

5797 River Road, Talmalmo
Talmalmo Telstra Exchange



Example FIDO Small Cell Installations



Example of Rooftop mount – 2017





Telstra Satellite Small cell Skid solution





Reference: 15/08868 & DOC19/190100

Suzanne Klemke
Greater Hume Shire Council
PO Box 99
Holbrook NSW 2644

By Email: sklemke@greaterhume.nsw.gov.au

Dear Ms Klemke

Purchase enquiry - unconstructed council road adjoining Lot 53 on Deposited Plan 753735 – Culcairn

The Department of Planning, Industry & Environment – Crown Lands has reviewed your enquiry to close and dispose of the unconstructed council road to the adjoining landowner being Jonathan Schoff, of lot 53 on Deposited Plan 753735.

Unconstructed Council roads

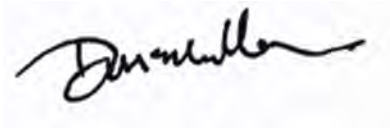
We have registered your enquiry for the closure and disposal of the subject unconstructed council road. You will receive notification if sale or disposal assessment commences.

However, please be advised that there is no guarantee that a registered purchase enquiry will proceed to a sale of Crown land and accordingly this letter is not to be construed as agreement to council closing and vesting the unconstructed council road in the Crown until such time as a formal assessment into sale of the subject land has commenced.

Crown land sales are assessed in accordance with the *Crown Lands Management Act 2016*. Information on the purchase of Crown land including the Community engagement strategy applied to Crown land sales can be found at <https://www.industry.nsw.gov.au/lands/access/purchasing-land>. **Please note** that Crown land sales are generally conducted by a public competitive process.

Should you require any further information, please feel free to contact the sales and disposals team quoting reference DOC19/190100 on 1300 886 235 or by email at cl.sales@crowland.nsw.gov.au.

Yours sincerely,



Dougal McMullan
Commercial Officer

Commercial Services | Estate Management

NSW Department of Planning, Industry and Environment – Crown Lands

22 August 2019

Mr Steven Pinnuck
General Manager
Greater Hume Council
PO Box 99
HOLBROOK NSW 2644

Dear Mr Pinnuck,

CLOSURE AND SALE OF UNUSED SECTION OF ROAD – CULCAIRN

I refer to minute number 5336 of the minutes of Council Meeting held 17 July 2019 resolving to invite submissions regarding the closure and disposal of the section of road reserve separating Lot 53 DP 753735 from Lot 1 DP 171815, Lot B DP 972054 and Lot 73 DP 753764 in accordance with Section 38B of the Roads Act 1993.







Our family wishes to advise that we are currently the lessees of all of the above lots and that this lane is used for accessing such leased properties and any disposal of this land during the term of our lease will affect our ability to access the leased land as the lane is our only access point for lots 1 DP 171815, Lot B DP 972054 and Lot 73 DP 753764 with no gates available from any other areas of property. A copy of the lease is attached for your information.

We therefore wish for our objection to the closure be noted to enable our continuing use of the lane whilst the lease remains in place with any action regarding disposal to be deferred until after 31 January 2020 when the lease expires.

We appreciate your consideration in this regard and are happy to discuss this matter further should you wish to clarify any details.

Regards

[Show header](#)**RE Proposed Road Closure - Culcairn****From :** Skye Shanahan 'Skye.Shanahan@transgrid.com.au'**To :** Suzanne Klemke 'SKlemke@greaterhume.nsw.gov.au'; MailMailbox 'mail@greaterhume.nsw.gov.au';**Cc :** MailMailbox 'mail@greaterhume.nsw.gov.au';**Sent :** 21 August 2019 16:14:59

Attachments :  [Border Mail Public Notices 17Aug19.pdf](#) (28KB)  [IN - Part A Report 1 Annexure - ProposedRoadClosing-Schoff.pdf](#) (1642KB)  [Memorandum of Energy Transmission Line Easement AJ633767C dated 06.07.20.pdf](#) (91KB)  [Memorandum Terms of Easement for Access - AJ633766E dated 06.07.2015.pdf](#) (76KB)  [TransGrid Survey Plan - Culcairn.pdf](#) (156KB)  [TransGrid TSS Plan - Culcairn.pdf](#) (20KB)

Inline Attachments :  [image003.jpg](#) (4KB)

HI Suzanne,

RE: Proposed Road Closure - Culcairn

Thank you for your notification of the abovementioned proposed Road Closure. We have identified one area of interest that this proposed road closure will affect TransGrid infrastructure and Easements as detailed below.

Provided that TransGrid's rights to access the transmission line and the continuity of our easement are protected by way of an easement, TransGrid does not object to the road being closed.

