

Internet, Email & Computer Use Policy

Document Name	Document Version Number	Review Date
Internet, Email & Computer Use 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

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

Scope

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

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

Definitions

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

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

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

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

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

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

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

Policy Content

Council makes its Information Technology facilities available to Council Employees and Elected Members to enable the efficient storage, sharing, editing and exchange of information. All Users have a responsibility to ensure the proper use of these facilities.

Use of Internet, Email and Computer

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

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

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

As a requirement of the State Records Act, all Council information and/or data is to be permanently stored on Council's servers for backup and security implications. Therefore, disk space on individual Council PC's or Council laptops, should only be used as temporary storage, or for transitional purposes only. Please note that in general, Council PC's or Council laptops are not backed up in any way.

Electronic communications which are sent or received by Council employees and Elected Members in the conduct of Council business are official records of Council and are required to be maintained in good order and condition and registered into Council's Electronic Document Records Management System as per the guidelines contained within the State Records Act 1997 and in accordance with Council's Records Management Policy.

Councillors and employees must not attempt to access, copy, damage, delete, insert or alter any information held on Council's Computer Equipment beyond the Privileges granted by an Authorised Officer for the performance of their normal working duties.

Requirements for Use

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

- Users must use their own username/login code and/or password when accessing the Computer Network.
- Users in possession of Council electronic equipment must at all times handle the equipment in a responsible manner and ensure that the equipment is kept secure.
- Users should protect their username/login code and password information at all times and not divulge such information to any other Person, unless it is necessary to do so for legitimate business reasons.
- Users should ensure that when not in use or unattended, the Computer device is shut down.
- A disclaimer is automatically included in all Council emails, and must not be removed.
- If a User receives an email which the User suspects contains a virus, the User should not open the email or attachment to the email and should immediately contact the Information Technology **Officer Coordinator** for assistance.

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

Prohibited Conduct

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

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

Users must not use Council's Computer Network:

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

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

Details on Blocking Email or Internet Access

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

- Obscene, offensive or inappropriate. This includes text, images, sound or any other material, sent to or from a User, or access to an internet website (including a social networking site) by a User, if the content of the email text message or the internet website is considered
- Causes or may cause insult, offence, intimidation or humiliation

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- Defamatory or may incur liability or adversely impacts on the image or reputation of the Council. A defamatory message or a message or material that is insulting or lowers the reputation of a person or a group of people
- Illegal, unlawful or inappropriate
- To have the potential to affect the performance of, or cause damage to or overload Council's Computer Network, or internal or external communications in any way
- To give the impression of or is representing, giving opinions or making statements on behalf of the Council without the express authority of Council.

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

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

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

Type of Surveillance in the Council's Workplace

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

Computer surveillance occurs in relation to:

- Storage volumes
- Internet sites – every web site visited is recorded including the time of access, volume downloaded and the duration of access
- Download volumes
- Suspected malicious code or viruses
- Emails – the content of all emails received, sent and stored on the Computer Network. (this also includes emails deleted from the Inbox)
- Computer hard drives – Council may access any hard drive on the Computer Network
- Text messages - Council may access any text messages stored on a User's hand held device and the User must provide Council with the device for the purpose of allowing such access and
- Mobile telephone records – Council may access the records of a User's hand held device that has been provided by Council.

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

What will the Computer Surveillance Records be Used For?

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

- For a purpose related to the employment of any employee, the retention of any other User or related to Council's business activities or
- Use or disclosure to a law enforcement agency in connection with an offence
- Use or disclosure in connection with legal proceedings

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- Use or disclosure reasonably believed to be necessary to avert an imminent threat of serious violence or other injury to any person or substantial damage to property.

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

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

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

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

Warning

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

Enforcement

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

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

Links to Policy

[Mobile Device Use Policy](#)
[Bring Your Own Device Policy](#)
[Performance & Misconduct Policy](#)
[Bullying & Harassment Policy](#)
[Work Health & Safety Policy](#)
[Records Management Policy](#)

Links to Procedure

[Records Management Procedure](#)

Links to Forms

[Personnel Security Access Form – Mobile Phone Device](#)

References

Nil.

Responsibility

Internet, Email & Computer Use Policy

Director Corporate & Community Services

Document Author

Manager Corporate Services

Relevant Legislation

Copyright Act 1968

Spam Act 2003

NSW Anti-Discrimination Act 1977;

NSW Privacy and Personal Information Protection Act 1998

NSW State Records Act 1998

Evidence Act 1995

Federal Sex Discrimination Act 1984

Federal Disability Discrimination Act 1992

Associated Records

Nil.

Draft

Walla Walla Shared Path Project

Klemke Avenue to Walla Swamp Road

January 2016



Typical example of a 2m wide bitumen shared path

Walla Walla Shared Path Project
Klemke Avenue to Walla Swamp Road
January 2016

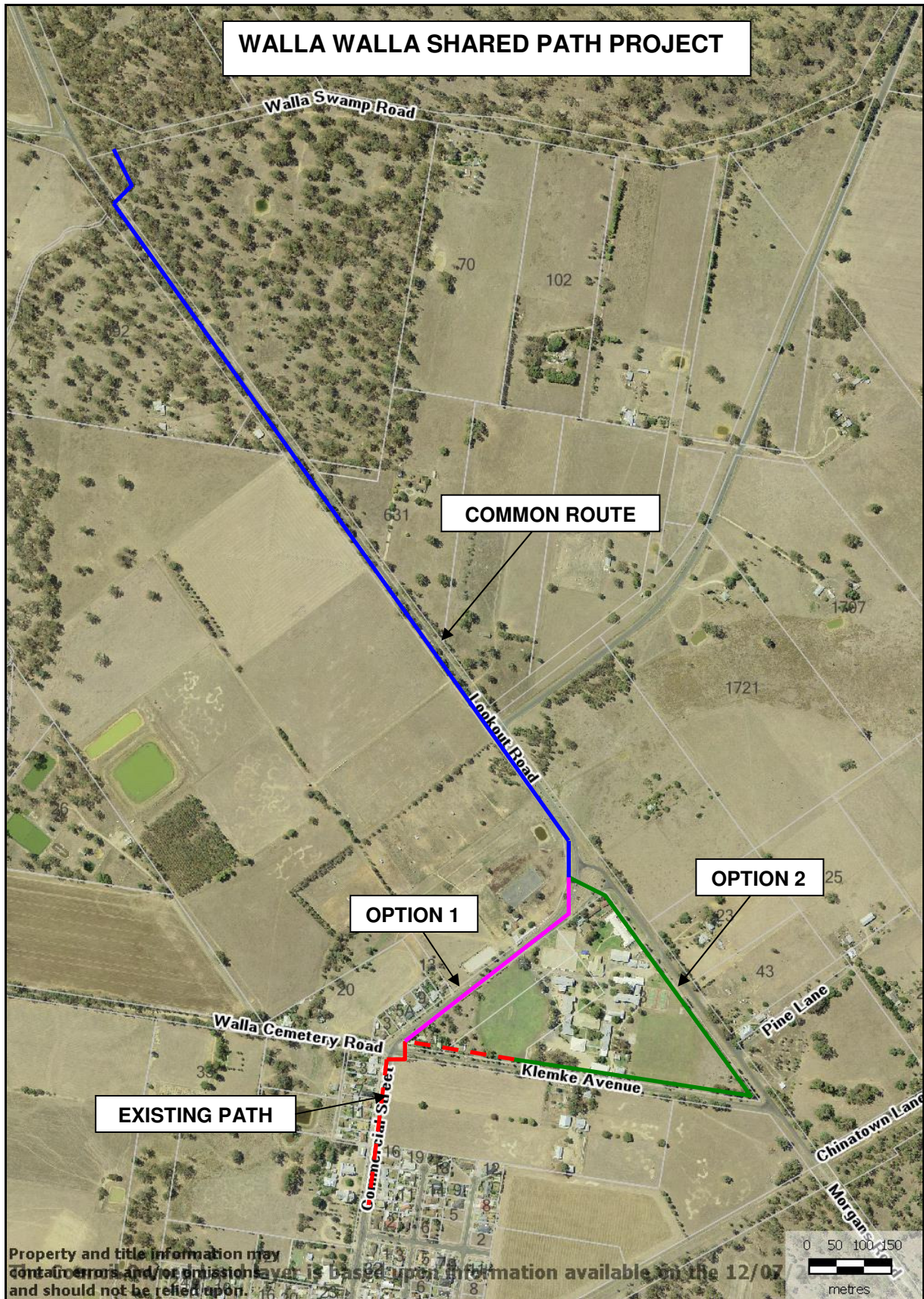
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Appendix A – Shared Path General Arrangement Plans (3)

Appendix B- Estimates of Cost

1. LOCALITY PLAN



2. INTRODUCTION

Peter Meredith Consulting has been engaged to prepare general arrangement plans and cost estimates for a proposed shared path from Klemke Avenue to the Walla Swamp. The Walla Walla Shared Path (WSP) is proposed to run from the existing 2.0m wide concrete path in Klemke Avenue and follow the fence lines of road verges to the Walla Swamp Recreation Reserve approximately 2km north of the Walla Walla Township.



Photo 1 existing typical timber section of Lookout Road on NW verge for construction of WSP

Onsite investigations were conducted by Greater Hume Shire Council officers and Peter Meredith Consulting to determine a cost effective, functional and ascetic route for the WSP. It was determined that the main section of WSP should follow the north western verge of Lookout Road to the Walla Swamp Recreation Reserve and that two other route options in the vicinity of St. Paul's College starting from the existing path in Klemke Avenue be investigated. *Refer to Locality Plan in Section 1.*

The two route options to be investigated are described below:

Option 1 Lookout Road

Construct this section of the WSP starting from the existing 2.0m wide path on the corner of Klemke Avenue and Lookout Road and run along the north eastern road verge of Lookout Road adjacent to the frontage of St. Paul's College. The path would then cross Lookout Road and connect to the main section of the WSP on the north western verge of Lookout Road heading to Walla Swamp. Total length of path is 1.955km. *Refer to General Arrangements Plan Sheet 1 in Appendix A for details.*



Photo 2 existing 2.0m wide path in Corner of Klemke Ave and Lookout Road at start of construction for WSP in Option 1



Photo 3 existing typical section of Lookout Road NE verge for construction of WSP in Option 1 also refer Photo 4 below

Option 2 Klemke Avenue/Morgan's Road

Construct this section of the WSP starting from the end of the existing 2.0m wide path at the entrance of St. Paul's College in Klemke Avenue. The WSP would then run east along the northern road verge of Klemke Avenue next to St Paul's College to the intersection of Morgan's Road. The shared path would then follow the north western verge of Morgan's Road and connect to the service road fronting the residences in Lookout Road. The WSP will then cross the landscaped area and Lookout Road to connect to the main section of the WSP on the north western verge of Lookout Road heading to Walla Swamp. Total length of path is 2.419km. *Refer to General Arrangements Plan Sheet 1 in Appendix A for details.*

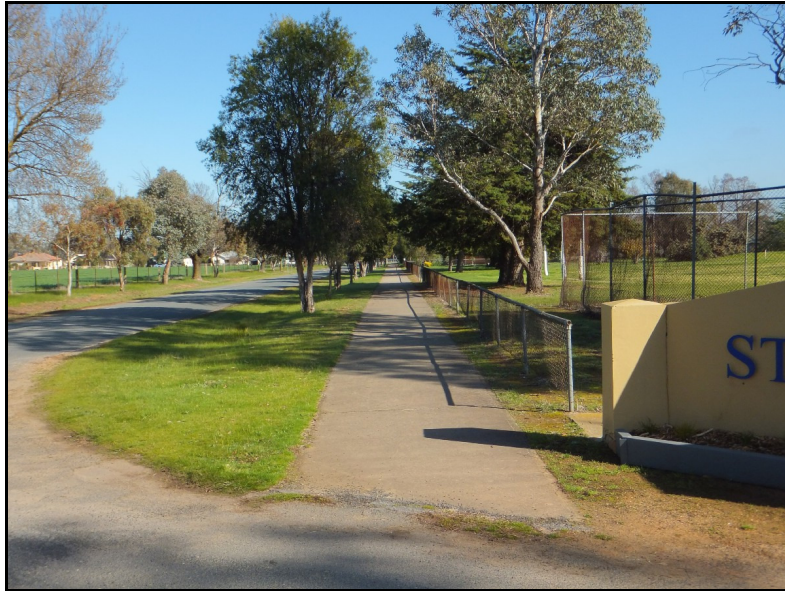


Photo 4 end of existing 2.0m wide path in Klemke Ave start of construction for WSP in Option 2



Photo 5 existing typical section of Klemke Ave NE verge for construction of WSP in Option 2

3. SCOPE OF WORKS

In general the WSP consists of a 2.0 metre wide 150mm thick compacted base of recycled road pavement millings. If milling material is not available, Council's normal crushed rock road base material will be used. Selected clean fill material will be used in areas where the trail needs to be raised above the existing surface level to achieve the required grade or profile. *Refer to Appendix A Sheet 2 for details of a typical cross section.*

Cost estimates have been prepared for the following finished wearing surfaces of the WBP:

- Gravel;
- Aggregate bitumen seal
- 100mm thick reinforced concrete;
- 30mm asphaltic concrete (hot mix)

Refer to Section 4 and Appendix B for details of cost estimates.

The WSP has been designed with grades less than 1 in 16 and classified as a shared pedestrian / cycle path and regulatory signage and markings will be installed to facilitate this function as detailed in the Austroads Guide to Road Design Part 6A: Pedestrian and Cyclist Paths.

Along the route of the WSP there are two locations where major construction and structures are required to facilitate the construction of the path and these are listed below:

- **Location 1: Deep wide table drain at Lookout Road in Option 1**
- **Location 2: Existing floodway culverts crossing Lookout Road**

3.1 Location 1 Deep Wide Table Drain

At this location the table drain is wide and deep (approx 0.90m) and doesn't allow enough width to construct a 2.0m path adjacent to the fence line fronting St. Paul's College and the road shoulder of Lookout Road.

To facilitate the construction of the path it is proposed that the existing 300 diameter pipe culvert crossing at the St. Paul's College entrance driveway be extended 85.0m to the north along the table drain. The new 300 diameter pipe is to be laid in the existing table drain adjacent the outside edge of the new path. Precast grated pits are to be installed (3) along the new pipe line to collect low flow stormwater runoff. The existing table drain area is to be filled and a swale drain formed between the edge of the new path and the road shoulder of Lookout Road. No detail designs have been prepared for this construction. Refer Photo 4 below for details and Appendix A Sheet 1 for details.



Photo 6 shows existing section of Lookout Rd with deep wide table drain to be filled, piped and swale drain created as part of Option 1 WSP as described in Section 3.1

3.2 Location 2 Floodway Lookout Road

At this location the area for the WSP is to be constructed is part of an overland floodway. Normally the area is dry or has low volumes of water running through during winter. During periods of intense rainfall this area can flood to levels above Lookout Road.

To facilitate the construction of the WSP it is proposed that a 50m continuous reinforced concrete path 2.0m wide be constructed through the floodway area. The path would be designed to withstand high water level flooding without damage to the path. It is proposed that three low flow 450 diameter pipes be installed under the path and that the structure be dowelled to concrete piers bored into the ground. *Refer Photo 5 below for details and Appendix A Sheet 1 for details.*



Photo 7 shows existing section of Lookout Rd on NW verge at floodway for construction of WSP as described in Section 3.2

4. COST ESTIMATES

Base construction cost estimates have been calculated separately for WSP route options 1 and 2 including the common route section for a gravel path.

Variations in costs of construction using aggregate bitumen seal, concrete and hotmix surfaces have also been calculated. The following costs per lineal metre have been established for the four possible variations in path construction:

- Gravel 150mm base @ \$80.00 per lin.m
- Aggregate bitumen seal with 150mm gravel base @ \$92.00 per lin.m
- Hotmix 30mm thick with 150mm gravel base @ \$140.00 per lin.m
- Reinforced concrete (SL72) 120mm thick with 100mm gravel base @ \$240.00 per lin.m

A summary of the estimated construction costs for the total WBP route for each option and variations path construction are shown below:

Option 1

- Gravel = \$227,480
- Aggregate bitumen seal = \$250,880
- Hotmix = \$344,480
- Concrete = \$539,480

Option 2

- Gravel = \$244,850
- Aggregate bitumen seal = \$273,278
- Hotmix = \$386,990
- Concrete = \$587,160

Refer to Appendix B for detailed cost estimates.

5. SAFETY

All embankments along the WSP are to be constructed no greater than 4 in 1 to allow smooth transitions for errant riders.

The design clear zones for the bike path for travel speeds and a design ADT of less than 750vpd with 6:1 to flat batters are shown below:

- A clear zone of **5.5m for 100km/h** zone applies to Lookout Road;
- A clear zone of **3.0m for < 60km/h** zone applies to Klemke Avenue, Morgan's Road and sections of Lookout Road.

Refer to Austroads Guide to Road Design Part 6: Roadside Design, Safety and Barriers.

Directional and hazard warning signage will be installed in the appropriate locations along the WSP. Design criteria are in accordance with *Austroads Guide to Road Design Part 6A: Pedestrian and Cyclist Paths*.

6. VEGETATION IMPACTS

The WSP has been designed so that construction methods and the path's location will have a low impact on the existing native vegetated areas. For most of its length WSP follows existing natural flat road verges and tracks through timbered areas on Lookout Road.

There will be a requirement to remove small gums and wattles etc (up to 300mm diameter) to allow construction of the shared path. Larger trees will not be removed but to facilitate construction of particular sections overhanging branches of larger trees and logs will have to be removed to allow access for construction machinery.

