US economy not going too well
  - v. Export arena for logs is hurting big time. Now operating out of all areas
- b. Hyne
  - i. Unchanged
  - ii. Domestic markets soft
  - iii. CLT transfer from NZ to Wodonga has happened
  - iv. 25k t input at CLT
- c. NSA
  - i. Nil Report
- d. AKD
  - i. Nil Report
- e. FCNSW
  - i. Oct a slow month
  - ii. Climatically events impacting incl snowfalls (unprecedented)
  - iii. Assessing damage impacts
  - iv. 15 staff go north fighting fires North of Moss Vale very dry. 500ha plantation burnt in Grafton
- f. Hume Forests
  - i. Full capacity
  - ii. New gear being introduced
  - iii. Planting season nearly finished (2000 ha)
- g. Agriwealth
  - i. Nil Report
- h. PF Olsen
  - i. Finished planting
  - ii. Harvesting pretty steady
- i. HVP
  - i. Thanks for opportunity to come along
  - ii. Climate change
  - iii. Pests & diseases
  - iv. Quiet one this month
  - v. Local and export sales down at the moment
  - vi. 1500ha planted finished early

- vii. Bit dry still
- viii. Lower resource base due to fires. Operating at 80%

## 12. Local Govt Reports

- a. **CGRC**
  - i. Adjungbilly hill works completed
- b. **GHSC (HW/GB)**
  - i. Dry conditions saving Coppabella Rd!
  - ii. Local work on Tunnel Rd for b-double access
- c. **SVC (Glen)**
  - i. Bridge assessments being sought

## 13. Other reports

- a. **DPC (Marg O'D)**
  - i. GLE program on hold for future applications (fortunate we are in the mix under previous guidelines)
  - ii. New format on the go
- b. **FIC**
  - i. No report
- c. **AFPA**
  - i. Next Meeting on 18-19<sup>th</sup> Sept
- d. **RDA Murray**
  - i. Hosting Committee mtg on 11<sup>th</sup>, 3pm at SVC Chambers Tumba. In Sept Would like forestry reps if possible (10<sup>th</sup> or 12<sup>th</sup>)
  - ii. Would like a tour of forestry facilities if possible
  - iii. Skills Audit success of that approach? Advertised vs non-advertised positions.
- e. **RDA R**
  - i. Skills audit about to happen
  - ii. Grow our Own project was presented to SEGRA recently

## 14. General Business

- a. Discussion Paper on privatisation of the NSW plantation sector
  - i. Know it's being talked about
  - ii. Has been unsuccessful in the past
  - iii. SWG needs to adopt an impartial position but provide factual and experiential information for other interested parties?
  - iv. Draft for the next meeting to be prepared & circulated prior to next meeting
  - v. Not a position paper but a facts paper

- vi. What will be the benefits?
  - vii. Possible value may have been over-stated (or expectations too high?)
  - viii. Use facts...what are the safeguards required.
- b. IPCC report on Landuse
- i. Lumped in with Agriculture & no mention of sequestration
  - ii. Infrastructure Australia Group. Numbers being taken out of context
  - iii. Report to be circulated
  - iv. IA Group are coming to region. Rachel Whiting been asked to be involved
- c. Brendon Reynolds (TfNSW)
- i. Engage with all transporters
  - ii. 5 key actions out of freight plan
  - iii. Engage with communities, industry etc
  - iv. Collect info
  - v. Efficiency in freight by road & rail
  - vi. Supply chain reviews
  - vii. Are the right networks in place (road & rail)
  - viii. Impacts on communities & their requirements
  - ix. Local strategic planning
  - x. Landuse/encroachment – take back to executive in Sydney. Engage with DPIE
  - xi. Provide inputs to get outcomes
  - xii. Previous silo approach- need to break down the barriers
  - xiii. Looks after rail. Esp Inland rail teams
  - xiv. Connect with hub & ports
  - xv. Infrastructure user groups and industry groups
  - xvi. Transport & TAFE joint initiative (eg shortage of truck drivers)
- d. FWPA Ultimate Renewables presentation at next meeting.
- i. Availability of merchandise etc on web site well worth looking at