TransGrid will also require a registered Easement for Access (AJ633766E) south of TransGrid tower (208), as we have two access gates on the proposed road to be closed. Please refer to the attached TSS Plan above that highlights TransGrid's current access tracks and easement corridor (refer to the green shading and brown squares for gates).

Road Closure Reference No.	Comments / Description
Cluster No. N/A File Ref: N/A	Please refer to the attached plan from TransGrid's (TSS) System and accompanying survey plan. Where it shows TransGrid's; <i>Wagga – Jindera 330KV Transmission Line (Feeder 62, Structure span 207 – 208) is within a 60 metre wide easement.</i> Note: <u>Between Lot 53 in DP 753735 and Lot 73 in DP 753764.</u> TransGrid will also require a registered Easement for Access (AJ633766E) south of TransGrid tower (208), as we have two access gates on the proposed road to be closed. Please refer to the attached TSS Plan above that highlights TransGrid's current access tracks and easement corridor (refer to the green shading and brown squares for gates).

Could you please arrange for two s88B Instruments to be prepared to capture TransGrid's *Energy Transmission Easement* and *Easement for Access* which traverses through two of the subject parcels of land.

To this end, please find attached TransGrid's Memorandum for *Energy Transmission Easement* (# AJ633767C) and *TransGrid's Memorandum Terms of Easement for Access* (AJ633766E).

To ensure a prompt response, it would be appreciated if you could please also ensure that the TransGrid **TSS diagram** is returned along with the prepared s88B instruments.

To confirm receipt of this email, please confirm by return email and should you require any further information please contact the undersigned.

Kind regards,

Skye Shanahan

Property Services Coordinator | Works Delivery

TransGrid | 200 Old Wallgrove Road, Wallgrove, NSW, 2766

T: (02) 9620 0104

E: Skye.Shanahan@transgrid.com.au **W:** www.transgrid.com.au

From: Suzanne Klemke <SKlemke@greaterhume.nsw.gov.au>

Sent: Wednesday, 14 August 2019 4:55 PM

To: APA Group <apaprotection@apa.com.au>; vladeo.maric@apa.com.au; Ausgrid <survey@ausgrid.com.au>; Endeavour Energy <Road.Closures@endeavourenergy.com.au>; Essential Energy <roadclosures@essentialenergy.com.au>; Forestry Corporation <CrownRoadClosures@fcnsw.com.au>; Local Land Services Riverina <admin.riverina@lls.nsw.gov.au>; NSW Department of Primary Industries— Fisheries <RecFishingPolicy.Administration@dpi.nsw.gov.au>; NSW Planning <information@planning.nsw.gov.au>; Office of Environment & Heritage <OEH.Roads@environment.nsw.gov.au>; Resources & Energy <landuse.minerals@geoscience.nsw.gov.au>; Riverina Water <admin@rwcc.nsw.gov.au>; Roads & Maritime Services <Edward.Cato@rms.nsw.gov.au>; The Commissioner of Fire and Rescue NSW <info@fire.nsw.gov.au>; The Commissioner of the NSW Rural Fire Service <State.Operations@rfs.nsw.gov.au>; The Secretary of the NSW Department of Industry Lands & Water Division <property.management@industry.nsw.gov.au>; The State Transit Authority <Egwin_Herbert@sta.nsw.gov.au>; Patrick_Wu@sta.nsw.gov.au; Tony_Moujalli@sta.nsw.gov.au; The State Transit Authority Eastern Region <Bushara_Gidies@sta.nsw.gov.au>; James_Forsyth@sta.nsw.gov.au; AM_Property <AM_Property@transgrid.com.au>; Transport for NSW Land Use Planning & Development <development@transport.nsw.gov.au>

Subject: Proposed Road Closure - Culcairn

Dear Sir/Madam

Proposal to Close a Council Public Road - – The section of unused road separating Lot 53 DP 753735 from Lot 1 DP 171815, Lot B DP 972054, Lot 73 DP 753764, Culcairn

Greater Hume Council is currently considering the closure of the council public road identified on the attached diagram. Council is proposing closure of the road to vest the land in the Crown. An adjoining landowner seeks to acquire the road from the Crown upon closure.

The proposal to close the road will be advertised in the Border Mail on 17 August & 24 August 2019. A copy of the advertisement is attached for your information.

What should you do now?

Please consider the proposal and provide a response to Greater Hume Council within 28 days from the date of this letter. Send your submission to:

Post: Greater Hume Council, PO Box 99, Holbrook NSW 2644

Email: mail@greaterhume.nsw.gov.au

What happens next?

If Greater Hume Council does not receive a reply within the specified 28-day period, it will assume that you have no objections to the proposal.

Please advise Greater Hume Council within the 28-day period if you require additional time to consider its position.

Once the submission period is completed, Greater Hume Council will consider all duly made submissions and decide on road closure suitability.

Should you have any further queries in relation to this matter please do not hesitate to contact the undersigned on 0260 360100.