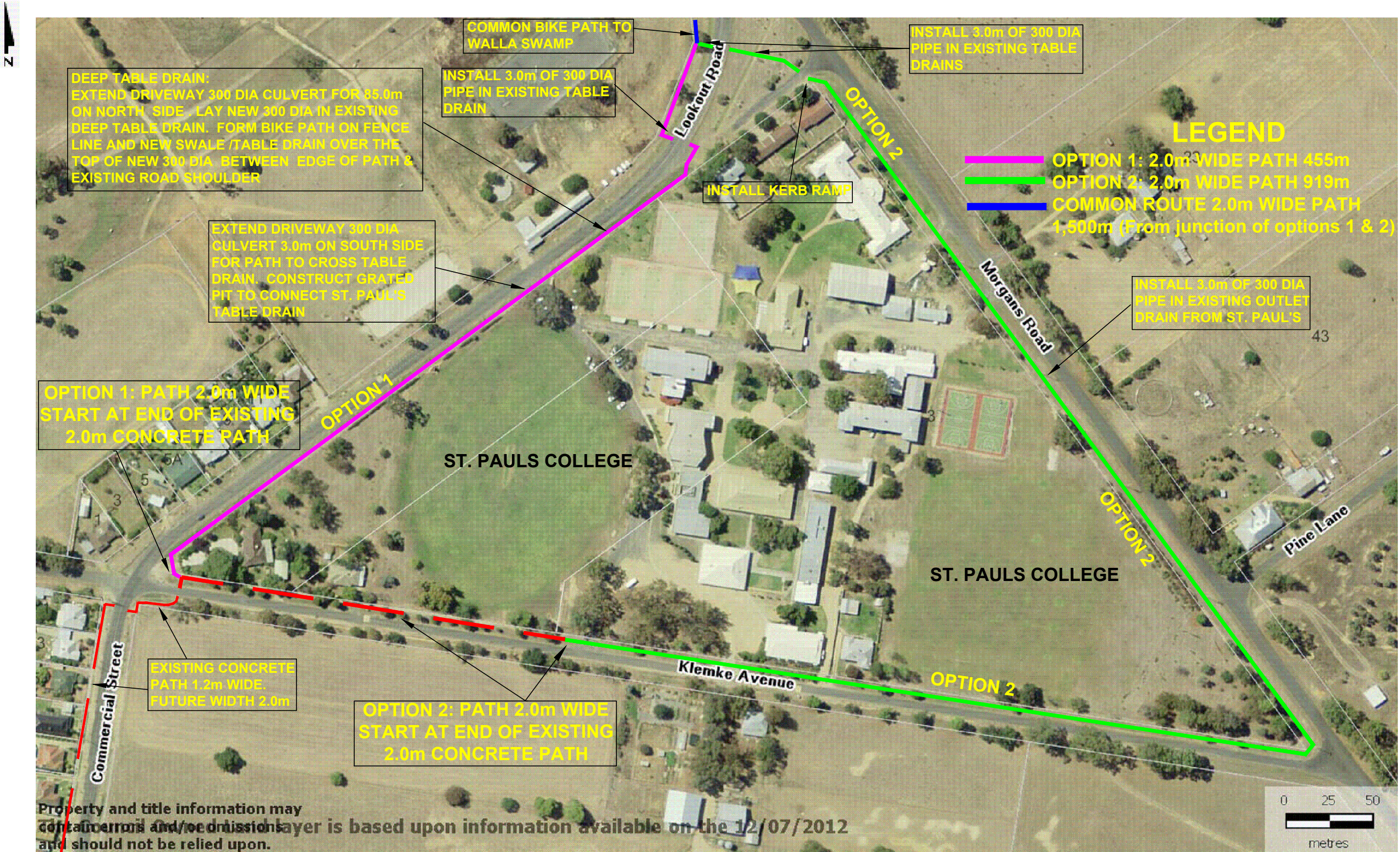
APPENDIX A

- Walla Walla Shared Path General Arrangement Plans - Sheets 1 to 3

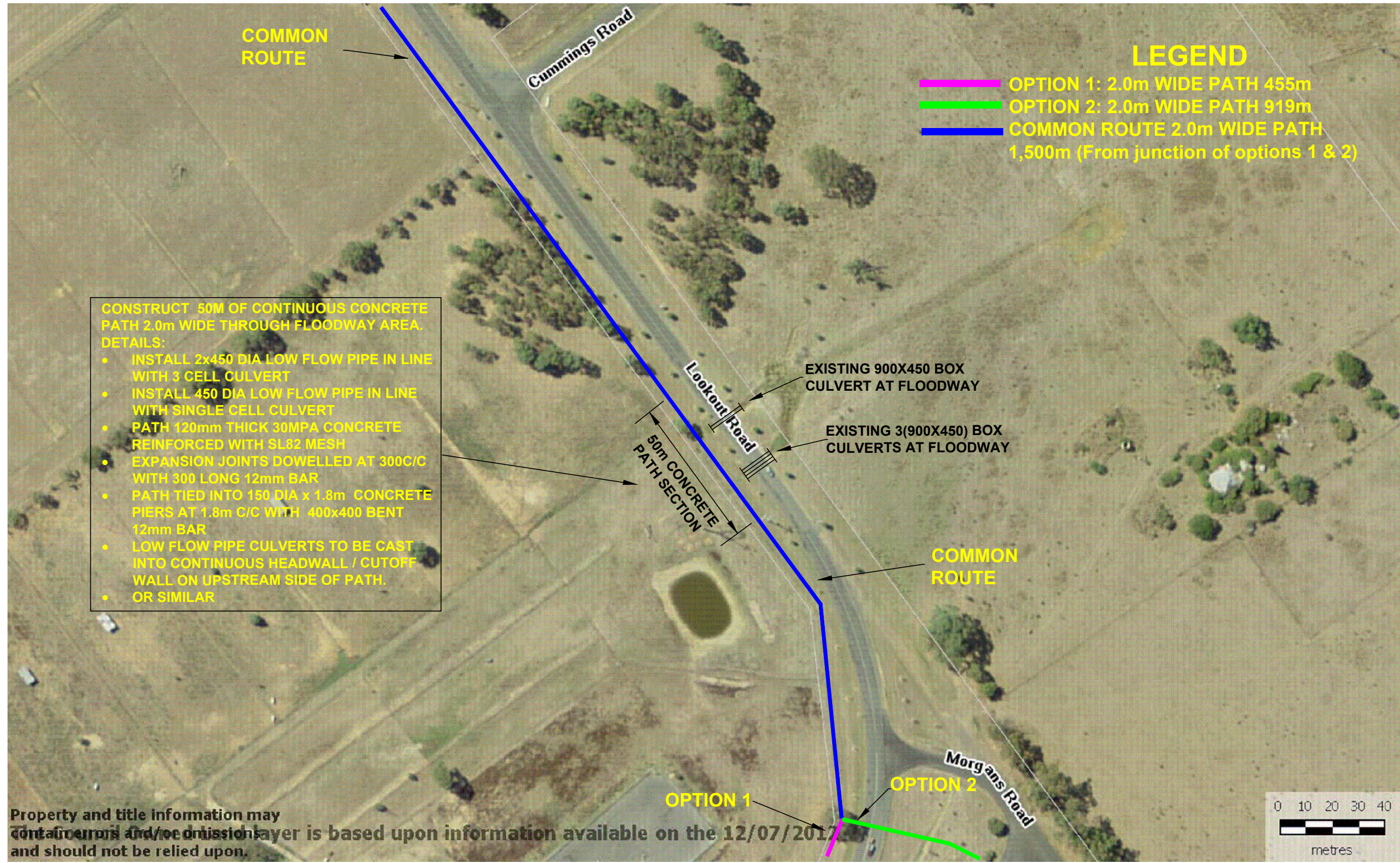
APPENDIX B

Estimates of Cost

- Estimate B1 Option 1
- Estimate B2 Option 2



Scale NOT TO SCALE	Datum Horiz: Vert:	Rev.	Description	Approved	Date	Designer PJMREDITH	Name Peter Meredith Consulting 19 Orchard Way, Lavington, ph 0427012894 email: pmeredith@westnet.com.au	Date 04.09.15	WALLA WALLA SHARED PATH KLEMKE AVE TO WALLA SWAMP RD OPTIONS 1 AND 2	Plot Date: 13 January 2016 - 10:33 AM	
						Checked				Drwg No. 2045	Rev.
A3										Sheet No. 1 of 3	



Scale NOT TO SCALE	Datum Horiz: Vert:	Rev.	Description	Approved	Date	Name	Date	Peter Meredith Consulting 19 Orchard Way, Lavington, ph 0427012894 email: pmeredith@westnet.com.au	WALLA WALLA SHARED PATH LOOKOUT RD TO WALLA SWAMP RD COMMON ROUTE	Plot Date: 13 January 2016 - 10:34 AM
					Designer PJMEREDITH	04.09.15	Drwg No. 2045			Rev.
A3					Checked		Sheet No. 2 of 3			

Walla Walla Shared Path Klemke Avenue (Option1) to Walla Swamp Road Gravel Path	DATE: : 12/01/2016 ESTIMATE BY: PETER MEREDITH CONSULTING
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DESCRIPTION	QUANTITY	UNIT	RATE	AMOUNT
PRELIMINARY/SITE PREPARATION				
ESTABLISHMENT & SET-OUT	1	ITEM	\$ 2,000.00	\$ 2,000.00
TRAFFIC CONTROL	1	ITEM	\$ 5,000.00	\$ 5,000.00
EROSION CONTROL	1	ITEM	\$ 2,000.00	\$ 2,000.00
SUB-TOTAL				\$ 9,000.00
BICYCLE / PEDESTRIAN PATH				
EARTHWORKS IN PREPERATION OF BIKE PATH. TRIM SUBGRADE, SUPPLY AND COMPACT GRAVEL BASE 150mm THICK	1,950	LIN.M.	\$ 80.00	\$ 156,000.00
SUPPLY, PLACE AND COMPACT 300mm OF SELECT FILL FOR SUB BASE OF BICYCLE PATH IN LOW AREAS NOMINAL QUANTITY	100	CU. M	\$ 30.00	\$ 3,000.00
CLEARING AND GRUBBING IN TIMBERED AREA OF PATH	1400	LIN.M	\$ 5.00	\$ 7,000.00
SUB-TOTAL				\$ 166,000.00
SIGNAGE AND MARKINGS				
SHARED PEDESTRIAN AND BICYCLE SYMBOL SIGNS	4	No.	\$ 100.00	\$ 400.00
ROAD SIGNS - PATH CROSSING ADVISORY / WARNING	4	No.	\$ 200.00	\$ 800.00
MAJOR SIGN POSTS - ROUTE/ DESTINATION ADVISORY	2	No.	\$ 400.00	\$ 800.00
SUB-TOTAL				\$ 2,000.00
PIPE CULVERT CROSSING & STORMWATER				
SUPPLY AND LAY 3.0m OF 300 DIA STORM-PRO ON GRAVEL BASE WITH TRAFFICABLE HEADWALLS	2	No	\$ 900.00	\$ 1,800.00
EXTEND AND ADJUST EXISTING 100& 150 DIA RESIDENCE STORMWATER PIPES UNDER NEW BIKE PATH				
SUB-TOTAL				\$ 1,800.00
LOCATION 1 DEEP WIDE TABLE DRAIN OPTION 1 LOOKOUT ROAD				
EXTEND DRIVEWAY CULVERT. SUPPLY, LAY & JOINT 300 DIA STORM-PRO IN EXISTING TABLE DRAIN	85	LIN.M	\$ 80.00	\$ 6,800.00
SUPPLY AND INSTALL 900x900 PRECAST GRATED PITS ON PIPE LINE TO DRAIN NEW SWALE DRIAN	3	No.	\$ 1,000.00	\$ 3,000.00
INSTALL TRAFFICABLE HEADWALL AT END OF PIPE LINE	1	No.	\$ 300.00	\$ 300.00
BACKFILL OVER PIPE LINE WITH SELECT FILL AND SHAPE SWALE DRAIN BETWEEN PATH AND ROAD SHOULDER	85	LIN.M	\$ 100.00	\$ 8,500.00
SUB-TOTAL				\$ 18,600.00

DESCRIPTION	QUANTITY	UNIT	RATE	AMOUNT
LOCATION 2 FLOODWAY LOOKOUT ROAD COMMON ROUTE				
EARTHWORKS IN PREPERATION OF FLOODWAY PATH. TRIM SUBGRADE AND FILL TO MIN. 200mm ABOVE NATURAL SURFACE. SUPPLY, SPREAD AND COMPACT WORKING GRAVEL BASE 300mm THICK	50	LIN.M	\$ 30.00	\$ 1,500.00
SUPPLY, LAY & JOINT 450 DIA RCP	9	LIN.M	\$ 120.00	\$ 1,080.00
SUPPLY, CONSTRUCT REINFORCED CONCRETE FLOODWAY PATH WITH DOWELLED EXPANSION JOINTS, PIERS & HEADWALL. TIE 450 DIA RCP's TO SLAB.	100	SQ.M	\$ 275.00	\$ 27,500.00
SUB-TOTAL				\$ 30,080.00
PROJECT TOTAL				\$ 227,480.00

Walla Walla Shared Path Klemke Ave - Morgan Rd - Lockout Rd (Option 2) to Walla Swamp Rd Gravel Path	DATE: : 12/01/2016 ESTIMATE BY: PETER MEREDITH CONSULTING
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DESCRIPTION	QUANTITY	UNIT	RATE	AMOUNT
PRELIMINARY/SITE PREPARATION				
ESTABLISHMENT & SET-OUT	1	ITEM	\$ 2,000.00	\$ 2,000.00
TRAFFIC CONTROL	1	ITEM	\$ 5,000.00	\$ 5,000.00
EROSION CONTROL	1	ITEM	\$ 2,000.00	\$ 2,000.00
SUB-TOTAL				\$ 9,000.00
BICYCLE / PEDESTRIAN PATH				
EARTHWORKS IN PREPERATION OF BIKE PATH. TRIM SUBGRADE, SUPPLY AND COMPACT GRAVEL BASE 150mm THICK	2,369	LIN.M.	\$ 80.00	\$ 189,520.00
SUPPLY, PLACE AND COMPACT 300mm OF SELECT FILL FOR SUB BASE OF BICYCLE PATH IN LOW AREAS NOMINAL QUANTITY	100	CU. M	\$ 30.00	\$ 3,000.00
CLEARING AND GRUBBING IN TIMBERED AREA OF PATH	1400	LIN.M	\$ 5.00	\$ 7,000.00
INSTALL KERB RAMP 2.0M WIDE	1	No.	\$ 600.00	\$ 600.00
SUB-TOTAL				\$ 200,120.00
SIGNAGE AND MARKINGS				
SHARED PEDESTRIAN AND BICYCLE SYMBOL SIGNS	6	No.	\$ 100.00	\$ 600.00
ROAD SIGNS - PATH CROSSING ADVISORY / WARNING	4	No.	\$ 200.00	\$ 800.00
MAJOR SIGN POSTS - ROUTE/ DESTINATION ADVISORY	2	No.	\$ 400.00	\$ 800.00
SUB-TOTAL				\$ 2,200.00
PIPE CULVERT CROSSING & STORMWATER				
SUPPLY AND LAY 3.0m OF 300 DIA STORM-PRO ON GRAVEL BASE WITH TRAFFICABLE HEADWALLS	3	No	\$ 900.00	\$ 2,700.00
EXTEND AND ADJUST EXISTING 100& 150 DIA RESIDENCE STORMWATER PIPES UNDER NEW BIKE PATH	5	No	\$ 150.00	\$ 750.00
SUB-TOTAL				\$ 3,450.00
LOCATION 2 FLOODWAY LOOKOUT ROAD COMMON ROUTE				
EARTHWORKS IN PREPERATION OF FLOODWAY PATH. TRIM SUBGRADE AND FILL TO MIN. 200mm ABOVE NATURAL SURFACE. SUPPLY, SPREAD AND COMPACT WORKING GRAVEL BASE 300mm THICK	50	LIN.M	\$ 30.00	\$ 1,500.00
SUPPLY, LAY & JOINT 450 DIA RCP	9	LIN.M	\$ 120.00	\$ 1,080.00
SUPPLY, CONSTRUCT REINFORCED CONCRETE FLOODWAY PATH WITH DOWELLED EXPANSION JOINTS, PIERS & HEADWALL. TIE 450 DIA RCP's TO SLAB.	100	SQ.M	\$ 275.00	\$ 27,500.00
SUB-TOTAL				\$ 30,080.00
PROJECT TOTAL				\$ 244,850.00

Walla Walla Shared Path Klemke Avenue (Option1) to Walla Swamp Road Spray Sealed Path 2.5m Wide	DATE: : 1/08/2019 ESTIMATE BY: Andrew Walls
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DESCRIPTION	QUANTITY	UNIT	RATE	AMOUNT
PRELIMINARY/SITE PREPARATION				
ESTABLISHMENT & SET-OUT	1	ITEM	\$ 10,000.00	\$ 10,000.00
TRAFFIC CONTROL	10	ITEM	\$ 1,200.00	\$ 12,000.00
EROSION CONTROL	1	ITEM	\$ 2,000.00	\$ 2,000.00
SUB-TOTAL				\$ 24,000.00
BICYCLE / PEDESTRIAN PATH				
EARTHWORKS IN PREPERATION OF BIKE PATH. TRIM SUBGRADE, SUPPLY AND COMPACT GRAVEL BASE 150mm THICK	1,950	LIN.M.	\$ 80.00	\$ 156,000.00
SUPPLY, PLACE AND COMPACT 300mm OF SELECT FILL FOR SUB BASE OF BICYCLE PATH IN LOW AREAS NOMINAL QUANTITY	475	CU. M	\$ 30.00	\$ 14,250.00
SUPPLY AND PLACE 7MM PRIMER SEAL	1950	LN.M	\$ 23.00	\$ 44,850.00
CLEARING AND GRUBBING IN TIMBERED AREA OF PATH	1400	LIN.M	\$ 5.00	\$ 7,000.00
SUB-TOTAL				\$ 222,100.00
SIGNAGE AND MARKINGS				
SHARED PEDESTRIAN AND BICYCLE SYMBOL SIGNS	4	No.	\$ 250.00	\$ 1,000.00
ROAD SIGNS - PATH CROSSING ADVISORY / WARNING	4	No.	\$ 250.00	\$ 1,000.00
MAJOR SIGN POSTS - ROUTE/ DESTINATION ADVISORY	2	No.	\$ 400.00	\$ 800.00
SUB-TOTAL				\$ 2,800.00
PIPE CULVERT CROSSING & STORMWATER				
SUPPLY AND LAY 3.0m OF 300 DIA STORM-PRO ON GRAVEL BASE WITH TRAFFICABLE HEADWALLS	2	No	\$ 4,000.00	\$ 8,000.00
EXTEND AND ADJUST EXISTING 100& 150 DIA RESIDENCE STORMWATER PIPES UNDER NEW BIKE PATH				
SUB-TOTAL				\$ 8,000.00
LOCATION 1 DEEP WIDE TABLE DRAIN OPTION 1 LOOKOUT ROAD				
EXTEND DRIVEWAY CULVERT. SUPPLY, LAY & JOINT 300 DIA STORM-PRO IN EXISTING TABLE DRAIN	85	LIN.M	\$ 80.00	\$ 6,800.00
SUPPLY AND INSTALL 900x900 PRECAST GRATED PITS ON PIPE LINE TO DRAIN NEW SWALE DRIAN	3	No.	\$ 1,200.00	\$ 3,600.00
INSTALL TRAFFICABLE HEADWALL AT END OF PIPE LINE	1	No.	\$ 600.00	\$ 600.00
BACKFILL OVER PIPE LINE WITH SELECT FILL AND SHAPE SWALE DRAIN BETWEEN PATH AND ROAD SHOULDER	85	LIN.M	\$ 100.00	\$ 8,500.00
SUB-TOTAL				\$ 19,500.00