Meeting Closed 12.pm

**NEXT MEETING: 10.00am 22/11/19 at CGRC Gundagai.**

**Peter Crowe**  
**Chair**



# Murray Darling Association Inc.

ANNEXURE 11

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www.mda.asn.au  
T (03) 5480 3805  
ABN: 64 636 490 493

463 High Street  
P.O. Box 1268  
Echuca, Vic 3564

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

## Region 1 Annual General Meeting

Date: 22 November 2019, Start Time: 10.30am  
Location: Federation Council, Corowa Civic Centre  
Address: 100 Edward Street Corowa NSW 2645

## MINUTES

### 1. ATTENDANCE

#### 1.1 Present

|                    |  |
|--------------------|--|
| Cr David Thurley   | Albury City Council (Region 1 and National MDA Chair)    |
| Brad Ferris        | Albury City Council                                      |
| Greg Whorlow       | Albury City Council                                      |
| Cr Pat Bourke      | Federation Council Mayor                                 |
| Cr Bronwyn Thomas  | Federation Council                                       |
| Adrian Butler      | Federation Council General Manager                       |
| Cr Terry Weston    | Greater Hume Shire Council                               |
| Cr Bernard Gaffney | Indigo Shire Council                                     |
| Cr David Wortman   | Towong Shire Council Mayor                               |
| <b>Guest:</b>      |  |
| Andrew Kelly       | West Corugan Private Irrigation District General Manager |

#### 1.2 Apologies

|               |                             |
|---------------|-----------------------------|
| Cr Tony Quinn | Greater Hume Shire Council  |
| Cr Smit       | Snowy Valleys Shire Council |
|               |                             |

#### 1.3 Declaration of Interests

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

### 2. WELCOME

#### 2.1 Cr Patrick Bourke – Mayor Federation Council

Cr Bourke welcomed members and guests to the meeting and to the Federation Council area and acknowledged that we are meeting on the traditional land of the Bangerang people and paid his respects to their elders past, present and emerging.

Cr Thurley as Chair declared the meeting opened and noted the apologies received.

**Moved:** Cr Thurley **Seconded:** Cr Bourke

### **3. MINUTES OF PREVIOUS ANNUAL GENERAL MEETING**

3.1 Minutes of the previous Annual General Meeting held on 30th November 2018 in Albury.

**Moved:** Cr Wortmann, **Seconded:** Cr Bourke.

**MOTION:** That the minutes of the Murray Darling Association Region 1 Annual General Meeting held on 30th November 2018 in Albury be accepted.

**CARRIED**

### **4. CHAIRS REPORT**

**Water for the Environment** - Recovery budget needs more money, goes until 2024.

**Buy Backs** - Talks from the Irrigators/Farming groups advise that the Government need to look at urban recover options, as until that is done, they won't get any support for any more farm buy backs.

**Water Sharing Plans** - Not one of the NSW water sharing plans are accredited, and they have to be complete by end December. Federal Minister does have step in powers to make the plans and accredit them if necessary.

**\$2 Billion Connections project** - Goulburn Murray water could be invited to come and address an MDA Region 1 meeting, to discuss the project and any plans/progress.

**Regulation** – At the National Murray Darling Association Annual Conference, Ramzi Jabbour Deputy Inspector-General and also Greg Barnes from NRAR, spoke on the number of water theft/tampering investigations underway. They need to restore trust in what is happening. Mick Keelty has been appointed as the Inspector General and is gaining respect.

**Moved:** Cr Thurley, **Seconded:** Cr Bourke.

**MOTION:** That the MDA Region 1 Chairs report be received and noted.

**CARRIED**

### **5. ELECTION OF CHAIR AND EXECUTIVE MEMBERS AND 2020 MEETING SCHEDULE**

#### **5.1 Election of Chair**

Cr Thurley was duly nominated and there being no other nominations, accepted the role as Chair.