Kind regards

Suzanne Klemke
Manager Corporate Services
Greater Hume Council
39 Young St
PO Box 99
Holbrook NSW 2644
T 02 6036 0116 M 0428 488 445

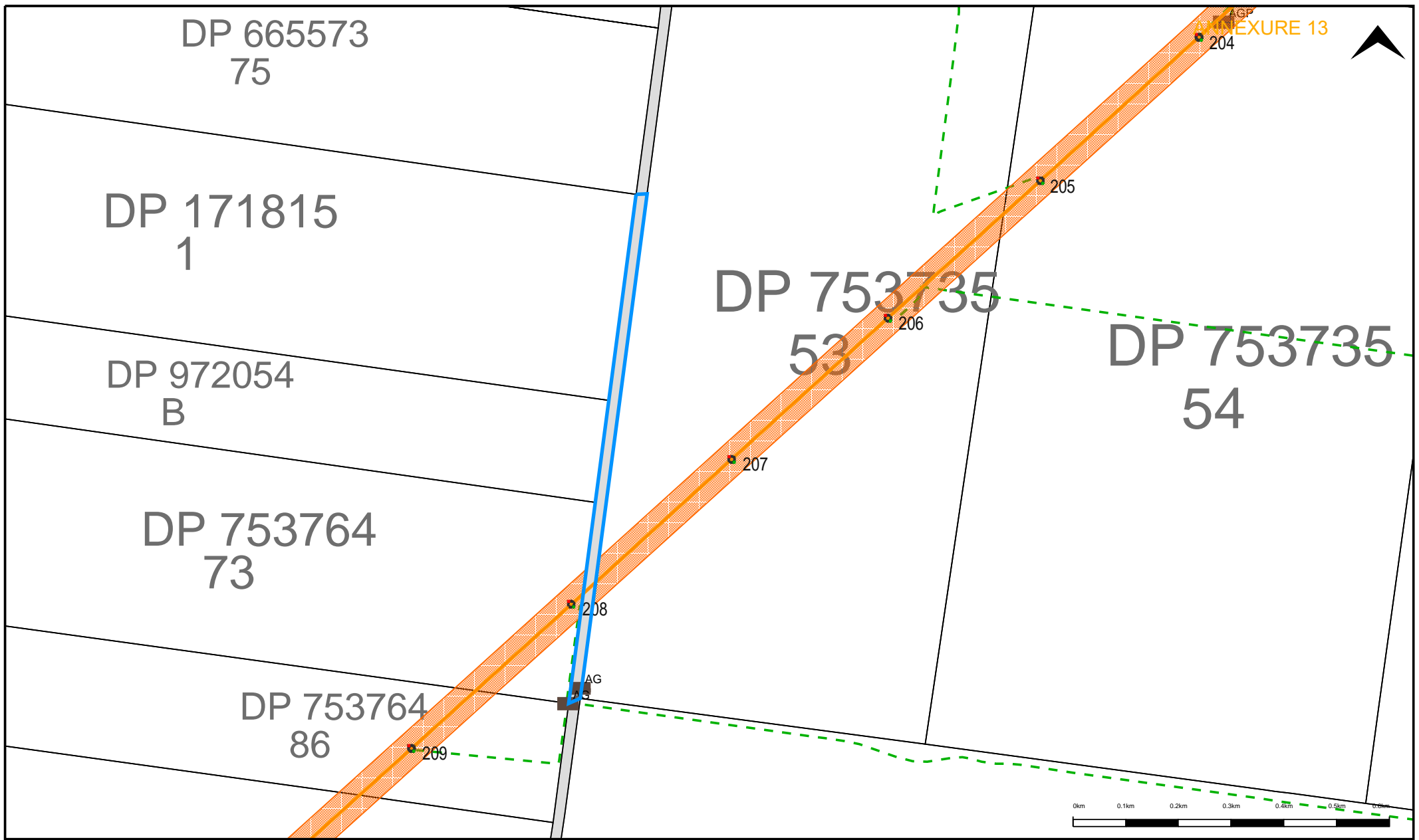


www.greaterhume.nsw.gov.au

Disclaimer - This email and attached files may contain information that is confidential and/or subject to legal privilege. If you receive this e-mail and are not the intended addressee please delete and notify sender immediately. Views expressed in this message are those of the individual sender and not necessarily the views of Greater Hume Council.

Disclaimer:

This e-mail may contain privileged and confidential information intended only for the addressees named above. If you are not the intended recipient please delete this e-mail and advise the sender. TransGrid's Privacy Policy is available on our website <https://www.transgrid.com.au/privacy>. Any use, dissemination, distribution, reproduction of this email is prohibited. Unless explicitly attributed, the opinions expressed in this e-mail are those of the author only and do not represent the official view of TransGrid. E-mail communications with TransGrid may be subject to automated e-mail filtering, which could result in the delay or deletion of a legitimate e-mail before it is read by its intended recipient. TransGrid does not accept liability for any corruption or viruses that arise as a result of this e-mail. Please consider the environment before printing this e-mail.