DESCRIPTION	QUANTITY	UNIT	RATE	AMOUNT
LOCATION 2 FLOODWAY LOOKOUT ROAD COMMON ROUTE				
EARTHWORKS IN PREPERATION OF FLOODWAY PATH. TRIM SUBGRADE AND FILL TO MIN. 200mm ABOVE NATURAL SURFACE. SUPPLY, SPREAD AND COMPACT WORKING GRAVEL BASE 300mm THICK	50	LIN.M	\$ 30.00	\$ 1,500.00
SUPPLY, LAY & JOINT 450 DIA RCP	9	LIN.M	\$ 120.00	\$ 1,080.00
SUPPLY, CONSTRUCT REINFORCED CONCRETE FLOODWAY PATH WITH DOWELLED EXPANSION JOINTS, PIERS & HEADWALL. TIE 450 DIA RCP's TO SLAB.	150	SQ.M	\$ 275.00	\$ 41,250.00
SUB-TOTAL				\$ 43,830.00

PRELIMINARY/SITE PREPARATION		\$	24,000.00
BICYCLE / PEDESTRIAN PATH		\$	222,100.00
SIGNAGE AND MARKINGS		\$	2,800.00
PIPE CULVERT CROSSING & STORMWATER		\$	8,000.00
LOCATION 1 DEEP WIDE TABLE DRAIN		\$	19,500.00
LOCATION 2 FLOODWAY LOOKOUT ROAD		\$	43,830.00
	SUB TOTAL	\$	320,230.00
CONTINGENCIES	5%	\$	16,011.50
	SUB TOTAL	\$	336,241.50
	GST	\$	33,624.15
	PROJECT TOTAL	\$	369,865.65

Walla Walla Shared Path Klemke Avenue (Option1) to Walla Swamp Road 7mm Asphalt Path 2.5m Wide	DATE: : 7/08/2019 ESTIMATE BY: Andrew Walls
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DESCRIPTION	QUANTITY	UNIT	RATE	AMOUNT
PRELIMINARY/SITE PREPARATION				
ESTABLISHMENT & SET-OUT	1	ITEM	\$ 10,000.00	\$ 10,000.00
TRAFFIC CONTROL	10	ITEM	\$ 1,200.00	\$ 12,000.00
EROSION CONTROL	1	ITEM	\$ 2,000.00	\$ 2,000.00
SUB-TOTAL				\$ 24,000.00
BICYCLE / PEDESTRIAN PATH				
EARTHWORKS IN PREPERATION OF BIKE PATH. TRIM SUBGRADE, SUPPLY AND COMPACT GRAVEL BASE 150mm THICK	1,950	LIN.M.	\$ 80.00	\$ 156,000.00
SUPPLY, PLACE AND COMPACT 300mm OF SELECT FILL FOR SUB BASE OF BICYCLE PATH IN LOW AREAS NOMINAL QUANTITY	475	CU. M	\$ 30.00	\$ 14,250.00
SUPPLY AND PLACE 35mm 7AC (including emulsion prime)	1950	LN.M	\$ 62.00	\$ 120,900.00
CLEARING AND GRUBBING IN TIMBERED AREA OF PATH	1400	LIN.M	\$ 5.00	\$ 7,000.00
SUB-TOTAL				\$ 298,150.00
SIGNAGE AND MARKINGS				
SHARED PEDESTRIAN AND BICYCLE SYMBOL SIGNS	4	No.	\$ 250.00	\$ 1,000.00
ROAD SIGNS - PATH CROSSING ADVISORY / WARNING	4	No.	\$ 250.00	\$ 1,000.00
MAJOR SIGN POSTS - ROUTE/ DESTINATION ADVISORY	2	No.	\$ 400.00	\$ 800.00
SUB-TOTAL				\$ 2,800.00
PIPE CULVERT CROSSING & STORMWATER				
SUPPLY AND LAY 3.0m OF 300 DIA STORM-PRO ON GRAVEL BASE WITH TRAFFICABLE HEADWALLS	2	No	\$ 4,000.00	\$ 8,000.00
EXTEND AND ADJUST EXISTING 100& 150 DIA RESIDENCE STORMWATER PIPES UNDER NEW BIKE PATH				
SUB-TOTAL				\$ 8,000.00
LOCATION 1 DEEP WIDE TABLE DRAIN OPTION 1 LOOKOUT ROAD				
EXTEND DRIVEWAY CULVERT. SUPPLY, LAY & JOINT 300 DIA STORM-PRO IN EXISTING TABLE DRAIN	85	LIN.M	\$ 80.00	\$ 6,800.00
SUPPLY AND INSTALL 900x900 PRECAST GRATED PITS ON PIPE LINE TO DRAIN NEW SWALE DRIAN	3	No.	\$ 1,200.00	\$ 3,600.00
INSTALL TRAFFICABLE HEADWALL AT END OF PIPE LINE	1	No.	\$ 600.00	\$ 600.00
BACKFILL OVER PIPE LINE WITH SELECT FILL AND SHAPE SWALE DRAIN BETWEEN PATH AND ROAD SHOULDER	85	LIN.M	\$ 100.00	\$ 8,500.00
SUB-TOTAL				\$ 19,500.00

DESCRIPTION	QUANTITY	UNIT	RATE	AMOUNT
LOCATION 2 FLOODWAY LOOKOUT ROAD COMMON ROUTE				
EARTHWORKS IN PREPERATION OF FLOODWAY PATH. TRIM SUBGRADE AND FILL TO MIN. 200mm ABOVE NATURAL SURFACE. SUPPLY, SPREAD AND COMPACT WORKING GRAVEL BASE 300mm THICK	50	LIN.M	\$ 30.00	\$ 1,500.00
SUPPLY, LAY & JOINT 450 DIA RCP	9	LIN.M	\$ 120.00	\$ 1,080.00
SUPPLY, CONSTRUCT REINFORCED CONCRETE FLOODWAY PATH WITH DOWELLED EXPANSION JOINTS, PIERS & HEADWALL. TIE 450 DIA RCP's TO SLAB.	150	SQ.M	\$ 275.00	\$ 41,250.00
SUB-TOTAL				\$ 43,830.00

PRELIMINARY/SITE PREPARATION		\$	24,000.00
BICYCLE / PEDESTRIAN PATH		\$	298,150.00
SIGNAGE AND MARKINGS		\$	2,800.00
PIPE CULVERT CROSSING & STORMWATER		\$	8,000.00
LOCATION 1 DEEP WIDE TABLE DRAIN		\$	19,500.00
LOCATION 2 FLOODWAY LOOKOUT ROAD		\$	43,830.00
	SUB TOTAL	\$	396,280.00
CONTINGENCIES	5%	\$	19,814.00
	SUB TOTAL	\$	416,094.00
	GST	\$	41,609.40
	PROJECT TOTAL	\$	457,703.40



GREATER HUME SHIRE COUNCIL

Yarra Custom Toilet Building

modus
Australia
Restrooms & Toilet Buildings

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Why we're different and why it matters
- 4** **Introduction**
Letter of introduction
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Detailed specification of building elements
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Plan view of building
- 7** **Scope of Works**
Project scope and responsibilities
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Internal fixtures schedule and specification
- 9** **Colour Options – Standard**
A wide palette of colours to choose from
- 10** **Colour + Material Options – Premium**
Premium materials and colours
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Clear pricing breakdown
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Small selection of previous project images
- 13** **Terms and Conditions**
Our terms and conditions of trade

The Modus Difference



Heavy Duty

Built for anywhere, built to last



Cost Effective

Saving you money now and later



Simple to Install

Ease of installation means no stress



Safe and reliable

Safety first, always



Easy to Clean

Lower maintenance to slash ongoing costs



Access and Mobility Compliant

Fully compliant for access by everyone

Modus Made

SIMPLE

Modus Australia takes all the work off-site so that a functional public toilet building is up and running within days of being delivered, in a flat packed kit-form package. The quick and easy construction is achieved by prefabricating all the panels and columns fit seamlessly. This results in a cost-effective solution when compared to the processes necessary to construct a conventional brick and tile building.

COMPLIANT

Modus Australia is dedication to continue to remain a community provider of compliant facilities to encourage engagement in the community across all levels of mobility. We manufacture building solutions that meet strict compliance Access and Mobility AS1428.1, Changing Places Toilet systems and CPTED (Crime Prevention Through Environmental Design) guidelines.

NO TIMBER, NO TERMITES

Whilst termites can bore through timber framework, they do not have an appetite for steel and aluminium structures!

PROUDLY 100% AUSTRALIAN

All materials are sourced and fabricated in Australia, and Modus Australia is 100% Australian owned and operated.

DURABLE

Our toilet buildings are constructed using a heavy steel structure and aluminium panels that are engineered to suit cyclonic regions and flood prone areas.

ADAPTABLE

Modus Australia provides a toilet building solution that can be adapted to provide a variety of services to the public. From a single to a large amenity building the layout can be adapted to include: showers, laundries, change rooms, shade areas, store/service rooms in addition to disabled, ambulant, unisex and single sex public restroom facilities. With an innovative prefabricated modular design, Modus Australia's public restroom and toilet buildings can be adapted to fit customised configuration requirements.

Date: 6/08/2019

Attn: Andrew Shaw
Greater Hume Shire Council

Dear Andrew,

Thank you for your valued enquiry regarding our toilet and amenity solutions. Please see the below proposal for your consideration. We trust it meets with your satisfaction.

YARRA CUSTOM TOILET BUILDING

The Yarra Toilet Building distinguishes itself from a standard toilet building with a distinctive skillion style roof line, designed to integrate seamlessly into any environment whilst adding an architectural compliment to its surroundings.



Render above: Yarra Custom Toilet Building. Note 3D renders may not reflect the exact building in this proposal, we can provide an accurate render upon confirmed order.

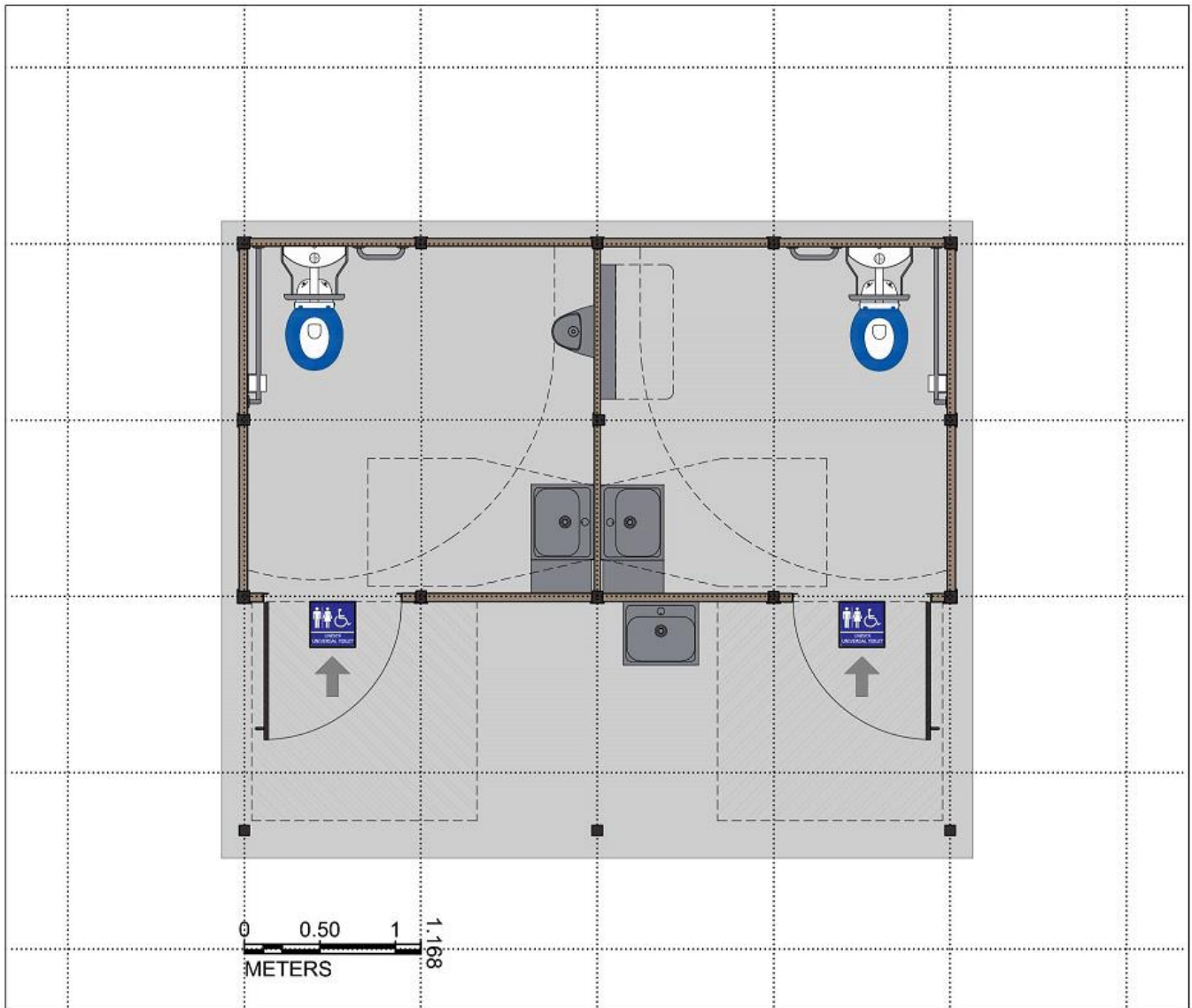
Specification

YARRA CUSTOM TOILET BUILDING

ELEMENT	DETAILS
Wall Framing	Proprietary panel system, fully welded steel hot dip galvanized after fabrication
Proprietary Wall Panel System	Pre-clad panels (inside and out) Nutserts are fitted to the panel sides to bolt to the supplied vertical channels
External Wall Cladding	Colorbond® Custom Orb sheeting to mid height and powdercoated aluminium fascia planking above Above Door: Powdercoated Aluminium battens
Internal Wall Cladding	Mini-orb sheeting in Zinalume finish
Roof	Custom Orb Sheeting with portion light sheet over each cubicle
Door	Solid Core with metal skin
Door Hardware	Heavy duty marine grade stainless steel hinges, indicator bolts, and auto door closers
Door Signage	Tactile Braille blue/white (compliant with AS 1428.1)
Fasteners	Class 3 in painted finish to match building colours
Fixings	Stainless Steel
Structural Engineering Rating	As specified by client
Exposed Steel	Galvanised and powdercoated finish

Building Floor Plan

YARRA CUSTOM TOILET BUILDING



Note: Floor plan above may not contain all fixtures and modifications included in this proposal. For accuracy, refer to the Building Fixtures section. We can provide an accurate floor plan upon confirmed order.

Scope of Works

YARRA CUSTOM TOILET BUILDING

ITEM	BY MODUS	BY OTHERS	N/A
DESIGN AND ENGINEERING			
Engineering Drawings	•		
Concrete Specification Plan	•		
Plumbing Pre-Lay Plan	•		
Structural Engineer Sign Off	•		
TOILET BUILDING SUPPLY			
Fabrication, Coating and Pre-assembly of all Components	•		
Freight of Kit-Form Building to Site	•		
OTHER ITEMS			
Local Building Permits, Approvals and Fees		•	

Building Fixtures

YARRA CUSTOM TOILET BUILDING

QUANTITY	DETAILS
2	Porcelain Toilet Pan & Cistern
1	Individual Stainless Steel Urinal
3	Large Stainless Steel Wash Hand Basin with Hand Operated Time Flow Tap
2	Set of Stainless Steel Grab Rails
2	Single Toilet Roll Dispenser
2	Stainless Steel Shelf for Universal Cubicle
1	Baby Change Station
1	Distribution Enclosure with Main Switch and MCB/RCD
4	LED Batten Light

Colour Options - Standard

LEGEND

① Also available in COLORBOND® Ultra steel for coastal and industrial environments. All other colours are available in COLORBOND® Ultra steel on request, please speak with your supplier.

② Also available in COLORBOND® Stainless steel for severe coastal and industrial environments. Please speak to your supplier for more information regarding availability.

For further details on the legend, please refer to the back page.