#### **5.2 Election of Executive Members**

Cr Gaffney nominated Cr Wortman to be appointed as an Executive member, Cr Wortman accepted and was duly appointed.

Cr Weston nominated Cr Gaffney to be appointed as an Executive member, Cr Gaffney accepted this and was duly appointed.

**Moved:** Cr Bourke **Seconded:** B Ferris

**CARRIED**



### 5.3 Schedule of Meetings

ANNEXURE 11

Schedule of meetings to be on the 21<sup>st</sup> February, 22<sup>nd</sup> May, 21<sup>st</sup> August and 20<sup>th</sup> November 2020. Meetings to be held in Albury City Council unless other Councils wish to host meetings.

**MOTION:** The meeting endorsed the proposed meeting schedule and venue for 2020.

**Moved:** Cr Thurley **Seconded:** Cr Gaffney

CARRIED

## 6. REPORT FROM CEO EMMA BRADBURY VIA VIDEO LINK

Busy month and continues to be, thoughts are with those impacted by fires and water allocations. The relentlessness of work takes a lot of management, and brings home the relevance of the water issues.

A few things externally:

- The meeting calendar showed the level of engagement that external stakeholders rely on the MDA for, is very high.
- The recent National MDA conference was considered to be the best conference delivered in Emma's time.
- Lots of progress and opportunities presented, but the MDA are also not shying away from the drought, and the challenges.
- A couple of projects that the MDA team are doing a lot of work on, is to recognize, that whilst re-establishing political goals, need to be mindful not to lose sight of operational projects. Emma is so pleased to say in the last year, they have done that, worked on their operational projects also.
- As an example, MDA has been funded to deliver a Basin-wide Community Leadership program.
- MDA are also looking to attract funding for micro-grid energy opportunities, for rural and regional energy opportunities. In the last few years, focus has been on what it is that constitutes water resources. Focus on the Basin plan, and water, but also look at the role of Local Government, to have the voice at State and Federal level. Also to define resources, such as water, land, energy and community.
- Legislation is imposed at the Federal level, and Local Government often has to scramble to catch up.
- Hoping to secure a significant funding package.

Internally –

- Tony Banks and Sara O Hara joined the MDA staff team and are wonderful resources.
- In the coming week, Emma is heading to Canberra, for meetings with the MDBA and CEWH, to get them better communication material. to assist people to better understand and form perception around Env. flows, high rivers. People are concerned that the env. outcomes are not meeting expectations, and there is a consideration that maybe there is not enough understanding of the make-up of the water in the river.
- Off to Sydney also for a native fish management strategy briefing, and to also meet with Minister Pavey, and John Campbell from region 11,
- MDA National 2019 Conference - Students on study, in understanding the Murray Darling Basin.
- Leadership program to employ one full time and another on a part time basis.

**Moved:** Cr Bourke **Seconded:** Brad Ferris.

**MOTION:** That the MDA Executive Officer, Emma Bradbury's report be received and noted.

CARRIED

## 7. REPORTS – STAKEHOLDERS PRESENTATION FROM ANDREW KELLY, GENERAL MANAGER, WEST CORURGAN PRIVATE IRRIGATION DISTRICT.

- Andrew presented a PowerPoint presentation, and took questions, and provoked some good discussion,
- Andrew presented an overview of the West Corurgan Scheme, see copy attached, and more broadly also discussed issues the scheme/members faced, with zero allocation for the past two years. Hopeful through the work of Justin Clancy State MP Member for Albury, that 3000 megs may be available for a summer stock and domestic channel run.
- Also attending when it is arranged, a meeting with Minister Pavey and staff and Member for Albury Justin Clancy, and Federation Council representatives at some stage in the near future.
- West Corurgan also have other potential longer-term projects that they are considering.