Legend

- Transmission Line 330 kV
- Structure
- TransGrid Easement



Proposed Road Closure – Culcairn
 TransGrid Wagga – Jindera 330KV TL (Feeder 62,
 Structure Span 207–208)

Property of Transgrid. No warranty is given
 that information shown is complete or accurate.

PRODUCED FROM TSS

Scale: 1:9526

21/08/2019 10:21:41
 Created by: P86813

MEMORANDUM

ANNEXURE 13



New South Wales
Section 80A Real Property Act 1900

AJ633767C

PRIVACY NOTE: Section 31B of the Real Property Act 1900 (RP Act) authorises the Registrar to use the information provided by this form for the establishment and maintenance of the Real Property Register. The Register is made available to any person for search upon payment of a fee, if any.

(B) LODGED BY

Document Collection Box IW	Name, Address or DX, Telephone, and Customer Account Number if any		CODES LM CM MM GM BM
	TransGrid PO Box A1000, Sydney South 1235 Phone: 9284 3529		
	Reference: <input type="text"/>		

(B) APPLICANT

TransGrid

(C) The applicant requests the Registrar General to record this memorandum, comprising 3 pages including this page, which contains provisions deemed to be incorporated in any instrument which refers to it.

- (D) i. For option to renew see clause NOT APPLICABLE
- ii. For option to purchase see clause NOT APPLICABLE

(E) Signature of applicant's representative:

Name of signatory: David Fayyad
 Capacity of signatory (if applicable): General Counsel
 Date: 6-7-2015

FOR THE PROVISIONS CONTAINED IN THIS MEMORANDUM SEE ANNEXURE A

MEMORANDUM OF ENERGY TRANSMISSION EASEMENT

The Transferor grants to the Transferee the easement for transmission and acknowledges and agrees that any lessee of the Transferee's transmission system, and any nominee of such lessee (which may include a sublessee of the Transferee's transmission system from that lessee), may exercise the rights and perform the obligations of the Transferee as if that lessee or nominee were the Transferee, but only for so long as the lessee leases the Transferee's transmission system from the Transferee.

A reference in this Memorandum to 'Authorised Persons' of the Transferee means tenants, employees, agents, contractors, visitors, invitees, licensees and lessees of, and other persons claiming by, through or under, the Transferee, any lessee of the Transferee's transmission system, or any nominee of such lessee (but does not include such lessee or nominee).

- (a) The Transferor grants FULL AND FREE right for the Transferee and its successors, assigns and Authorised Persons, to do all things reasonably necessary or appropriate to carry out its functions under any legislation or to establish, construct, maintain and operate all facilities and structures and things for the transmission of electricity and telecommunications in, on or under the land burdened, including but not limited to:
- (i) the removal, re-erection, re-construction, replacement, re-installation, upgrade, alteration, repair and renewal of such facilities, structures and things; and
 - (ii) the placement and operation of vehicles, plant and equipment; and
 - (iii) the establishment, construction, maintenance, removal, re-erection, re-construction, replacement, re-installation, upgrade, alteration, repair and renewal of gates, roads (to a maximum width of 5m), bridges, culverts, piped crossings and the like; and
 - (iv) the removal, trimming, cutting, lopping and maintenance of trees and other vegetation.
- (b) The owners of the land burdened or the holder of any interest therein must not do, or knowingly permit or suffer to be done, any of the following acts, things or activities:
- (i) the placement, erection, construction or installation of any building, structure or thing in, on or under the land burdened; or
 - (ii) the operation, installation or placement of any plant, equipment, machinery, utilities or thing, having a height of 4.3 metres or use thereof above a height of 4.3 metres, in, on or under the land burdened; or
 - (iii) the planting or placement of any trees, shrubs or bushes in, on or under the land burdened; or
 - (iv) the placement or use of any flammable material, explosives, fire, waste products or refuse in, on or under the land burdened; or
 - (v) the excavation or carrying out of construction works in, on, or under the land burdened.

-
- (c) Notwithstanding, (b) above, the acts, things and activities therein may be carried out only with the prior permission in writing of the Transferee, its successors or assigns.
 - (d) In exercising rights under this easement, the Transferee and its successors and assigns will take such precautions to minimise disturbance to the land burdened as is reasonably practicable.

Form: 16LM
Release: 2-4

C638709 paid

MEMORANDUM

New South Wales
Section 80A Real Property Act 1900



AJ633766E

PRIVACY NOTE: Section 31B of the Real Property Act 1900 (RP Act) authorises the Registrar General to collect the information required by this form for the establishment and maintenance of the Real Property Act Register. Section 96B RP Act requires that the Register is made available to any person for search upon payment of a fee, if any.