CLASSIC colour range¹



CLASSIC CREAM™
SA = 0.32. BCA = L



PAPERBARK®
SA = 0.42. BCA = M



PALE EUCALYPT®
SA = 0.60. BCA = M



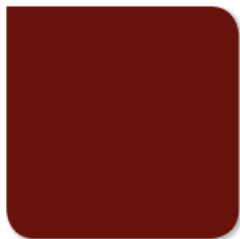
WOODLAND GREY® ②
SA = 0.71. BCA = D



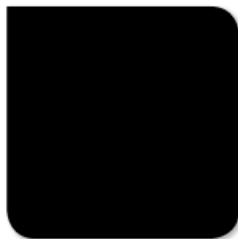
DEEP OCEAN® ②
SA = 0.75. BCA = D



COTTAGE GREEN®
SA = 0.75. BCA = D



MANOR RED®
SA = 0.69. BCA = D



NIGHT SKY®
SA = 0.96. BCA = D

CONTEMPORARY colour range¹



SURFMIST® ② ②
SA = 0.32. BCA = L



EVENING HAZE®
SA = 0.43. BCA = M



SHALE GREY™
SA = 0.43. BCA = M



DUNE® ② ②
SA = 0.47. BCA = M



COVE™
SA = 0.54. BCA = M



WINDSPRAY® ② ②
SA = 0.58. BCA = M



GULLY™
SA = 0.63. BCA = D



MANGROVE™
SA = 0.64. BCA = D



WALLABY™ ②
SA = 0.64. BCA = D



JASPER®
SA = 0.68. BCA = D



BASALT™
SA = 0.69. BCA = D



IRONSTONE®
SA = 0.74. BCA = D



TERRAIN®
SA = 0.69. BCA = D



MONUMENT® ②
SA = 0.73. BCA = D

Note: Pricing allows for the above colours from the standard Classic and Contemporary Colorbond® ranges only

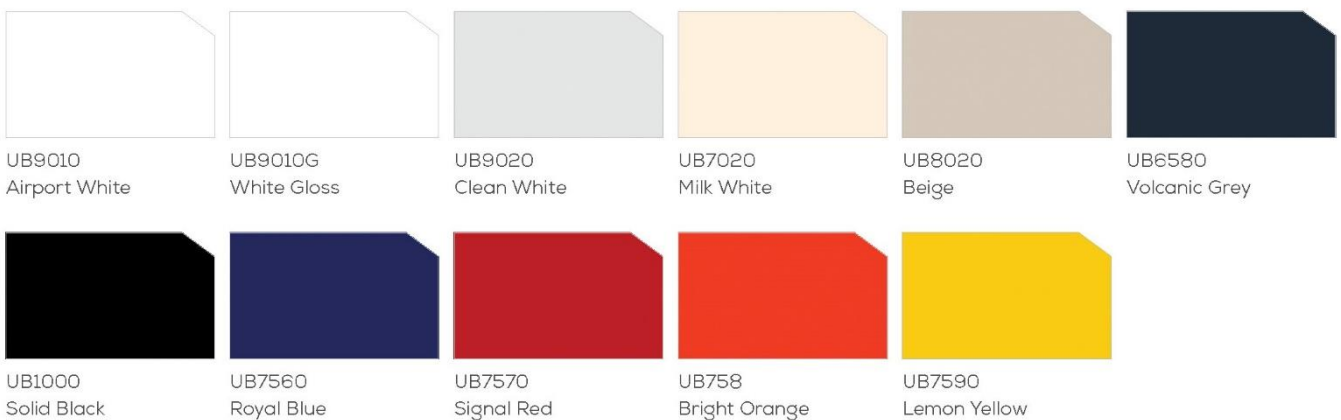
Colour + Material Options - Premium

ALUMINIUM COMPOSITE

Metallic Stock Colours



Solid Stock Colours



WOOD PLASTIC COMPOSITE (WPC) BATTEN CLADDING

Black Bean



Investment Value

YARRA CUSTOM TOILET BUILDING

DESCRIPTION	VALUE
Yarra Custom Toilet Building	\$ 31,927.00
Delivery to Holbrook NSW 2644	\$ 1,393.00
TOTAL	\$ 33,320.00 + GST

Please note delivery allows for items delivered on pallets, mechanical off-loading (forklift) to be provided by client unless specifically allowed for in above pricing.

If you have a query with any aspect of this proposal, please do not hesitate to contact me on the details below. Once again, thank you for this opportunity to provide a proposal and information on our solution to your needs.

We look forward to assisting you further soon.

Best regards,



Damien Davies
Business Development Manager

M 0400 620 549

P 1300 945 930

E damien@modusaustralia.com.au

PREFERRED SUPPLIER APPOINTMENTS AND ASSOCIATIONS





OLYMPUS 4



INCUBE 5



YARRA 3



WHITEHAVEN CUSTOM



CHANGING PLACES



CAPRICORN 5

Terms & Conditions

These Trading Terms & Conditions ("Terms") are deemed to be a part of any subcontract or orders for the supply of Goods by Landmark Engineering & Design Pty Ltd (ACN 14 987 095) trading as Modus Australia ("LED") to a Customer from time to time. Acceptance of this proposal will deem acceptance of these conditions by the Customer. Any party who acts as an agent for another party such as the developer, builder or owner, must take all responsibility to accept the conditions of contract and payment of goods, and accept that they have full authority to liaise or negotiate with Modus regarding this agreement.

1 Interpretation

In these terms unless the contrary intention appears:

"LED" means Landmark Engineering & Design Pty Ltd, ACN 147 987 095, including its trading entity Modus Australia.

"Additional Charges" includes all delivery, handling and storage charges, goods and services tax, stamp duty, interest, legal and other costs of recovery of unpaid money and all other government imposts and all money, other than the Purchase Price, payable by the Customer to LED arising out of the sale of the Goods.

"Proposal" means any quotation or written advice of price from LED for its Goods.

"Customer" means the person to or for whom the Goods are to be supplied by LED.

"Goods" means the Goods sold to the Customer by LED and includes any services provided by LED to Customer.

"Intellectual Property Right" means any patent, registered design, patent, trademark, copy-right, trade secret or any other proprietary right of a third party or parties, registered or unregistered, in any country.

"PPSA" means the *Personal Property Securities Act 2009 (Cth)*.

"Purchase Price" means the list price for the Goods as charged by LED at the date of delivery or such other price as may be agreed by LED and the Customer prior to delivery of the Goods. Quoted prices are to be treated as estimates only and are subject to withdrawal, correction or alteration at any time before acceptance of the order by LED.

2 Proposals

- 2.1 Proposals from LED for Goods remain valid for 30 days from date of issue.
- 2.2 Unless otherwise stated, prices provided by LED are based on the following (as relevant and unless expressly stated otherwise in the proposal):
 - 2.2.1 Uninterrupted access to the site and location of product to be installed, by heavy vehicles including concrete trucks and Hiab crane trucks;
 - 2.2.2 Security monitoring of products to prevent damage, including concrete during curing period, to be provided by the Customer;
 - 2.2.3 Site fencing and personnel barriers to be provided by the Customer;
 - 2.2.4 Inductions and WHS compliance to be advised prior to attending site, by the Customer;
 - 2.2.5 Surveying of site and location of services to be conducted by the Customer and report provided to LED;
 - 2.2.6 Soil testing for engineering purposes to be conducted by the Customer and report provided to LED;
 - 2.2.7 All risk for the Goods to transfer to the Customer upon delivery to site;

- 2.3 Unless otherwise stated, prices provided by LED do not include (as relevant and unless expressly stated otherwise in the proposal):
 - 2.3.1 Goods & Services Tax (GST);
 - 2.3.2 Delivery of Goods;
 - 2.3.3 Installation of Goods;
 - 2.3.4 Hard digging and rock breaking;
 - 2.3.5 Site or the Customer's specific induction or compliance requirements.

3 Order for Goods

- 3.1 An order given to LED is binding on LED and the Customer, if:
 - 3.1.1 a written acceptance is signed for or on behalf of LED; or
 - 3.1.2 the Goods are supplied by LED in accordance with the order.
- 3.2 An acceptance of the order by LED is then to be an acceptance of these Terms by LED and the Customer and these Terms will override any conditions contained in the Customer's order. LED reserves the right to accept a part only of any order by notifying the Customer in writing or by delivering the Goods to the Customer. No order is binding on LED until accepted by it.
- 3.3 An order which has been accepted in whole or in part by LED cannot be cancelled by the Customer without obtaining the prior written approval of LED, which it may refuse in its absolute discretion.

4 Limitation of Liability

- 4.1 LED liability is limited to, to the extent permissible by law and at LED's option;
 - 4.1.1 in relation to the Goods:
 - 4.1.1.1 the replacement of the Goods or the supply of equivalent goods
 - 4.1.1.2 the repair of the Goods
 - 4.1.1.3 the payment of the cost of replacing the Goods or of acquiring equivalent goods; or
 - 4.1.1.4 The payment of the cost of having the Goods repaired
 - 4.1.2 Where the Goods are services:
 - 4.1.2.1 the supply of service again; or
 - 4.1.2.2 the payment of the cost of having the services supplied again.
- 4.2 Any claims to be made against LED for short delivery of Goods must be lodged with LED in writing within 7 days of the delivery date.
- 4.3 To the extent permitted at law, all other warranties whether implied or otherwise, not set out in these Terms are excluded and LED is not liable in contract, tort (including, without limitation, negligence or breach of statutory duty) or otherwise to compensate Customer for:

- 4.3.1 any increased costs or expenses;
- 4.3.2 any loss of profit, revenue, business, contracts or anticipated savings;
- 4.3.3 any loss or expense resulting from a claim by a third party; or
- 4.3.4 any special, indirect or consequential loss or damage of any nature whatsoever caused by LED's failure to complete or delay in completing the order to deliver the Goods.
- 4.3.5 defects or damages caused in whole or in part by misuse, abuse, neglect, electrical or other overload, non-suitable lubricant, improper installation repair or alteration (other than by LED) or accident;
- 4.3.6 Any transport, installation, removal, labour or other costs;
- 4.4 The exemption, limitations, terms and conditions in these Terms apply whether the loss or damage is caused by negligence or actions constituting fundamental breach of contract.

5 Delivery

- 5.1 The times quoted for delivery are estimates only and LED accepts no liability for failure or delay in delivery of Goods. The Customer is not relieved of any obligation to accept or pay for Goods by reason of any delay in delivery. Goods may be delivered by instalments at the discretion of LED.
- 5.2 Where the Customer causes delay in delivery, LED may require, at its sole discretion, a storage fee after a period of 14 days. Should a storage fee be required, the Customer will be notified in writing. LED will not be liable for any loss or damage to stored Goods. Storage is at the risk of the Customer.
- 5.3 The Customer, unless by mutual alternate arrangement with LED, is to provide mechanical and/or physical assistance in unloading the Goods at point of delivery.
- 5.4 Risk in accepting the Goods passes on delivery to the Customer.
- 5.5 All Additional Charges are payable by the Customer in addition to the Purchase Price of the Goods.
- 5.6 Return of Goods will not be accepted by LED except by prior agreement in writing with LED. Any Goods returned by written agreement with LED will be subject to a restocking charge of 10% of the Purchase Price of those Goods.

6 Variations

Should there be any variation in details, specification, sizes and quantities, delivery instructions or any other item or matter on which the proposal or invoice is based, LED reserves the right to revise and amend the Purchase Price accordingly. LED requires advice of variation requests from the Customer in writing, which will only be accepted based on LED acceptance in writing. Where variation is accepted by LED, the Customer accepts the resulting change to the Purchase Price and delivery timing.

7 Price and Payment

- 7.1 The Customer must pay the Purchase Price and the Additional Charges to LED in full at the specified terms, whether standard terms or those imposed at the discretion of LED.
- 7.2 Due to made-to-order nature of products, standard terms are 20% deposit prior to commencement of any works/services or manufacture, additional 30% upon completion of manufacture prior to delivery, balance upon delivery or project completion. Progress claims will be made for site works completed during month period. LED may at its discretion, require the Customer to pay in full prior to delivery. Deposit and progress payments are required, even if the Customer has been approved for credit with LED.
- 7.3 Should the Customer cancel an order prior to fulfilment, LED will at its sole discretion determine the costs that are payable by the Customer.
- 7.4 If the Customer is in default, LED may at its option withhold further deliveries or cancel a contract without prejudice to any of its existing rights.
- 7.5 Interest is charged at the rate of 2% per month from the expiry of that period until the date payment is received by LED.
- 7.6 LED does not accept retention monies being held by the Customer, but can provide a bank guarantee in lieu of such upon request

- 7.7 All amounts payable by the Customer under these Terms must be paid without set-off or counter claim of any kind.

8 Intellectual Property

- 8.1 All branding and artwork provided by the Customer is the intellectual property of the Customer. Artwork and branding supplied will only be used for the purposes of satisfying these Terms.
- 8.2 Customer warrants that the use by LED of any intellectual property provided by Customer to LED so that LED may provide the Goods and/or services under these Terms does not infringe any Intellectual Property Rights.
- 8.3 Customer must indemnify and keep indemnified LED against any and all liabilities, expenses, losses and/or damages including attorney's fees whether direct, indirect or consequential, arising from a third party, alleging that the Goods infringe the Intellectual Property Right of the third party due to LED's use in the production of the Goods of any branding, artwork or other intellectual property provided to LED by Customer.

9 Retention of Title

- 9.1 Ownership, title and property in the Goods and in the proceeds of sale of those Goods remains with LED until payment in full for the Goods and all sums due and owing by the Customer to LED on any account has been made. Until the date of payment:
 - 9.1.1 the Customer has the right to sell the Goods in the ordinary course of business;
 - 9.1.2 the Goods are always at the risk of the Customer.
- 9.2 The Customer is deemed to be in default immediately upon the happening of any of the following events:
 - 9.2.1 if any payment to LED is not made promptly before the due date for payment;
 - 9.2.2 if the Customer ceases to carry on business or stops or suspends payment or states its intention of so doing or is unable to pay its debts as they fall due or if any cheque or bill of exchange drawn by the Customer payable to LED is dishonoured;
- 9.3 In the event of a default by the Customer, then without prejudice to any other rights which LED may have at law or under this Agreement:
 - 9.3.1 LED or its agents may without notice to the Customer enter the Customer's premises or any premises under the control of the Customer for the purposes of recovering the Goods.
 - 9.3.2 LED may recover and resell the Goods;
 - 9.3.3 if the Goods cannot be distinguished from similar Goods which the Customer has or claims to have paid for in full, LED may in its absolute discretion seize all Goods matching the description of the Goods and hold same for a reasonable period so that the respective claims of LED and the Customer may be ascertained. LED must promptly return to the Customer any Goods the property of the Customer and LED is in no way liable or responsible for any loss or damage to the Goods or for any loss, damage or destruction to the Customer's business howsoever arising from the seizure of the Goods.
 - 9.3.4 In the event that the Customer uses the Goods in some manufacturing or construction process of its own or some third party, then the Customer must hold such part of the proceeds of sale of such manufacturing or construction process as relates to the Goods in trust for LED. Such part will be an amount equal in dollar terms to the amount owing by the Customer to the LED at the time of the receipt of such proceeds. The Customer will pay LED such funds held in trust upon the demand of LED.
- 9.4 Separately, Customer hereby charges all its right, title and interest to and in the proceeds of sale of the Collateral (as defined in the PPSA) as original collateral, or any of it, in favour of the LED.

10 PPSA

- 10.1 Defined terms in this clause have the same meaning as given to them in the PPSA.
- 10.2 LED and the Customer acknowledge that these Terms constitute a Security Agreement and entitle the LED to claim:

- 10.2.1 a Purchase Money Security Interest ("PMSI") in favour of LED over the Collateral supplied or to be supplied to the Customer as Grantor pursuant to these Terms; and
- 10.2.2 a security interest over the proceeds of sale of the Collateral referred to in (a) as original collateral.
- 10.3 The Goods supplied or to be supplied under these Terms fall within the PPSA classification of "Other Goods" acquired by the Customer pursuant to these Terms.
- 10.4 The Proceeds of sale of the Collateral referred to in clause 10.2.1 falls within the PPSA classification of "Account".
- 10.5 LED and the Customer acknowledge that LED, as Secured Party, is entitled to register its Security Interest in the Collateral supplied or to be supplied to Customer pursuant to these Terms and in the relevant Proceeds.
- 10.6 To the extent permissible at law, the Customer:
- 10.6.1 waives its right to receive notification of or a copy of any Verification Statement confirming registration of a Financing Statement or a Financing Change Statement relating to a Security Interest granted by the Customer to LED.
- 10.6.2 agrees to indemnify LED on demand for all costs and expenses, including legal costs and expenses on a solicitor / client basis, associated with the;
- 10.6.2.1 registration or amendment or discharge of any Financing Statement registered by or on behalf of LED; and
- 10.6.2.2 enforcement or attempted enforcement of any Security Interest granted to LED by the Customer;
- 10.6.3 agrees that nothing in sections 130 and 143 of the PPSA will apply to these Terms or the Security under these Terms;
- 10.6.4 agrees to waive its right to do any of the following under the PPSA:
- 10.6.4.1 receive notice of removal of an Accession under section 95;
- 10.6.4.2 receive notice of an intention to seize Collateral under section 123;
- 10.6.4.3 object to the purchase of the Collateral by the Secured Party under section 129;
- 10.6.4.4 receive notice of disposal of Collateral under section 130;
- 10.6.4.5 receive a Statement of Account if there is no disposal under section 132(4);
- 10.6.4.6 receive a Statement of Account under section 132(3)(d) following a disposal showing the amounts paid to other Secured Parties and whether Security Interests held by other Secured Parties have been discharged.
- 10.6.4.7 receive notice of retention of Collateral under section 135;
- 10.6.4.8 redeem the Collateral under section 142; and
- 10.6.4.9 reinstate the Security Agreement under section 143.
- 10.6.5 All payments received from the Customer must be applied in accordance with section 14(6)(c) of the PPSA.

11 No Implied Service

The Customer acknowledges that except as provided by law this Agreement does not entitle the Customer to demand to receive from us

any site inspection or service of the Goods supplied, delivered and/or installed, such work to be the subject of a separate agreement if applicable.

12 Regulatory and Government Approvals

Unless specifically stated otherwise, LED is not responsible for building or development application or fees to Council or relevant approvals for installation and use of Goods as may be required by Council or Government Codes. Responsibility to obtain such approvals rests solely with the Customer.

13 On-Sale

The Customer agrees that upon the on-sale of any Goods to third parties, it will:

- 13.1 inform any third party involved of these Terms;
- 13.2 inform any third party of LED's product warranties if any; and
- 13.3 not make any misrepresentations to third parties about the Goods.