**Moved:** Cr Bourke **Seconded:** Cr D Thurley

**MOTION:** That Andrew Kelly be thanked for his presentation.

CARRIED

## 8. GENERAL BUSINESS

**Moved:** Cr Thurley **Seconded:** Cr Gaffney

**MOTION:** That the Chair circulate a draft list of issues relevant to Region and call upon members to add other items in preparation for a workshop to be held at the February meeting

CARRIED

## 9. NEXT MEETING

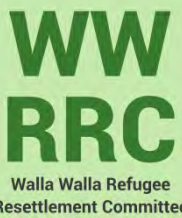
The next meeting will be held in the Robert Brown Room, AlburyCity Council on Friday 21 February 2020.

## 10. CLOSE

The meeting closed at 12pm and the Chair thanked all attendees and Federation Council for hosting the meeting.

## Item

## Action



# Minutes

## 1. Date and time

Wed 16 Oct 2019, 7pm, St Paul's College

## 2. Committee members present (6 people)

Dorothy Brinkman, Geoff Dunlop, Andrew Kotzur, Dan Mueller, Daniel Nadebaum, Graeme Sheppard

## 3. Community observers present (0 people)

## 4. Apologies

Neil Barber, John Borchert, Helen Duncan, Raquel Ortega

## 5. Opening

Meeting opened at 7:07pm.

## 6. Minutes of previous meeting (28 Aug 2019)

RESOLVE: Minutes of previous meeting be accepted.

Moved: Geoff D. Seconded: Graeme S. **CARRIED.**

## 7. Business arising from previous minutes

(a) SPC invoice for bus visit (17–18 Aug)

**Action:** Daniel N to follow-up.

# Correspondence

## 8. Correspondence in

(a) 18 Sept 2019, Regional Development and Migration Network, a Facebook forum for discussing locally-led migration initiatives run by Regional Australia Institute. [Search "Regional Development and Migration Network" on Facebook.](#)

**Action:** Dan M has requested to join as the WWRRC page.

(b) 24 Sept 2019 — Elisa Bartholomaeus, thanks for considering Walla Community BBQ.

**Action:** None

(c) 4 Oct 2019 — Talia Stump, Invitation to STARTTS Refugee Ball - Multicultural NSW table.

**Action:** Daniel N forwarded to WWRRC email list.

(d) 9 Oct 2019 — Margaret Killalea, [Department of Home Affairs Fostering Integration Grants](#), for grants ranging from \$5,000 to \$60,000 to facilitate the participation, integration and social cohesion of newly arrived migrants. Closes 5<sup>th</sup> Nov.

**Action:** Geoff D to follow-up with Neil B.

(e) 9 Oct 2019 — Phil Larwill, job/s available in local mobile abattoir business.

**Action:** Geoff D and Dan M to include in updated jobs list.

(f) 15 Oct 2019 — Jill Shippard, 3 brm house owned by Baptist church in Sunnyside Cres will be available for rent in 6–8 wks (priority to refugee family).

**Action:** Dan M to stay in contact.

| Item  | Action  |
|---|---|
| (g) 16 Oct 2019 — Neil Barber, various topics in email.   | <b>Action:</b> Geoff D to get contact details of Congealease community from Neil B. |
| <b>9. Correspondence out</b><br>(a) 5 Sept 2019 — Emailed latest jobs and housing list<br>(b) 24 Sept 2019 — Minutes from previous meeting<br>(c) 16 Oct 2019 — Agenda for meeting  |   |
| <b>General business</b>   |   |
| <b>10. Ninos</b><br>Ninos, from Assyrian community in Fairfield, visited Walla in October. He has since received a work offer overseas.   |   |
| <b>11. Promotion to refugee communities</b><br>After working mostly with the Assyrian community in Fairfield, it was discussed that we would widen our scope. Possible options include the Congealease community (already in Albury) and SSI. It was also suggested we could change our approach from jobs and housing first, to people first and then we find suitable jobs and housing. |   |
| <b>Reports from working groups</b>  |   |
| N/A   |   |
| <b>Open Q&amp;A session</b>   |   |
| N/A   |   |
| <b>12. Next meeting</b><br>Wed 27 Nov 2019, 7pm, St Paul's College  |   |
| <b>13. Close</b><br>The meeting was closed at 7:35pm.   |   |