(B) LODGED BY


Document Collection Box <i>IW</i>	Name, Address or DX, Telephone, and Customer Account Number if any	CODES LM CM MM GM BM
	TransGrid PO Box A1000, Sydney South 1235 Phone: 9284 3529 Reference: <input type="text"/>	

(B) APPLICANT

TransGrid

(C) The applicant requests the Registrar General to record this memorandum, comprising 2 pages including this page, which contains provisions deemed to be incorporated in any instrument which refers to it.

- (D) i. For option to renew see clause NOT APPLICABLE
- ii. For option to purchase see clause NOT APPLICABLE

(E) Signature of applicant's representative: 

Name of signatory: David Fayyad
 Capacity of signatory (if applicable): General Counsel
 Date: 6-7-2015

FOR THE PROVISIONS CONTAINED IN THIS MEMORANDUM SEE ANNEXURE A

TERMS OF EASEMENT FOR ACCESS

The Transferor grants to the Transferee the easement for access and acknowledges and agrees that any lessee of the Transferee's transmission system, and any nominee of such lessee (which may include a sublessee of the Transferee's transmission system from that lessee), may exercise the rights and perform the obligations of the Transferee as if that lessee or nominee were the Transferee, but only for so long as the lessee leases the Transferee's transmission system from the Transferee.

A reference in this Memorandum to 'Authorised Persons' of the Transferee means tenants, employees, agents, contractors, visitors, invitees, licensees and lessees of, and other persons claiming by, through or under, the Transferee, any lessee of the Transferee's transmission system, or any nominee of such lessee (but does not include such lessee or nominee).

The Transferor grants FULL AND FREE right for the Transferee, and its successors, assigns and Authorised Persons:

- (a) with or without vehicles, plant, equipment or materials, to enter, pass, repass and be in or on the land burdened;
- (b) to lay upon the surface of the land burdened rock, stone, gravel, bitumen, concrete or other material, remove the surface and undersurface of the lot burdened and substitute them for rock, stone, gravel, bitumen, concrete or other material;
- (c) to form and maintain a road on the land burdened and for that purpose construct any bridges, culverts, piped crossings, water channels, fords and other ancillary and incidental works;
- (d) to cut, trim, lop and remove trees, branches, roots, bushes, grass, undergrowth and other vegetation which stand in or on the land burdened or overhang or encroach upon it and which interfere or may interfere with any of their rights; and
- (e) to do all such other things as may be necessary to exercise any of its or their rights.

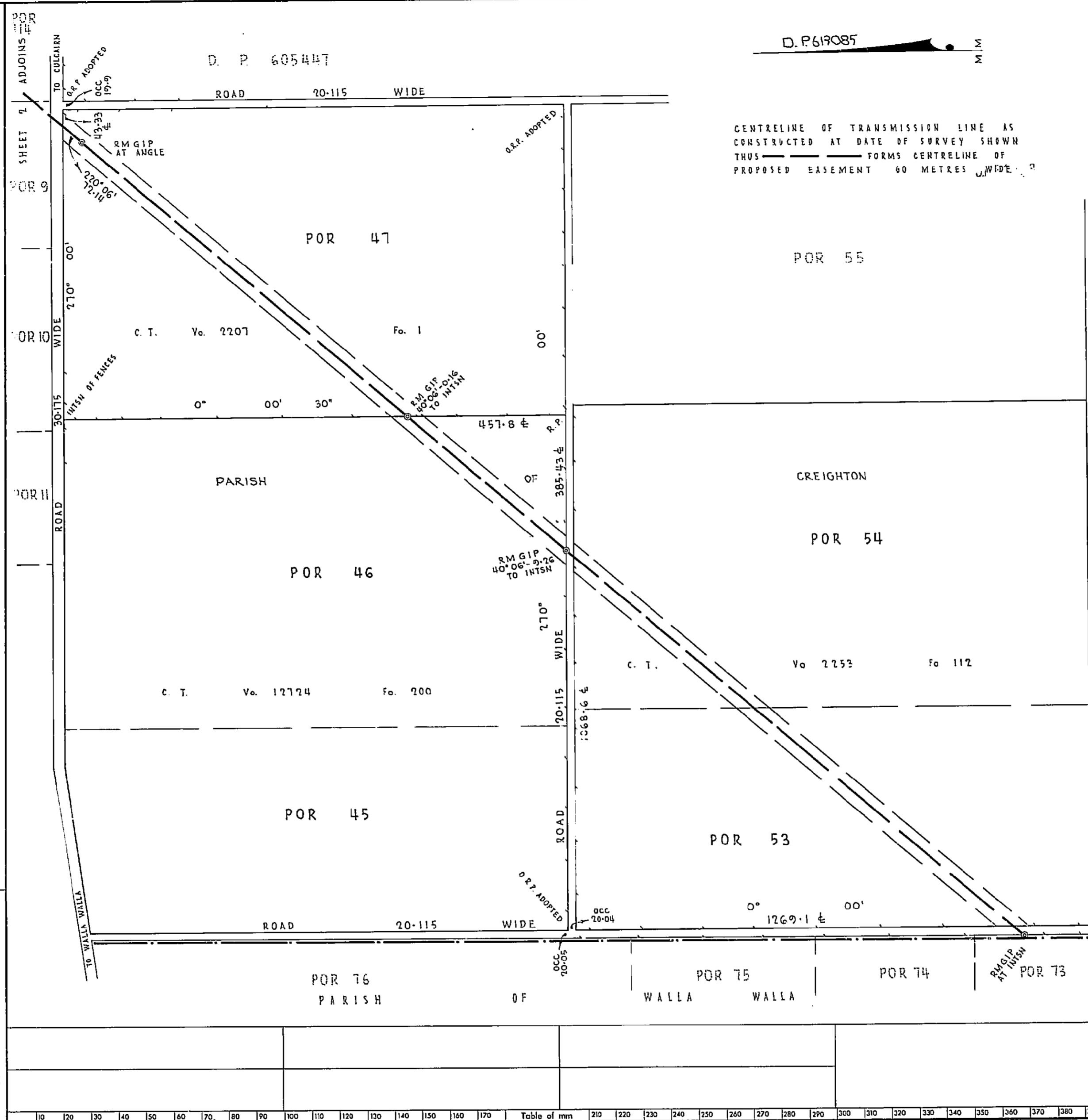
In exercising its or their rights under the above provisions, the Transferee and its successors and assigns will take due precautions to cause as little disturbance as reasonably practicable to the land burdened.