14 Trustee Capacity

If Customer is the trustee of a trust (whether disclosed to LED or not), Customer warrants to LED that:

- 14.1 Customer enters into this Agreement in both its capacity as trustee and in its personal capacity;
- 14.2 Customer has the right to be indemnified out of trust assets;
- 14.3 Customer has the power under the trust deed to enter into this Agreement; and
- 14.4 Customer will not retire as trustee of the trust or appoint any new or additional trustee without first advising the LED.

15 Clerical Errors

Clerical errors in computations, typing or otherwise of catalogue, quotation, acceptance offer, invoice, delivery docket, credit note, specifications of LED shall be subject to correction.

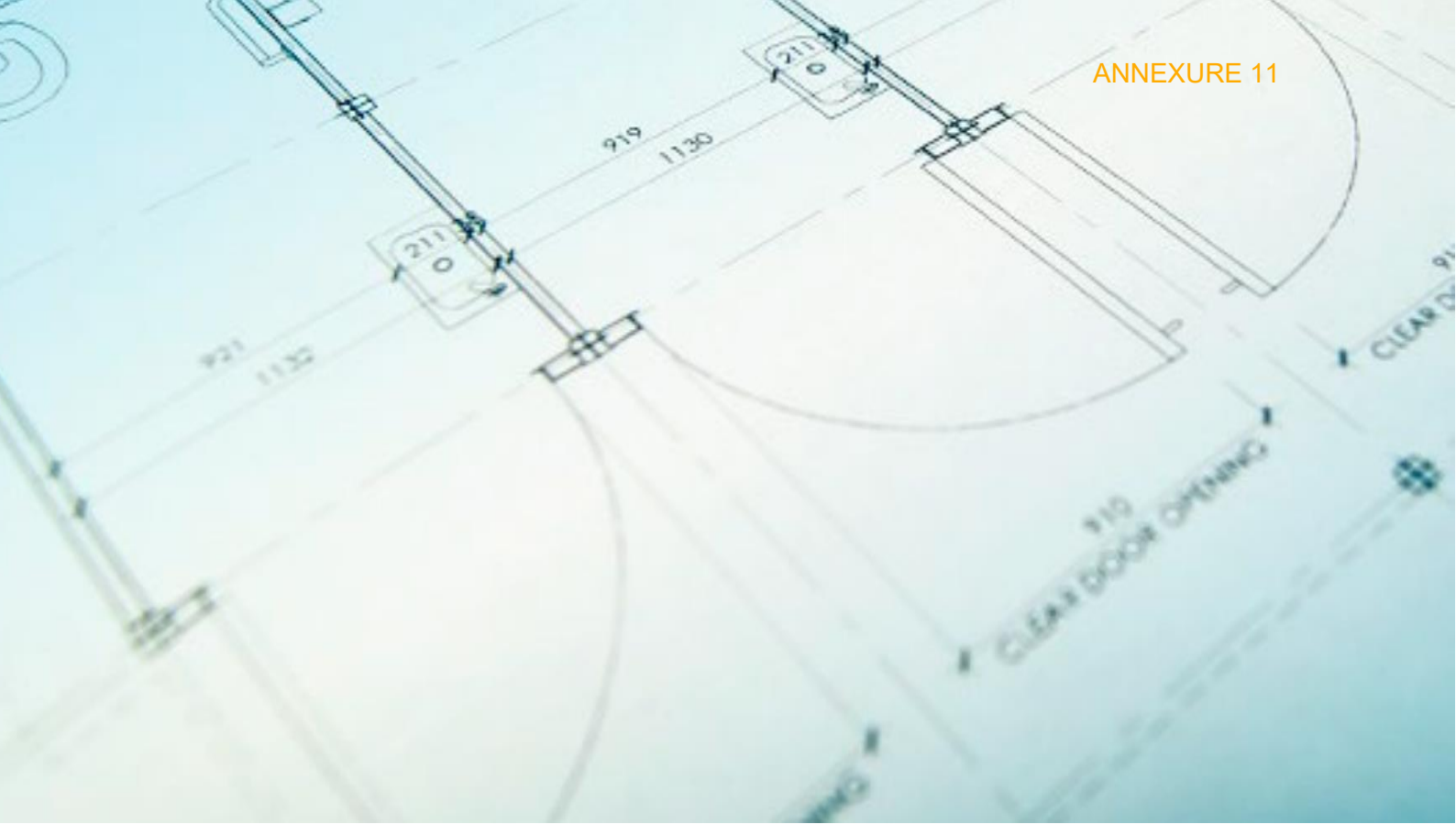
16 Indemnity

To the full extent permitted by law, Customer will indemnify LED and keep LED indemnified from and against any liability and any loss or damage LED may sustain, as a result of any breach, act or omission, arising directly or indirectly from or in connection with any breach of any of these Terms by Customer or its representatives.

17 General

- 17.1 These Terms are to be construed in accordance with the laws from time to time in the State of Western Australia and the Commonwealth of Australia. The parties submit to the non-exclusive jurisdiction of the Courts of Western Australia, Australia and any courts which may hear appeals from those courts in respect to any proceedings in connection with these Terms.
- 17.2 These Terms contain all of the terms and conditions of the contract between the parties and may only be varied by agreement in writing between the parties.
- 17.3 Any conditions found to be void, unenforceable or illegal may, to that extent be severed from the Agreement.
- 17.4 LED may, at its sole discretion, subcontract or assign its rights and obligations hereunder.
- 17.5 The Customer may not assign its rights and obligations hereunder without the express written permission of LED.

No waiver of any of these Terms or failure to exercise a right or remedy by LED will be considered to imply or constitute a further waiver by LED of the same or any other term, condition, right or remedy.



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Cost Estimate – Morgan’s Lookout Toilet

Demolition	\$5,000
Toilet Block Kit	\$35,000
Install and Slab	\$30,000
Septic Tank and Trenches	\$30,000
Solar Panels, Pump and Water	\$10,000
Excavation in Rock	\$10,000
Security	\$10,000
Total	\$130,000
5% Contingency	\$7,000
Total	\$137,000

TOURISM AND PROMOTIONS REPORT (July 2019)

Areas Projects	Objectives	Progress and Comments
Greater Hume Visitors Guide	Implement the Greater Hume Visitor Experience Plan Delivery Plan 3.3.1.1.06, 3.3.1.1.05	<ul style="list-style-type: none"> • Visitors Guide has been distributed to our 43 advertisers and Visitor Information Points (15,000 copies) • Distribution (to date) = 14250, including 5640 to other Visitor Centres/advertisers and 2350 to VIPs.
Visitor Information Centre and Submarine Museum	Offering visitors to Greater Hume information and advice on accommodation, places to eat, attractions, maps, tours, road conditions, events and other general information. Reception and admission to Submarine Museum. Implement the Greater Hume Visitor Experience Plan. Delivery Plan 3.3.1.1.06, 3.3.1.1.05	<ul style="list-style-type: none"> • Visitor Information stats forwarded to AVIC Network were: July 2019: 744 walk in, 19 phone calls and 0 emails • Admissions to Submarine Museum, statistics for: July 2019: 40 adults, 47 school children, 99 pensioners, 52 families and 26 in groups. Please see attached graphs showing above statistics. • Visitor Information Centre Survey, some results: (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"> ○ How did you hear about us: 2 x Internet, 1 x Referral, 5 x Sign, 1 x Visitor Centre, 1 x Other ○ Age groups: 2 x 19 to 34 years, 5 x 35-54 years, 2 x 55 years or more, 1 x NA ○ Travelling Group: 4 x Family, 1 x Other, 1 x Friends, 1 x NA, 1 x Tour Group, 1 x Alone ○ Post Codes/Country: 3131, 3000, 2730, 7007, 2650, 4124, 2590, Nomad, 2 x NA ○ After Visiting VIC will you stay longer: 2 x 1-2 days, 5 x No, 3 x NA ○ Comments: fantastic, most enjoyable/interesting, excellent display thanks, love the hologram, wonderful experience.
Promotions	To promote Greater Hume as a place to visit or stay, whether for ½ day, full day or more. To assist with the promotion of Greater Hume's many and varied events. Implement the Greater Hume Visitor Experience Plan. Delivery Plan 3.3.1.1.01, 3.3.1.1.08	<ul style="list-style-type: none"> • Submitted visitor and What's On advertising in Out and About Winter Edition in Border Mail. • Greater Hume Public Notices • Emailed 'What's On in July leaflets to Visitor Information Centres in NSW and VIC, coach/bus/tour companies, tourism operators within shire and regional, media, visitor information points and to interested residents in shire. • Arranged promotions of various community markets.
Social Media	Implement and enhance online communication tools using technologies such as social networking mechanism. Implement the Greater Hume Visitor Experience Plan Delivery Plan 3.3.1.1.09	<ul style="list-style-type: none"> • Individual facebook pages: <ul style="list-style-type: none"> ○ Greater Hume Council – 1367 followers ○ Greater Hume Visitor Information Centre – 447 followers ○ Holbrook Submarine Museum – 855 followers ○ Greater Hume Children's Services – 651 followers ○ Greater Hume Youth Advisory Committee – 273 followers ○ Buy Local in Greater Hume – 320 followers
Signage	Implement the Greater Hume Visitor Experience Plan. Delivery Plan 3.3.1.1.03	<ul style="list-style-type: none"> • Currently also working on various signage projects.
Australia Day	Recognise community leaders and their efforts and encourage others in the community to take up leadership roles. Delivery Plan 1.1.2.8.1 and 2.1.1.1.1	<ul style="list-style-type: none"> • Council at the April meeting resolved to hold Australia Day 2020 in Culcairn community and Australia Day 2021 in Walbundrie community. Meeting with Culcairn community on 20 August to commence planning Australia Day 2020.

TOURISM AND PROMOTIONS REPORT (July 2019)

Greater Hume Tourism	<p>The Tourism Public Forum Program will be held four times a year in different community locations across the shire where tourism operators, event organisers and interested members of the public would be invited via email, social media, website and community newsletters to attend.</p> <p style="text-align: center;"><i>Delivery Plan 3.3.1.1.02, 3.3.1.1.12</i></p>	<ul style="list-style-type: none"> • The Visitor Experience Plan was endorsed by Greater Hume Council at its March 2014 meeting. • The next Tourism Public Forum will be held at Wymah.
Murray Arts	<p>Murray Arts aim is to actively assist the ongoing development of, and participation in, arts and culture throughout the Border region. Implement the Greater Hume Visitor Experience Plan. <i>Delivery Plan 3.3.1.1.04</i></p>	<ul style="list-style-type: none"> • Greater Hume Libraries have been successful in receiving \$2760 in CASP Funding for the Representations of the Community's Soul Project - Local Greater Hume Libraries and Art Groups will help build community spirit by creating pictures of important community members or their contributions. These pictures will be displayed in a travelling exhibition in three libraries: Holbrook, Henty and Culcairn. • Murray Arts is currently assisting the Walla Walla Silo Art Committee to develop an Expression of Interest to potential Visual Artists. Murray Arts is also distributing the EOI throughout its Arts networks.
Murray Regional Tourism	<p>The Murray Regional Tourism (MRT) is a joint venture between Albury, Balranald, Berrigan, Campaspe, Corowa, Deniliquin, Gannawarra, Greater Hume, Mildura, Moira, Murray, Swan Hill, Wakool, Wodonga, as well as Tourism Vic and Destination NSW. Implement the Greater Hume Visitor Experience Plan.</p> <p style="text-align: center;"><i>Delivery Plan 3.3.1.1.04, 3.3.1.1.07, 3.3.1.1.16</i></p>	<ul style="list-style-type: none"> • Murray Farm to Plate Project: <ul style="list-style-type: none"> ○ 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. ○ .
Stronger Country Communities Fund	<p>In early March, Greater Hume Council was notified that they had been allocated \$1,596,000 from Round 2 NSW Governments Stronger Country Communities Fund.</p> <p style="text-align: center;"><i>Delivery Plan 3.3.1.1.04</i></p>	<ul style="list-style-type: none"> • Round 2 – Received confirmation that 10 projects were successful, SCCF2-0004 Bungowannah Tennis Club Fence and Water Supply, SCCF2-0630 Brocklesby Recreation Reserve - New Function Rooms, SCCF2-0643 Walla Walla Sportsground - New Function Rooms, Kiosk and Amenities, SCCF2-0658 Walbundrie Recreation Ground Refurbishment, SCCF2-0660 Jindera and Gerogery West Tennis Clubs - Court Upgrade Project, SCCF2-0691 Jindera Country Golf Club - New Putting Greens, SCCF2-0695 Jindera and District Swimming Pool - Upgrade of Facilities, SCCF2-0697 Culcairn Swimming Pool - Amenities Upgrade, SCCF2-0701 Culcairn Town Tennis Club - Facilities Upgrade, SCCF2-0659 Greater Hume - Council Halls Upgrade Project. • All projects have now commenced work.
Greater Hume Council Newsletters	<p>Redesign the format and content of Council's quarterly newsletter to ensure effective and targeted content. <i>Delivery Plan 1.2.1.1.3</i></p>	<ul style="list-style-type: none"> • Rates Insert has been sent with all Rates Notices.
Museums and Heritage	<p>GHS currently has 10 public or private museums and three historical society's. Museum Advisor – In partnership with Albury</p>	<ul style="list-style-type: none"> • Finalising Community Museum Disaster Plan. • Museum Advisor currently meeting with Community Museums to develop themes for the "Aftermath Project" (Aftermath continues the exploration of our regions unique heritage and identity through the

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

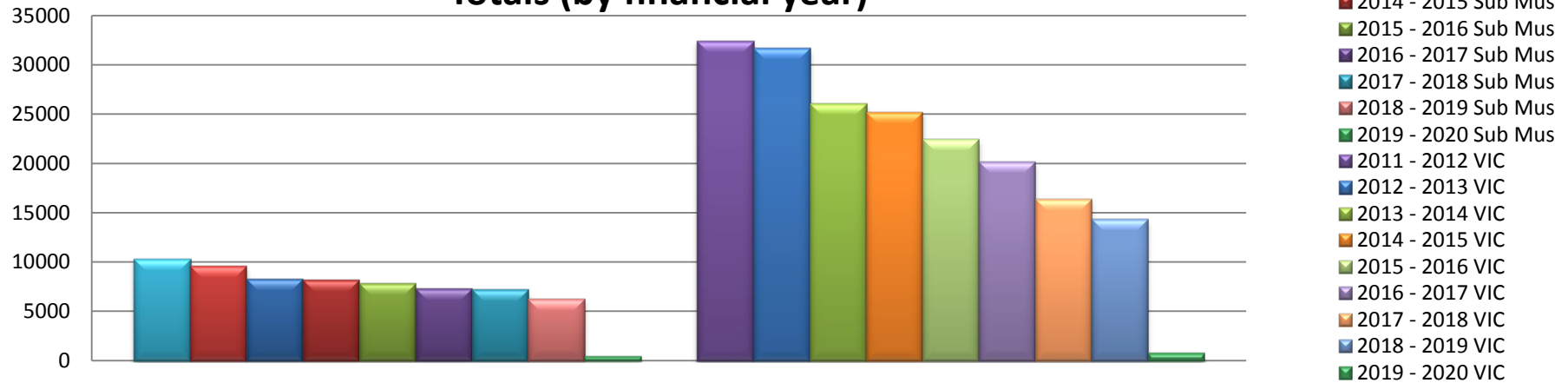
	<p>City Council and Museums and Galleries NSW we have engaged the services of a museum advisor, Mrs Kim Biggs for 2014. Delivery Plan 3.3.1.1.14</p>	<p>investigation of a range of themes related to the impact of World War I in our wider region, with a focus on the social history collections of museums 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.)</p>
<p>New Council Website</p>	<p>Develop a new Greater Hume Council website including a dedicated Have Your Say portal which is compliant with accessibility standards. Delivery Plan 1.2.1.1.4</p>	<p>At Council's March meeting SeamlessCMS(OpenCities) was approved to build and implement a new Greater Hume Council website. The Greater Hume Council website went live on 4 December. The Greater Hume Town Subsites are now live with all old sites now transferred to the new sites. The Greater Hume Children Services site is now live.</p> <p>There will still be a lot to do on all sites and it is envisaged it will take all of 12 months to develop new functionality on the new sites.</p> <p>Go to next page for website statistics (Statistics on other new sites will be shown two months after they go live).</p>

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

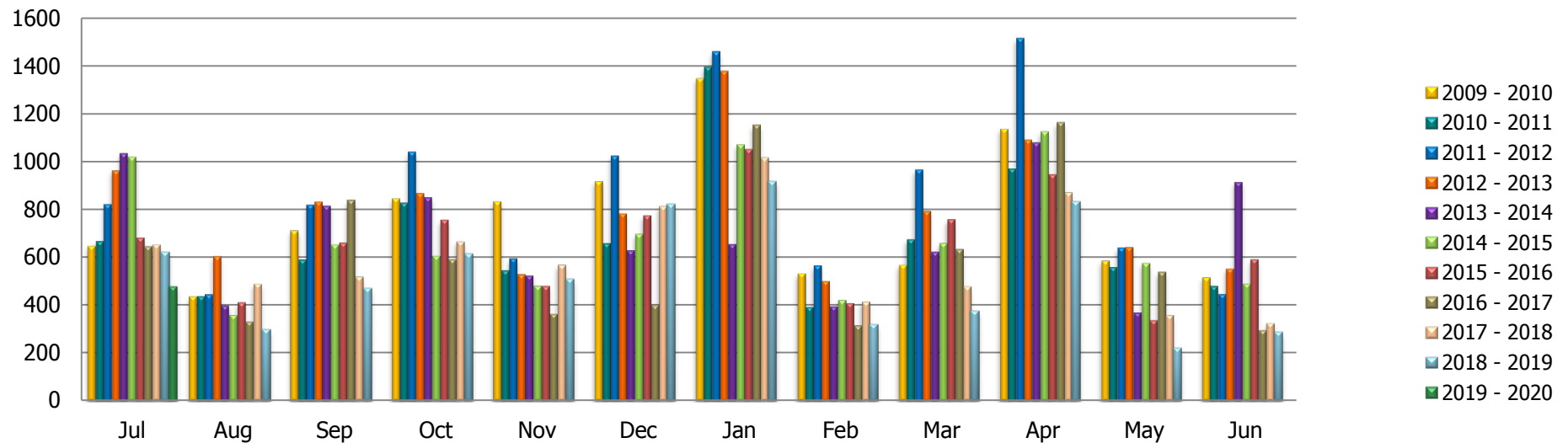
	Website Traffic		Device Paths			Traffic Source				Bounce Rate
	New	Returning	Desktop	Mobile	Tablet	Organic	Referral	Direct	Social	%
Greater Hume Council Website (www.greaterhume.nsw.gov.au) Statistics:										
July 2019	2679	1253	1761	1459	312	2602	141	659	178	53.66
July 2018	1982	836	1424	888	242	1906	223	399	61	52.80
Visit Greater Hume Website (www.visitgreaterhume.com.au) Statistics:										
July 2019	427	61	188	222	47	317	116	28	4	65.06
July 2018	407	59	223	158	52	269	112	65	0	66.08
Greater Hume Children Services Website (www.ghchildren.com.au) Statistics:										
July 2019	279	249	265	224	39	289	46	159	34	56.82
<p>www.greaterhume.nsw.gov.au - top pages:</p> <ol style="list-style-type: none"> 1. Contact Us 2. Your Greater Hume Council – Careers With Us 3. Your Greater Hume Council – Building and Development 4. Living in Greater Hume – Waste Facilities Opening Times Charges and Accepted Waste 5. Your Greater Hume Council – Council Meeting <p>www.visitgreaterhume.com.au – top pages:</p> <ol style="list-style-type: none"> 1. Destinations - Holbrook 2. Explore – History and Heritage 3. Destinations – Culcairn 4. Explore - Environment 5. Destinations – Walla Walla <p>www.ghchildren.com.au – top pages:</p> <ol style="list-style-type: none"> 1. Enrol Your Children 2. Information for Families 3. Meet Our Team 4. Contact Us 5. What's Happening in our Service Community 										