DF

NOON FILE

515 CURTIS ST

Signatures and seals only.



D P 613085

Registered: [Stamp] 14.11.1980

C.A.:

Title System: TORRENSE CROWN LAND

Purpose: EASEMENT

Ref. Map: PARISHES#
D.P. 37719 D.P. 56649 D.P. 111911
Last Plan: D.P. 587232 D.P. 190794

PLAN OF SITE OF PROPOSED EASEMENT FOR TRANSMISSION LINE WITHIN PORTIONS 53, 54, 46, 47, 45, 44 & 115 PARISH OF CREIGHTON POR 100, LOT 3 D.P. 190394, LOT 61 D.P. 587232 LOT 1 D.P. 111911, P.C.R. 44 & PT 65 LOT 1 D.P. 56649 PT POR 40, PT LOT 1 D.P. 37719, POR 48 PARISH OF ROUND HILL

Reduction Ratio 1:8000
Lengths are in metres

Mun./Shire: CULCAIRN City

Locality:

Parish: CREIGHTON & ROUND HILL

County: HUME

This is sheet 1 of my plan in 4 sheets.
(Delete if inapplicable).

LINDSAY THOMAS SYMONS
of D.W. ESLER & ASSOCIATES PT 132 DAVID ST ALBURY
a surveyor registered under the Surveyors Act, 1929, as amended, hereby certify that the survey represented in this plan is accurate and has been made (1) by-me (2) under my immediate supervision in accordance with the Survey Practice Regulations, 1933, and was completed on 17.4.80

Signature: [Signature]
Surveyor registered under Surveyors Act, 1929, as amended.
*Strike out either (1) or (2). Insert date of survey.

Panel for use only for statements of intention to dedicate public roads or to create public reserves, drainage reserves, easements or restrictions as to user.

THE ELECTRICITY COMMISSION OF N.S.W.
WAGGA - JINDERA
330kV TRANSMISSION LINE
EASEMENT PROPOSED TO BE ACQUIRED

S.I. 79/119

Council Clerk's Certificate

I hereby certify that -

(a) the requirements of the Local Government Act, 1919 (other than the requirements for the registration of plans), and

(b) the requirements of section 348 of the Metropolitan Water, Sewerage and Drainage Act, 1924, as amended, (Hunter District Water, Sewerage, and Drainage Act, 1938, as amended)

have been complied with by the applicant in relation to the proposed (insert "new road", "subdivision" or "consolidated lot") set out herein

Subdivision No.

Date

(Signature)

*This part of certificate to be deleted where the application is only for a consolidated lot or the opening of a new road or where the land to be subdivided is wholly outside the areas of operations of the Metropolitan Water Sewerage and Drainage Board and the Hunter District Water Board.
*Delete if inapplicable.

10	20	30	40	50	60	70	80	90	100	110	120	130	140	150	160	170	180	190	200	210	220	230	240	250	260	270	280	290	300	310	320	330	340	350	360	370	380	390
----	----	----	----	----	----	----	----	----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

WARNING: CREASING OR FOLDING WILL LEAD TO REJECTION

1/37C/6 SURVEYOR'S REFERENCE: P. 15966/1

I, Bruce Richard Davies, Under Secretary for Lands and Registrar General for New South Wales, certify that this negative is a photograph made as a permanent record of a document in my custody this 14th day of November, 1980

[Signature]

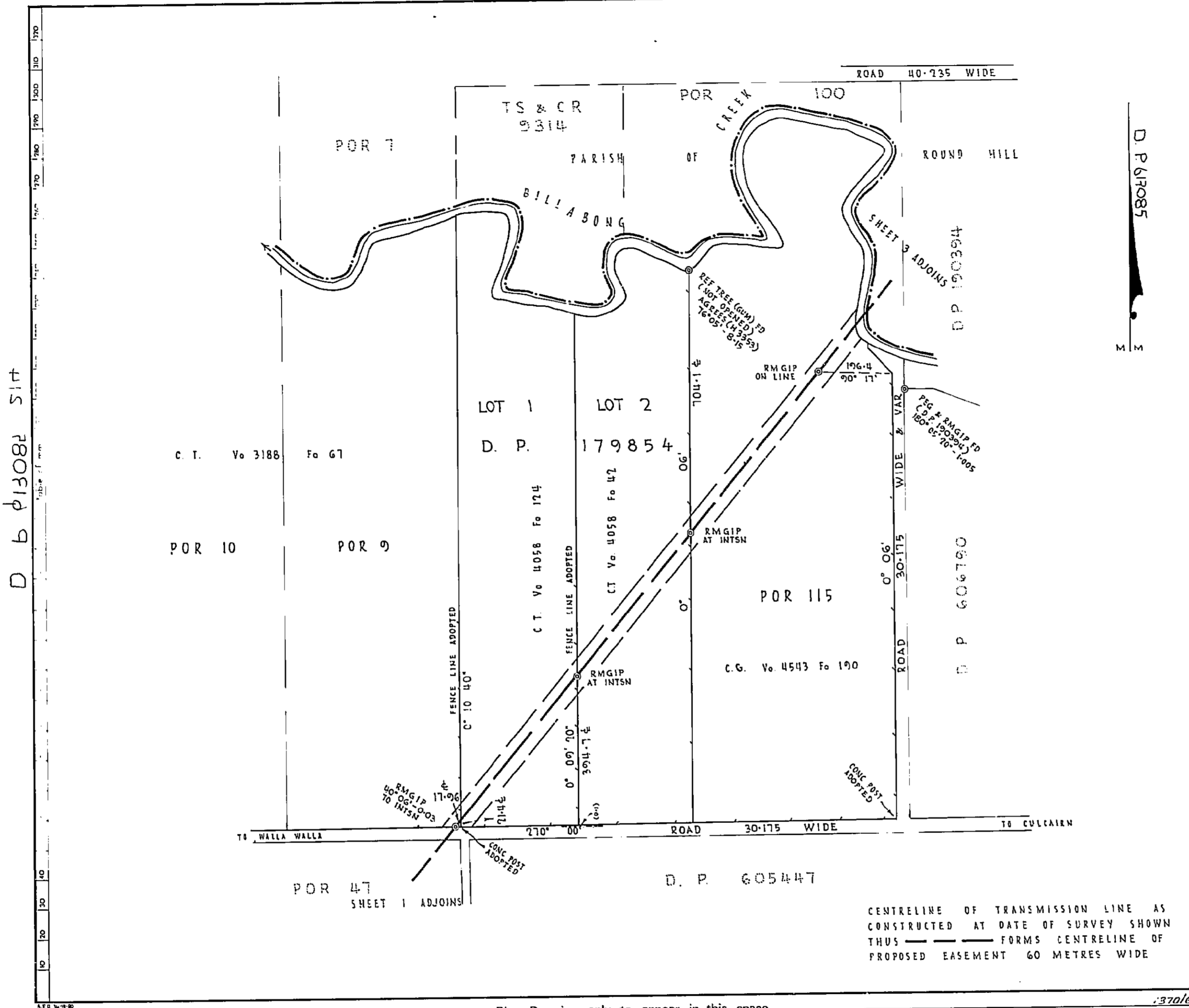
10	20	30	40	50	60	70	80	90	100	110	120	130	140
----	----	----	----	----	----	----	----	----	-----	-----	-----	-----	-----

PLAN FORM 3

To be used in conjunction with Plan Form 2

WARNING: CREASING OR FOLDING WILL LEAD TO REJECTION

DP 613085 OFFICE USE ONLY



D. P. 613085

Registered: *DP* 14.11.1980.

This is sheet 2 of my plan in 4 sheets dated 17.4.80

Richard J. Lyman

Surveyor registered under Surveyors Act 1929.

This is sheet of the plan of Sheets covered by my Certificate No. of

Council Clerk

Signatures and seals only.