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

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



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



**ECONOMIC DEVELOPMENT
QUARTERLY REPORT TO GREATER HUME SHIRE COUNCIL
(April, May & June 2019)**

Areas/Projects	Objectives	Progress and Comments
<p>Business Newsletter</p>	<p>To produce a quarterly business newsletter for distribution electronically to businesses listed in the Greater Hume Business Directory database</p>	<p>Latest issue released 1 June 2019. Distributed to 482 email addresses</p> <ul style="list-style-type: none"> • Vendor Panel drop in sessions June and July • Working on your social media strategy • 2019 Business Survey coming soon • Refugee Migrant Jobs Expo • Work On Your Business series • Easy To Do Business – Small Business Friendly Councils Conference May • Lighting & Air Con Upgrades • Free Advisory visits by SafeWork NSW • Digital Solutions • Single Touch Payroll • Council's new website • Industrial land for sale • Post job vacancies to Jobs Riverina (for free) • Manufacturing Efficiency Funding • Australian Financial Complaints Authority • What is PPSR (Personal Property Securities Register) <p>Programs being run by BEC Business Advice South & West NSW promoted in newsletters and via email alerts. E.g. Greater Hume Community Newsletter</p> <p>Business Bus visits to Greater Hume on 3 and 4 June.</p> <p>Single Touch Payroll on 14 May @ Walbundrie</p> <p>Greater Hume program Work On Your Business Training Series. Vicky Burkinshaw of Purple Pyjamas (based at The Rock) has been engaged to run 3 x 2 hr business training running on 9 and 30 April and 21 May, held at Henty, Holbrook, then Jindera. 16 businesses registered to participate, 12 businesses completed all sessions. Doodle Poll at conclusion 88% very satisfied, 12% satisfied.</p> <p>Purple Pyjamas has been further engaged by one business which registered for the training, to evaluate and provide advice regarding business systems and processes and marketing.</p>
<p>Business Advice and Training</p>	<p>Consult with existing home based and small businesses to identify specific business management training & development needs and facilitate development of a program of training courses, seminars and workshops</p>	

**ECONOMIC DEVELOPMENT
QUARTERLY REPORT TO GREATER HUME SHIRE COUNCIL
(April, May & June 2019)**

Areas/Projects	Objectives	Progress and Comments
Business Database	Promote the shire internally and externally	<ul style="list-style-type: none"> • Business database now at 568 listings (98% data integrity) used to email e – newsletter, business training courses, important Council news. • The database forms the basis of the Buy Local Business Directory – revised paper version printed in colour during June and distributed to the database with the 2019 business survey.
Business Survey	Business survey (last conducted 2016) underway.	Business survey released June with surveys accepted until 15 August.
Industrial Land developments in Greater Hume Shire	To offer industrial land 'development ready'	<ul style="list-style-type: none"> • Sales enquiries received on regular basis with prompt follow up to all enquiries. <p>Sellout of Jindera Industrial Estate 5 allotments sold, 1 under offer. 8 blocks available. Sellout of Holbrook Industrial Estate 5 allotments sold, 1 proposed Holbrook Mens Shed site, 4 blocks available.</p> <p>Review of Jindera Industrial Estate signage to be undertaken in conjunction with preparation of marketing plan for the expanded estate once refreshed brand and signage plan style guide completed.</p> <p>Enquiries (2) for industrial land at Holbrook and Jindera Industrial Estate in August. Meeting with one applicant held. Enquiry to establish a small to medium manufacturing petfood facility within the shire during August. Response provided.</p>
Council's website	http://www.greaterhume.nsw.gov.au/BusinessInvestment.aspx	<p>Business information pages are regularly updated.</p> <p>REMPAN Economy Profile Licence renewed for period 1 July to 30 June 2020 with Council's subscription upgraded for staff access to REMPLAN Economy Software (including modelling capability).</p>
Ensure access to reliable high speed telecommunication services	Reliable internet and mobile phone coverage essential for businesses to establish and grow in Greater Hume Shire	<p>NBN now available for connections at Jindera, Walla Walla, and surrounding Culcairn and Gerogery areas. NBN issues at Jindera Local cell installed at Jindera Industrial Estate NBN rural connection available via Skymuster satellite across the shire Fibre to the Node fixed line connections available in Culcairn and Henty and Holbrook Two new fixed wireless towers proposed for Burrumbuttock and Holbrook (rural surrounds) High speed business internet launched Nov 2015 at Walla Walla</p>

**ECONOMIC DEVELOPMENT
QUARTERLY REPORT TO GREATER HUME SHIRE COUNCIL
(April, May & June 2019)**

Areas/Projects	Objectives	Progress and Comments
		Funding for new mobile tower at Talmalmo, located between Jingellic and Wymah, with 15km radius. Telstra will be installing the mobile tower scheduled for completion mid 2020.
Buy Local in Greater Hume initiative	Develop a public campaign which highlights Council working for the shire as a whole	Investigating a retail promotion for period November/December 2019.
Welcome Pack for new residents	Develop welcome pack information for community committees to distribute	This will become an output of the Resident Attraction Strategy, to be developed in conjunction with collaboration with community committees across the shire
Business Industry Incentive Policy	Review existing Business/Industry Incentive Policy Delivery Plan 3.1.2.2	Policy currently under review
AusIndustry	Relationship established Delivery Plan 3.1.2.2	AusIndustry's Nicola James and the Executive Assistant Gov/ED conducted on site meetings held with 4 businesses in Greater Hume in March 2019. All follow work done.
Refugee Resettlement Program	Attract new residents to the shire.	<p>Council has provided in principle support for a secondary refugee resettlement program at Walla Walla. Various reports have been received by Council and most recently Terms of Reference adopted for the working committee.</p> <p>Walla Walla Alive With Opportunity booklet revised and print run of 500 completed. Council participated in the LEAP employment expo in conjunction with Walla Walla committee, RDA Riverina and Multicultural NSW May 15 in Fairfield (Sydney). Council also supported the development of marketing initiatives for the expo. Report to Council June agenda. Article in June issue of Business News.</p>
Small Business Friendly Councils Service NSW Easy To Do Business		<p>Themed: supercharge your local economy Inaugural conference to be held 16 and 17 May in Sydney. Executive Assistant Gov and ED attended.</p> <p>Small Business Friendly Councils Conference in Sydney on 16—17 May.</p> <ul style="list-style-type: none"> • Multiple panel discussions with speakers such as the Small Business Commissioners from across Australia • Keynote presentations from experts such as futurist Mark McCrindle • Workshops with business experts such as placemakers Barrie Barton and Jo Kelly • Visitor economy masterclasses with local government champions including

**ECONOMIC DEVELOPMENT
QUARTERLY REPORT TO GREATER HUME SHIRE COUNCIL
(April, May & June 2019)**

Areas/Projects	Objectives	Progress and Comments
		<p>viral marketing sensation Ray Smith, General Manager of Bland Shire Council, and the team that supported the iconic Parkes Elvis Festival</p> <ul style="list-style-type: none"> • Presentation of plaques to each Council recognising your partnership in Easy to do Business and Small Business Friendly Councils <p>Greater Hume Council is a member of the Easy to Do Business Program, which concentrates on cutting red tape for start-up cafes, restaurants and bars to reduce the time it takes to start from 18 months to just 3 months.</p>
Country Change		<p>Initiative to encourage city dwellers to consider moving to the Riverina Region. Council will continue participation in the digital program for 2019/2020. Excellent linkage potential and access to production of videos to support our Resident Attraction Strategy.</p>
RDA Riverina Jobs Riverina		<p>Jobs Riverina portal is an initiative of RDA Riverina. Council is active in posting all positions vacant to this free portal and encouraging businesses in the shire to post any job vacancies to the portal.</p>
Community Engagement Activities		<ul style="list-style-type: none"> • Community Engagement Guide developed for Jindera Multi-Purpose Hall project. Distributed via Jindera Community Newsletter, and via Jindera IGA. Copies available on website, at Jindera Community Hub. Survey form developed with Have Your Say page created. • Community Bulletin issued regarding the reclassification of community land to operational land at Jindera. This page was placed into the Jindera Newsletter, placed on shop windows at the Jindera Plaza, sent through school (3) email networks to highlight the public hearing being held on 2 May 2019. • Delivery Program and Operational Plan – half page advertisement created to explain that the DP and OP is Council's business plan, and include the highlights for the next 12 months. Community can view the plan on website, at the 5 council offices and make comment by Have Your Say page or write to Council, community comment period is until end of May. In addition, statutory advertisement placed in classified section of Border Mail on 27 April 2019.

During the quarter, Executive Assistant Governance & Economic Development was on leave 2 June to 17 July 2019.

GREATER HUME SHIRE COUNCIL

Schedule of the Director Corporate Community Services' Schedule of Information to Council Meeting -
Wednesday 21st August 2019


COMBINED BANK ACCOUNT FOR THE MONTH ENDED July 31st, 2019**CASHBOOK RECONCILIATION**

	General Fund	Trust Fund
General Ledger Cashbook Balance as at 1st July 2019	-7,623.86	52,781.04
Cashbook Movement as at 31st July, 2019	-283,620.67	0.00
Less: Term Deposits included in Cashbook Balance (Trust only)	0.00	0.00
General Ledger Cashbook Balance as at 31st July, 2019	<u>-291,244.53</u>	<u>52,781.04</u>

BANK STATEMENT RECONCILIATION

Bank Statement Balance as at 31st July, 2019	NAB	\$0.00	52,781.04
	Hume	\$21,540.72	
	Bendigo	\$2,350.71	
	WAW	\$0.00	
	Total	<u>23,891.43</u>	<u>52,781.04</u>
(LESS) Unpresented Cheques as at 31st July, 2019		-24,806.76	0.00
(LESS) Unpresented EFT Payments as at 31st July, 2019		-365,011.40	0.00
PLUS Outstanding Deposits as at 31st July, 2019		74,682.20	0.00
PLUS / (LESS) Unmatched Cashbook Transactions 31st July, 2019		0.00	0.00
Cashbook Balance as at 31st July, 2019		<u>-291,244.53</u>	<u>52,781.04</u>

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


 Responsible Accounting Officer
 7 August 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 21st August, 2019

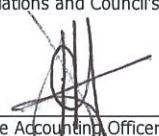
GENERAL MANAGER

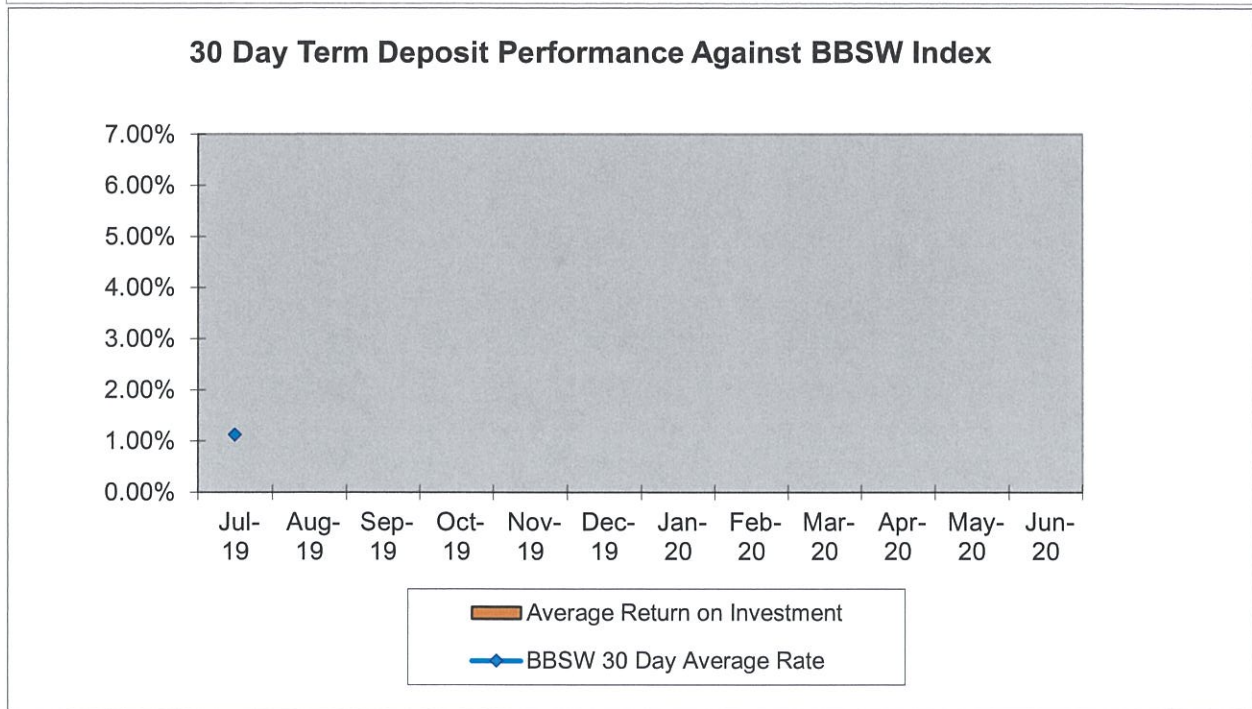
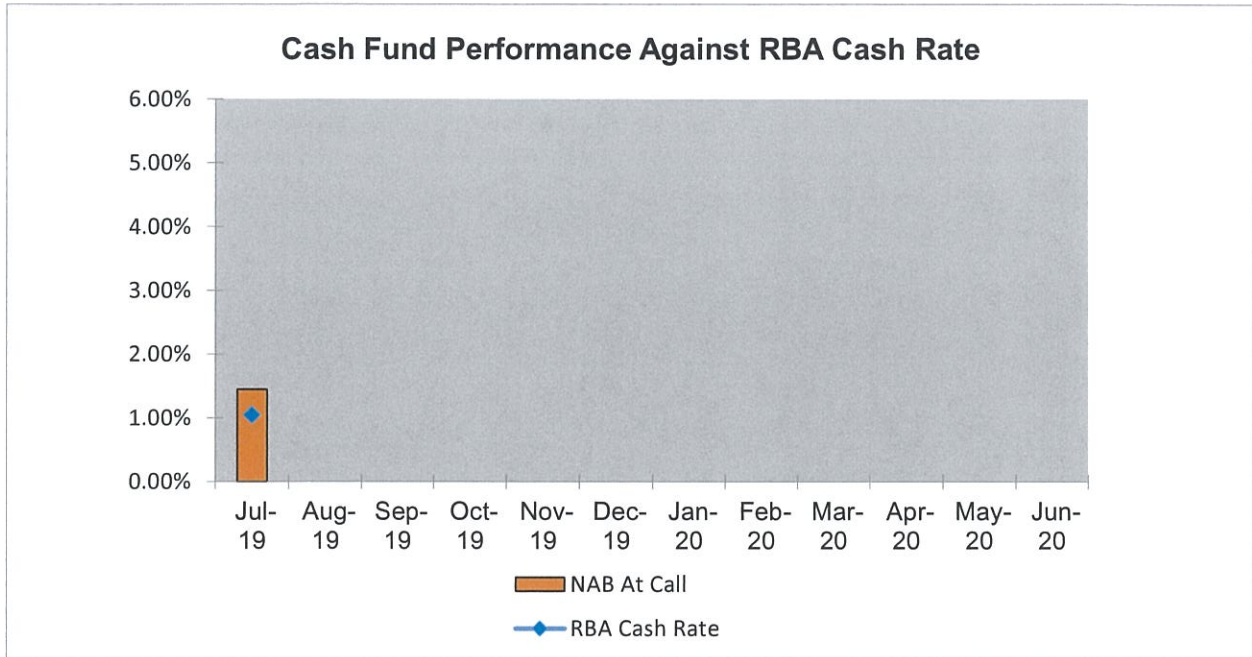
MAYOR

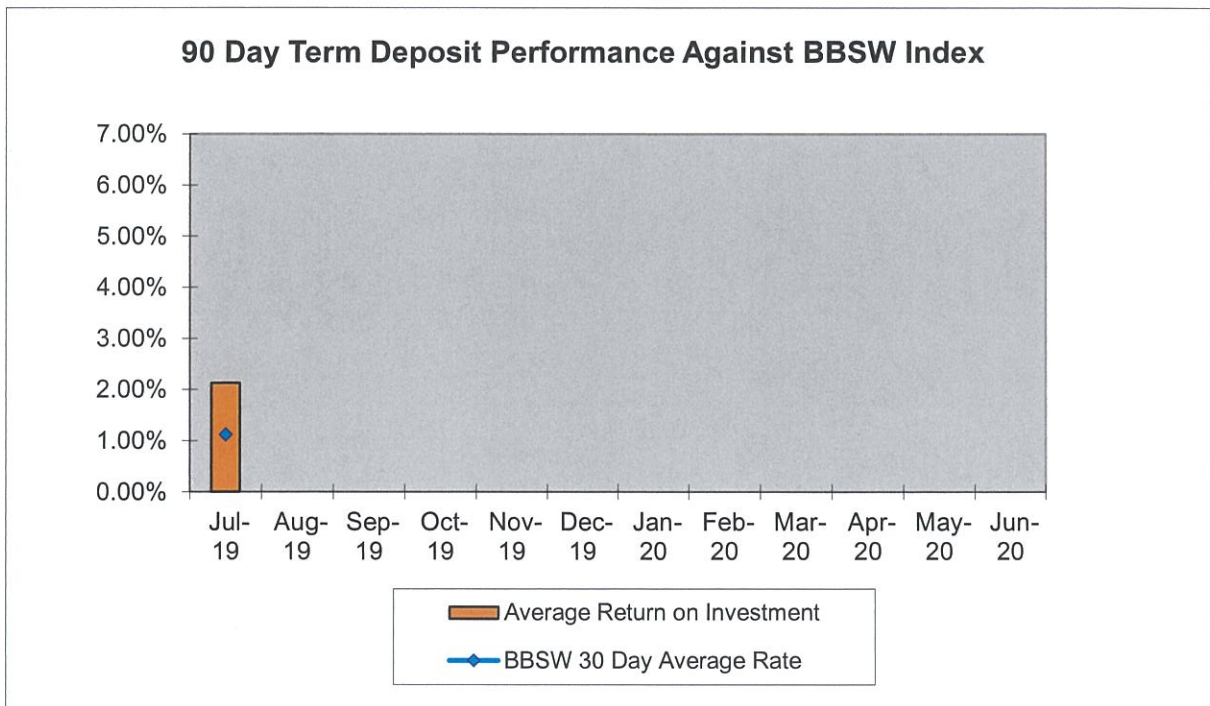
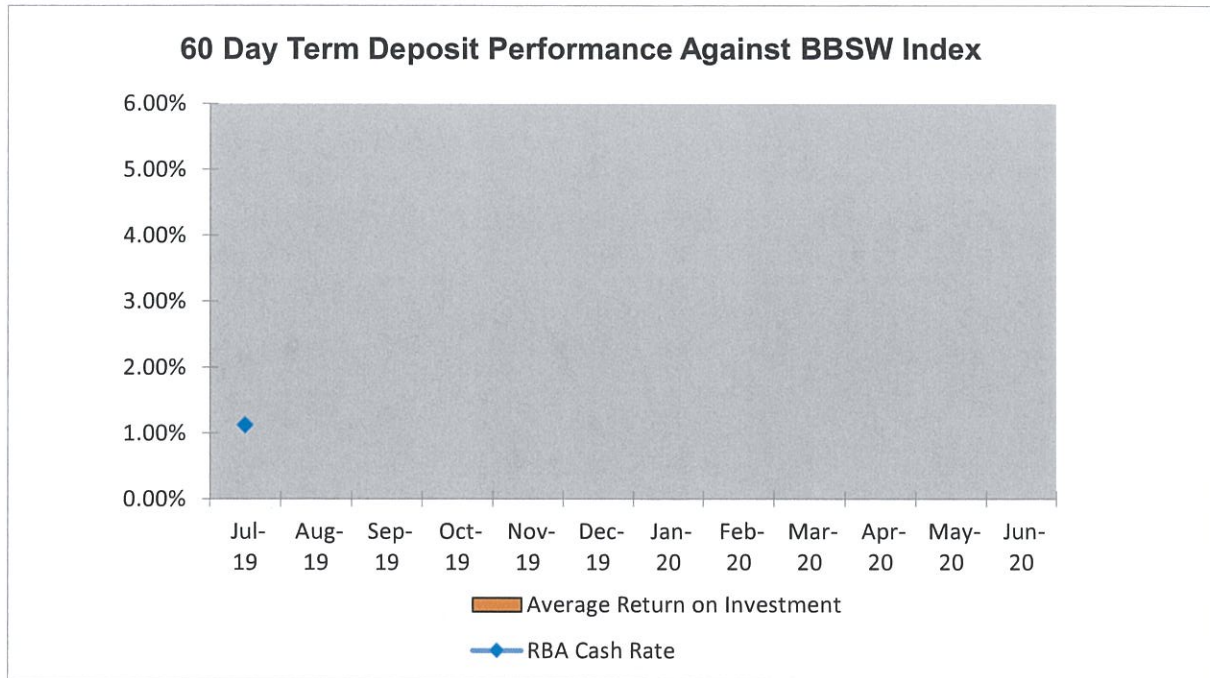
GREATER HUME SHIRE COUNCIL
COMBINED INVESTMENT ACCOUNT - MONTH ENDED 31 July 2019

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	2.60%	181	28-Feb-19	28-Aug-19
GHS180	NAB	A- 1+	509,765.32	2.55%	184	13-Mar-19	13-Sep-19
GHS191	NAB	A- 1+	500,000.00	2.50%	183	07-Apr-19	07-Oct-19
GHS204	NAB	A- 1+	500,000.00	2.35%	184	18-May-19	18-Nov-19
GHS206	NAB	A- 1+	500,000.00	2.35%	184	22-May-19	22-Nov-19
GHS184	NAB	A- 1+	506,482.20	2.15%	274	06-Jun-19	06-Mar-20
	NAB	A- 1+	5,256,293.87	1.45%	@ Call	27-Apr-09	Variable
			<u>8,272,541.39</u>				
<u>Hume Bank</u>							
GHS190	HUME	Unrated	500,000.00	2.50%	122	08-Apr-19	08-Aug-19
GHS193	HUME	Unrated	500,000.00	2.80%	365	29-Dec-18	29-Dec-19
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>							
GHS177	BENDIGO	A-2	500,000.00	2.40%	153	07-Mar-19	07-Aug-19
GHS182	BENDIGO	A-2	500,000.00	2.40%	153	07-Mar-19	07-Aug-19
GHS203	BENDIGO	A-2	500,000.00	2.15%	92	20-Jun-19	20-Sep-19
GHS199	BENDIGO	A-2	500,000.00	2.05%	92	28-Jun-19	28-Sep-19
GHS187	BENDIGO	A-2	500,000.00	2.05%	92	07-Jul-19	07-Oct-19
GHS165	BENDIGO	A-2	300,000.00	2.40%	210	21-Apr-19	17-Nov-19
GHS207	BENDIGO	A-2	500,000.00	2.40%	210	21-Apr-19	17-Nov-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
			<u>5,050,000.00</u>				
<u>WAW Credit Union</u>							
GHS149	WAW	Unrated	500,000.00	2.65%	180	27-Mar-19	23-Sep-19
GHS169	WAW	Unrated	500,000.00	2.65%	183	05-Apr-19	05-Oct-19
GHS151	WAW	Unrated	600,000.00	2.25%	92	31-Jul-19	31-Oct-19
GHS128	WAW	Unrated	450,000.00	2.55%	153	08-Jun-19	08-Nov-19
GHS168	WAW	Unrated	500,000.00	2.55%	153	10-Jun-19	10-Nov-19
GHS179	WAW	Unrated	500,000.00	2.30%	123	11-Jul-19	11-Nov-19
GHS159	WAW	Unrated	500,000.00	2.55%	153	11-Jun-19	11-Nov-19
GHS121	WAW	Unrated	300,000.00	2.30%	123	22-Jul-19	22-Nov-19
GHS202	WAW	Unrated	500,000.00	2.45%	270	19-May-19	13-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
GHS166	WAW	Unrated	17,508.48	2.50%	365	17-May-19	16-May-20
GHS208	WAW	Unrated	500,000.00	2.50%	365	21-May-19	20-May-20
			<u>5,767,508.48</u>				
General Fund Total			24,572,541.39				
Trust Fund Total			177,557.27				
			<u>\$24,750,098.66</u>			Total Investment at	31-Jul-19
				2.19%		Average Rate of Interest on Investment	
				2.30%		Average Rate of Interest over 12 Months	

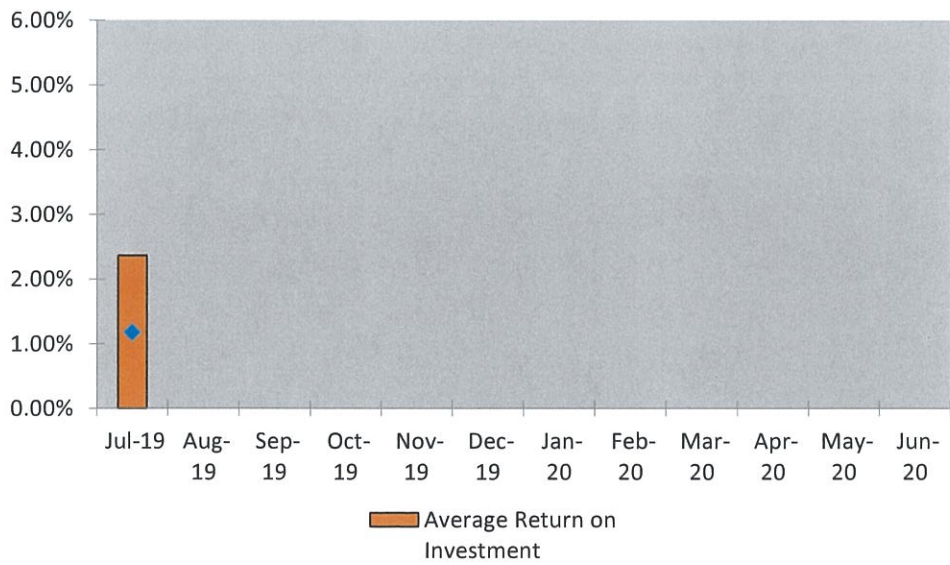
This is the Schedule of Investments presented to Council for consideration on 14th August 2019. I hereby certify that the investments have been made in accordance with Section 625 of the Local Government Act, 1993, the Regulations and Council's Investment Policy.


 Responsible Accounting Officer
 Thursday, 8 August 2019

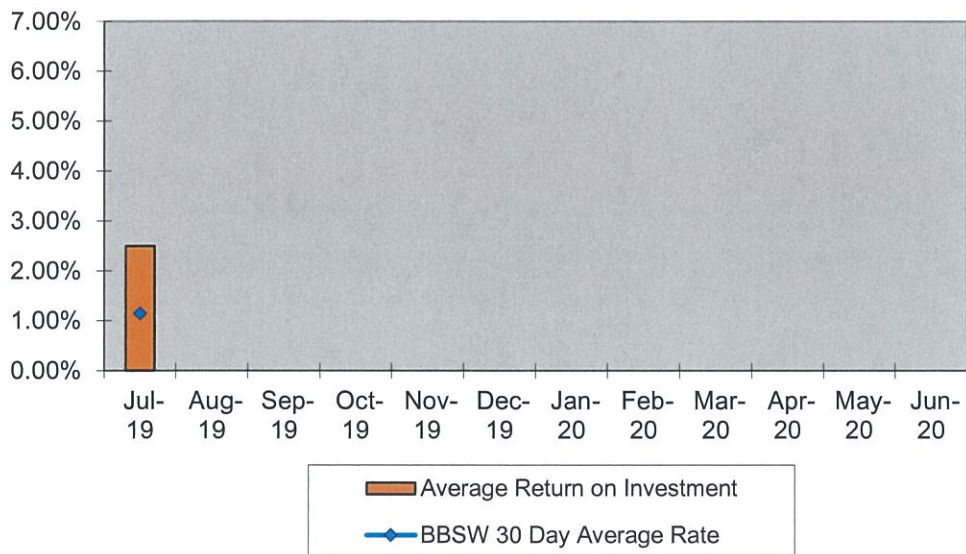


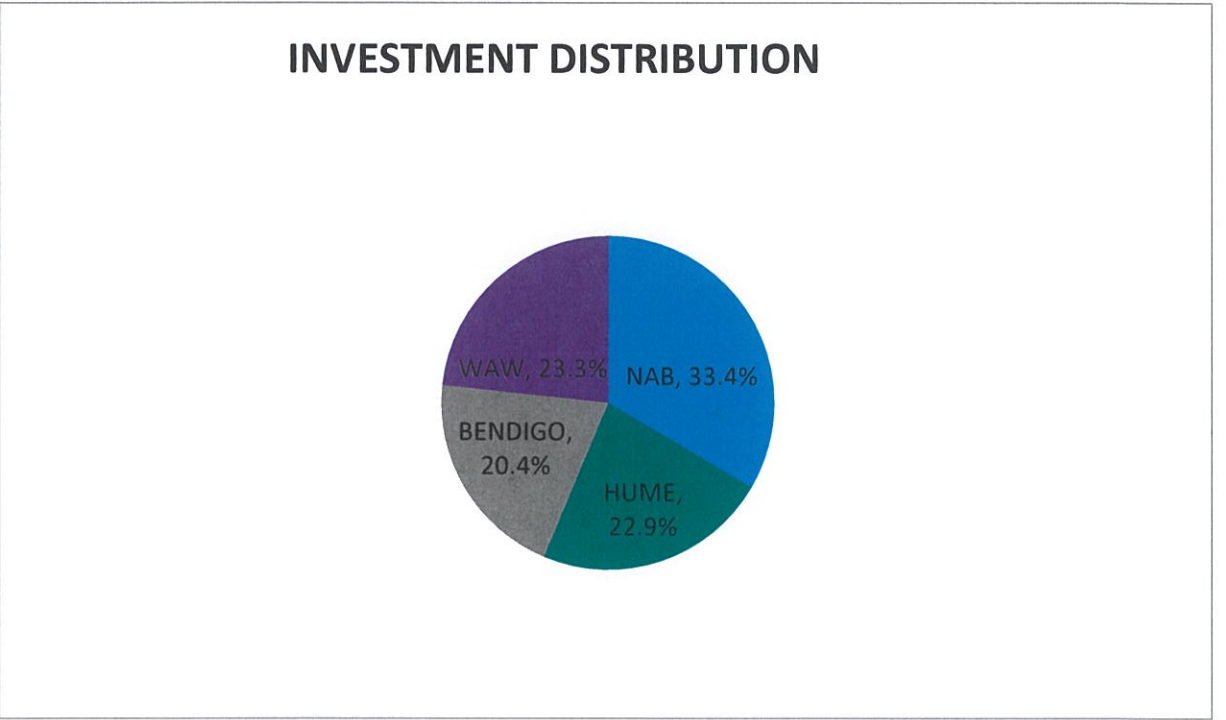
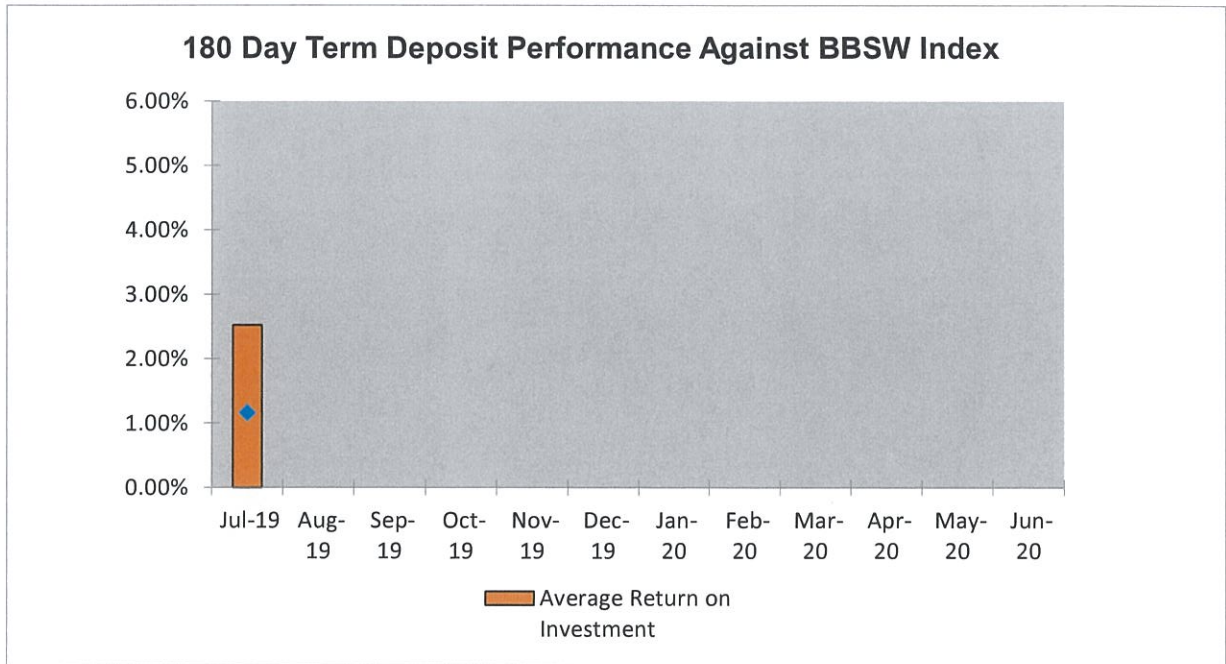


120 Day Term Deposit Performance Against BBSW Index



150 Day Term Deposit Performance Against BBSW Index





Applications Approved

c_dm073

Approved Between 1/07/2019 and 31/07/2019

06/08/2019

Application No.	Location	Development Type	Est. Cost	Received	Determination	Total Elapsed Days	Stop Days	Adjusted Elapsed Days	
DA/2018/150	Applicant: J A Ross 67 Adams ST JINDERA Lot: 2 DP: 1165234	New Shed and Carport	\$0	12/07/2019	Cancelled	22/07/2019	11	0	11
DA/2018/183	Applicant: R G Peters Wallace ST HOLBROOK Lot: 1 DP: 831081 Lot: 5 DP: 804402	Shipping Container	\$4,500	9/11/2018	Approved	31/07/2019	26	239	26
DA/2019/52	Applicant: M J Suttie Architects 25 Ribery CT JINDERA Lot: 709 DP: 1202940	New Dwelling Garage & Workshop - As Modified	\$0	19/06/2019	Approved	11/07/2019	23	0	23
DA/2019/60	Applicant: F K Brown 88 Goulburn ST JINDERA Lot: 341 DP: 1189037	New Dwelling and Garage	\$357,811	22/05/2019	Approved	15/07/2019	12	43	12
DA/2019/63	Applicant: A E Fawcett 4-6 King ST BROCKLESBY Lot: 197 DP: 753724	Dwelling Extension	\$80,200	17/05/2019	Approved	24/07/2019	19	100	38
DA/2019/66	Applicant: N Corbett Malabar RD HOLBROOK Lot: 106 DP: 791516	New Dwelling Shed & Swimming Pool	\$325,400	29/05/2019	Approved	18/07/2019	6	90	12
DA/2019/68	Applicant: Shed Boss 3/107 Mitchell ST JINDERA Lot: 3 SP: 80746	New Shed & Awning	\$17,766	4/06/2019	Approved – Councillors	17/07/2019	44	0	44
DA/2019/69	Applicant: Shed Boss 117-119 Urana ST JINDERA Lot: 10 Sec: 9 DP: 758544	New Shed	\$18,786	12/06/2019	Approved	1/07/2019	20	0	20

Application No.	Location	Development Type	Received	Est. Cost	Determination	Total Elapsed Days	Stop Days	Adjusted Elapsed Days
DAI/2019/70	Applicant: M Pisani 9 Frosty LN JINDERA Lot: 404 DP: 1252780	New Shed	12/06/2019	\$40,500	Approved	3/07/2019	6	6
DAI/2019/72	Applicant: Habitat Planning 14 Cade CT JINDERA Lot: 12 DP: 1249885	New Dwelling Garage & Shed	13/06/2019	\$350,000	Approved	5/07/2019	17	17
DAI/2019/73	Applicant: Bear Steel Constructions Pty Ltd 77 Huon ST GEROGERY Lot: 3 DP: 1232546	New Shed	21/06/2019	\$14,894	Approved	9/07/2019	19	19
DAI/2019/76	Applicant: Bridgewood Homes 63A Howlong RD BURRUMBUTTOCK Lot: 3 DP: 249012	New Dwelling & Garage	21/06/2019	\$238,428	Approved	11/07/2019	21	21
DAI/2019/77	Applicant: Supreme Pools 492 Stony Park RD BURRUMBUTTOCK Lot: 2 DP: 1034458	New Swimming Pool	21/06/2019	\$49,990	Approved	11/07/2019	21	21
DAI/2019/80	Applicant: E P Sarroff 4 Phillips WY JINDERA Lot: 7 DP: 286299	Remove Existing Patio & New Patio	24/06/2019	\$48,000	Approved	25/07/2019	32	64

Application No.	Location	Development Type	Received	Est. Cost	Determination	Total Elapsed Days	Stop Days	Adjusted Elapsed Days
DA/2019/82	Applicant: Walpole Surveying Pty Ltd 269 Stonehaven RD HOLBROOK Lot: 2 DP: 808240 PLT: 30 DP: 753354 PLT: 31 DP: 753354 PLT: 37 DP: 753354 PLT: 38 DP: 753354 PLT: 39 DP: 753354 Lot: 19 DP: 253637 Lot: 21 DP: 253637 Lot: 22 DP: 253637 Lot: 23 DP: 253637	3 Lot Subdivision (Consolidation of 10 Lots)	\$0 28/06/2019	\$0	Approved	34	0	34
DA/2019/83	Applicant: A S Knobel 9 Melrose ST CULCAIRN Lot: 10 Sec: 21 DP: 6027	New Shed	1/07/2019	\$18,000	Approved	18	4	18
DA/2019/84	Applicant: J W Lanfranchi Pty Ltd 36 Pech AVE JINDERA Lot: 72 DP: 1224019	New Dwelling & Garage	2/07/2019	\$260,000	Approved	8	13	8
DA/2019/85	Applicant: Afonso Building Solutions 98 Creek ST JINDERA Lot: 22 DP: 1101212	New Dwelling & Garage	2/07/2019	\$203,192	Approved	21	0	21
DA/2019/93	Applicant: C A Ross 67 Adams ST JINDERA Lot: 2 DP: 1165234	New Shed & Carport	12/07/2019	\$17,500	Approved	8	0	16
CDC/2019/26	Applicant: Premier Building & Construction 3 Klemke AVE WALLA WALLA Lot: 15 DP: 1112086	New Learning Hub	28/06/2019	\$2,400,000	Approved	27	0	27

ANNEXURE 15

Application No.	Applicant	Location	Development Type	Est. Cost	Received	Determination	Total Elapsed Days	Stop Days	Adjusted Elapsed Days
CDC/2019/27	T L Michael 54 Mulgrave RD JINDERA Lot: 502 DP: 1236708		New Swimming Pool	\$37,144	1/07/2019	Approved -- Private Certifier	1	0	2

Report Totals & Averages

Total Number of Applications : 21

Total Estimated Cost : 4,482,111.00

Average Elapsed Calendar Days: 46.24

Average Calendar Stop Days: 24.33

Average Adjusted Calendar Days: 21.90

Total Elapsed Calendar Days: 971.00

Total Calendar Stop Days: 511.00

Total Adjusted Calendar Days: 460.00

Director Environment & Planning
Greater Hume Shire Council

MINUTES
GREATER HUME COUNCIL AUDIT, RISK AND IMPROVEMENT COMMITTEE,
HELD ON 6 AUGUST 2019 AT GREATER HUME CHAMBERS, CULCAIRN

- Present:** Mr David Maxwell – Independent Chairperson
 Mr John Batchelor – Independent Committee Member
 Cr Heather Wilton – Mayor, Greater Hume Council
 Cr Tony Quinn – Greater Hume Council
- Observers:** David Smith – Director Corporate and Community Service, Greater Hume Council
 Steven Pinnuck – General Manager, Greater Hume Council
 Jackie Lister – Risk Officer, Greater Hume Council (Item 8a)
 Phil Swaffield – Internal Auditor, National Audits Group
 Stephen Prowse – Internal Auditor, National Audits Group
- Apologies:** Cr Denise Knight – Greater Hume Council
 Dean Hart – Chief Financial Officer, Greater Hume Council

Meeting Commenced 10.04am

ITEM 1 Welcome and Apologies

RESOLVED [Cr Wilton/John Batchelor]

That the apology received from Cr Osborne 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 7 May 2019

RESOLVED [John Batchelor / Cr Wilton]

That the Minutes of the Greater Hume Council Audit, Risk and Improvement Committee meeting held on 7 May 2019 as printed and circulated be confirmed as a true and correct record of the proceedings of the meeting.

ITEM 5 Business Arising

Nil

ITEM 6 External Audit – Audit Office Management Letter on the Interim Phase of the Greater Hume Shire Council Audit for the Year Ending 30 June 2019

The Audit Office Management Letter on the Interim Phase of the Greater Hume Shire Council Audit for the Year Ending 30 June 2019 was tabled and considered by the Committee. David Smith provided an update on progress toward meeting key recommendations outlined in the report as follows:

Issue 1 - Information Technology – Audit logs of privileged access activities not maintained. A resolution to this matter is being explored with the support of Albury City Council IT staff.

Issue 4 – Lack of laws and regulations compliance register. Provision has been made in the 2019/2020 budget for the subscription to an appropriate service.

MINUTES**GREATER HUME COUNCIL AUDIT, RISK AND IMPROVEMENT COMMITTEE,
HELD ON 6 AUGUST 2019 AT GREATER HUME CHAMBERS, CULCAIRN**

Issue 6 – Cybersecurity testing not performed. As detailed in management’s response to the recommendation, no action has been taken in relation to the engagement of an external provider to undertake the recommended test due to the extremely high cost involved. Council has a limited IT budget and resources are fully committed to day to day operations of the IT function. Internal Auditor to provide details on lower cost alternatives for management follow-up.

Issue 7 – Rates exception reporting, domestic waste management. As detailed in management’s response to the recommendation, Council is not aware of a report within the Authority system that would provide the information required to comply with this recommendation. However, Council staff have commenced discussions to implement improved work practices that will improve communications between the Rates Officer, GIS Officer and Environment & Planning staff to ensure that all new garbage services are captured and appropriate charges levied.

RESOLVED [Cr Wilton/John Batchelor]

1. That the Audit Office Management Letter on the Interim Phase of the Greater Hume Shire Council Audit for the Year Ending 30 June 2019 be received and noted and recommendations recorded in the follow-up matrix.
2. In relation to Issue 6 that Council consider cyber security penetration testing in a one year in four basis
3. In relation to Issue 7 that the committee notes that the recent Internal Audit report on Rates is addressing this issue

ITEM 7 INTERNAL AUDIT**a. Internal Audit Program Scoping**

The Committee considered a report on draft scoping for internal audit topics to be undertaken over the next three years. Following discussion and consideration the following audit scopes were recommended:

RESOLVED [Cr Wilton / John Batchelor]

That the Committee recommends that the following scoping definitions be applied to internal audit topics:

2019/2020**Stores & Depot Management**

1. Review the adequacy of the processes and practices governing Council’s stores system including key controls around the recording of purchased goods into and out of the stores system
2. Review current depot management practices with particular emphasis on control mechanisms in place to manage goods and materials held at the depot
3. Review the adequacy of current controls supporting the issuing and recording of tools and equipment to individual employees

Section 355 Committee Management & Operations

MINUTES**GREATER HUME COUNCIL AUDIT, RISK AND IMPROVEMENT COMMITTEE,
HELD ON 6 AUGUST 2019 AT GREATER HUME CHAMBERS, CULCAIRN**

Ascertain whether Council has effective and efficient control processes and procedures to manage the operations and associated risks of its S355 Committees of Management and volunteers.

Long Term Financial Planning and Asset Management Planning

To review the adequacy of Council's current asset management system with particular emphasis on the ability for asset management to integrate with and inform Council's Long Term Financial Plan.

2020/2021 (Subject to Review)**Events and Festivals Management**

Ascertain whether Council has effective and efficient control processes and procedures in place to manage risks associated with Council organised events and to capture necessary information to process approval of events organised by community groups external to Council.

Infrastructure Management & Maintenance Planning

Ascertain whether Council has suitable systems in place to ensure that infrastructure assets are adequately maintained, including making due allowance for a hierarchy of importance of the asset to the system overall. Test whether current and forward maintenance budgets in Council's adopted Long Term Financial Plan are consistent with required maintenance as determined by Council's Asset Management Plans.

Accounts Payable

Gain an understanding of the key risks and controls in the accounts payable systems. Assess and test the operation of controls. Perform data interrogation procedures to identify and enquire into any unusual transactions.

2021/2022 (Subject to Review)**Health / Swimming Pools Compliance**

Gain an understanding of how Council understands its compliance obligations in respect of public health matters (including public and private swimming pools and wood heaters). Identify the key compliance obligations and test Council's compliance.

Plant Operations

Assess the effectiveness and efficiency of Council's systems for managing plant assets and to benchmark utilisation rates across industry measures.

Infrastructure Identification and Asset Useful Lives

Determine the adequacy of systems and processes to ensure that all assets are appropriately and accurately recorded as to description, location, and appropriately componentised to meet the requirements of AASB 16 Property, Plant & Equipment. Test the operation of the processes and how this information is used to modify estimated useful lives used for calculation of depreciation.

MINUTES**GREATER HUME COUNCIL AUDIT, RISK AND IMPROVEMENT COMMITTEE,
HELD ON 6 AUGUST 2019 AT GREATER HUME CHAMBERS, CULCAIRN****ITEM 8 Reports from Other Agencies****a. Risk Officer Report**

Jackie Lister presented a report on risk management initiatives currently being implemented as well as details on current insurance claims made against Council. Major topics discussed were All Staff Day and focus on mental health awareness. David Maxwell requested that a progress report be provided by the Risk Officer at the November 2019 Committee meeting on the implementation of a Risk Register for Council.

RESOLVED [John Batchelor / Cr Wilton]

That Risk Officer report be received and noted

b. Verbal Report from General Manager

No issues to report.

RESOLVED [John Batchelor / Cr Wilton]

That General Manager's verbal report be received and noted

ITEM 9 COMMITTEE OPERATIONS**a. Draft Audit, Risk & Improvement Committee Report.**

David Maxwell tabled a draft report from the Committee to be presented to Council at the August 2019 Council Meeting.

RESOLVED [David Maxwell / Cr Wilton]

That the draft Audit, Risk & Improvement Committee Report as tabled be approved and presented to the August 2019 Council Meeting

b. Audit Committee Follow up Matrix

David Smith presented to Audit Committee Follow-up Matrix for consideration and discussion. In response, the following matters were raised:

- Asset Management Plans yet to be updated and this matter will be followed-up with the Director Engineering.
- Development of Bridge and Drainage Gang ongoing subject to finalisation of recruitment of Bridge and Drainage Ganger
- Rates and Charges Exemption review and the actions taken to address the recommendation relating to farmland categories

RESOLVED [Cr Wilton / John Batchelor]

That the Audit Committee Follow Up Matrix be received and noted

c. Committee Forward Meeting Plan**RESOLVED [Cr Wilton / John Batchelor]**

- (a) That the Committee Forward Meeting Plan be received and noted and be reviewed at the November 2019 Committee meeting.

Next meeting dates

Tuesday 10 September 2019

Tuesday 12 November 2019

(NOTE: All meetings will commence 10am at the Culcairn Chambers)

There being no further business the meeting closed at 11.25am

CUCLARIN COMMUNITY DEVELOPMENT COMMITTEE MEETING 16TH JULY 2019, CULCAIRN COUNCIL CHAMBERS

PRESENT: Jennifer Christensen, Terry Weston, Glenice Miller, Lolita Landman, Alan Wilson, Paul Wilksch, Ken Scheuner, Lynette O’Rielly (Council-Manager of Community Services), Kirsty Wilksch, Karen Schoff, Jena Kent.

APOLOGIES: Diane McElwaine, Jacob Wilksch, Les Frazer, Michelle Goode. Accepted on the motion of Alan, seconded Paul, carried.

MINUTES OF MEETING 18TH JUNE 2019 were accepted on the motion of Lolita, seconded Paul, carried.

BUSINESS ARISING FROM MINUTES

1. Pepper trees Henty St West are gone. We have requested soil testing prior to re-planting, in Greg’s response he thinks it is unnecessary. Soils tend to be acid after peppercorn trees.
2. New garbage bins-Greg’s letter says that our suggestions will be considered by staff and a final option will be brought back to this committee.
3. The Dumpsite. Glenice and the Railway House museum committee are concerned with it’s location. Have suggested that a meeting of Glenice, others from the committee, Alan and others from this committee, and Greg Blackie be arranged at Eric Thomas Park to talk about the location. Alan to speak to Greg and organise a time. Discussion about traffic flow, Alan to talk to Greg about suggested options.
4. The OASIS, now being run by David Gilmore, Gary Kenney and Adam McNuff, the Council has put another \$500 for it to continue-it needs support, articles, advertising of \$500 a month. Suggestions of 12 month packages, pay for 10-get 12 suggested. It would be good to make the Oasis committee a sub-committee of this group. Alan to organise a meeting with David, Gary and Adam before our next meeting.
5. Australia Day Celebrations. Kerrie Wise coming to August meeting to discuss the day with us. PLEASE COME WITH SOME IDEAS OF WHAT WE CAN DO/ACTIVITIES/CATERING etc. thanks. Secretary to email Kerrie re the awards, categories, closing date for nominations etc. There is an Australia Day committee within Council made up of councillors & staff. It is a good fund raiser for those involved.
6. Entry signs into Culcairn-dated. Terry to follow up with Marg Killalea (council) several years ago there was a project for new signage for each town, one per year. Not sure where Culcairn was on the list. Terry to follow up on this.

NEW BUSINESS

7. Lynette told us about the outcomes of the Healthy Towns project (also on front page of Oasis) very good response, in hindsight more communication and engagement could have been done. 3 walking groups, signage for the

walking/bike track will be done soon. The total outcomes (such as health goals achieved, weight lost etc) will become available at some stage. She reminded us about the overall/general attitude in Culcairn is one of negativity, we are all encouraged to talk Culcairn up as much as possible. Lynette is happy to help us with grant finding/applications too. NEXT MEETING -TOWN ASSETS-A LIST OF WHAT WE'VE GOT. HAVE A THINK! We need to play to our demographics, a lot of retired people but also young families with children. Positive and proactive, have plans to aim for, projects priced out ready for grant applications. We have a lot of ideas, it all needs to be put together. Regional Designs in Corowa (Aaron and Phillip) we need help with the overall big picture. Secretary to follow up on them and get pricing for initial consultations. Apply for a grant to cover this?

8. Positivity breeds positivity, instead of expecting/waiting for Council to be our saviour/fixer of problems, we need to be positive, proactive, speak out the good things we have in Culcairn and the recent projects achieved-fantastic new hospital, St Joseph's school renovations, skate park-there is more!
9. Compassionate communities seminars-a pilot program-1 of only 2 in NSW, Healthy Towns project-Culcairn was 1 of 5 chance of receiving the extra \$5,000 for the initiative. All positive.
10. Inland Rail community grants, \$1,000 to \$4,000-closes the 31st of July. Could apply for activities for youth (in conjunction with Henty) or Australia Day activities? (another round starts in August, refer email sent around)
11. Facebook page, run by this committee not Council-"**CULCAIRN OASIS COMMUNITY**"-Karen has set it up, not live yet as she wants to know what we want on it. She will be administrator for a year. Email her suggestions of-"this page is run by the Culcairn Community Development committee for the purpose of....."
12. Asbestos money, Terry to ask about where this is up to.
13. Skate park in use now, Jena asked about seating/table and a water bubbler for the kids. Terry to enquire at Council meeting 17/7/19.

NEXT MEETING 20TH OF AUGUST, 7PM, CULCAIRN COUNCIL CHAMBERS.

HOMEWORK- LIST OF ASSETS, AUSTRALIA DAY ACTIVITIES

AGENDA ITEMS FOR NEXT MEETING-AUSTRALIA DAY, RAILWAY PRECINCT, LIST OF TOWN ASSETS.