Shire: CULCAIRN

Parish: CREIGHTON

County: HUME

THE ELECTRICITY COMMISSION of NSW

WAGGA - JINDERA

330kV TRANSMISSION LINE

EASEMENT PROPOSED TO BE ACQUIRED

Reduction Ratio 1: 8000

Lengths are in metres

Plan Drawing only to appear in this space

SURVEYOR'S REFERENCE: P. 15966/2

D P 613085 514

15966/2

I, Bruce Richard Davies, Under Secretary for Lands and Registrar General for New South Wales, certify that this negative is a photograph made as a permanent record of a document in my custody this 14th day of November, 1980

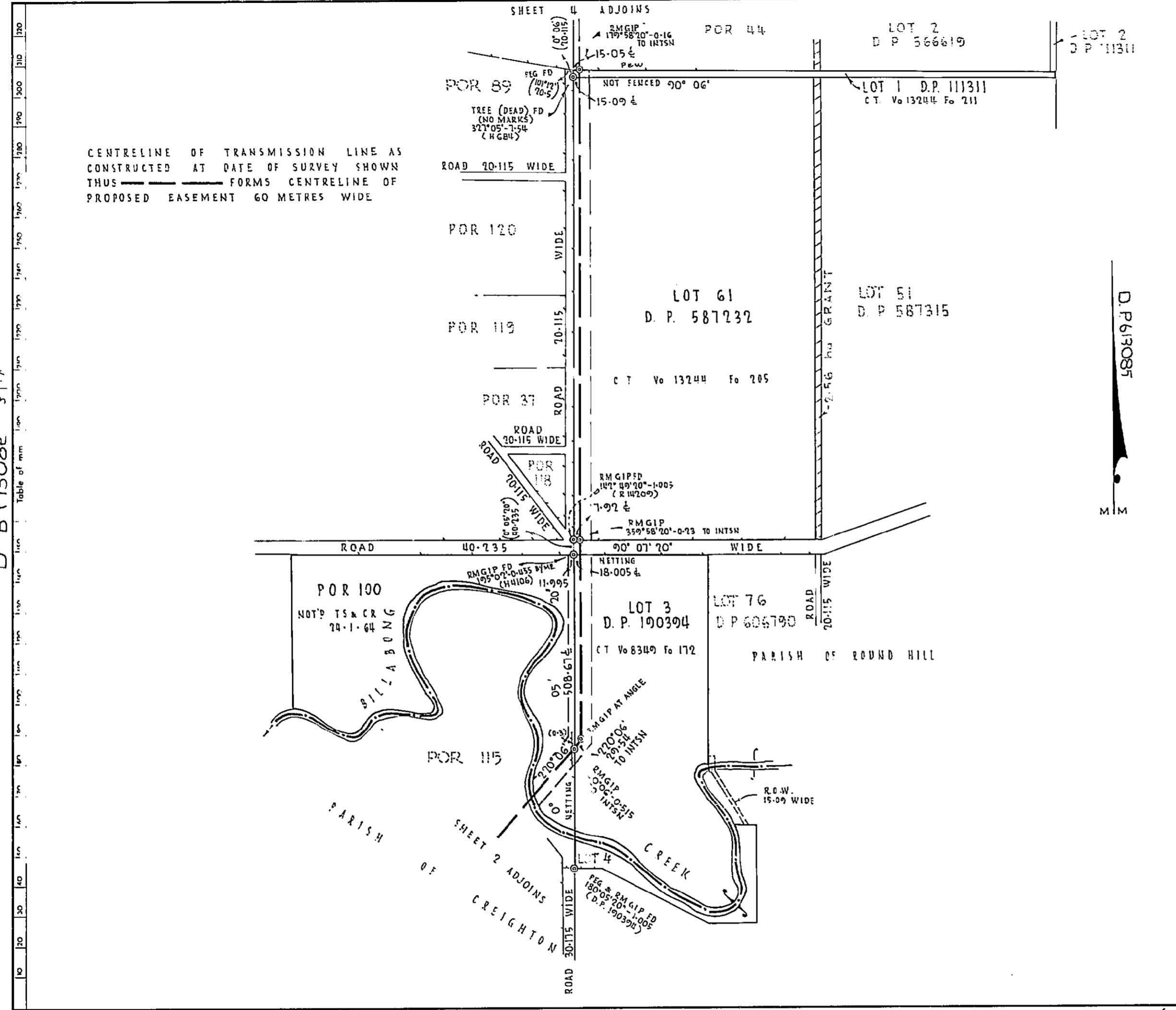
Bruce Richard Davies

PLAN FORM 3

To be used in conjunction with Plan Form 2

WARNING: CREASING OR FOLDING WILL LEAD TO REJECTION

DP613085 OFFICE USE ONLY



D P 613085 3/17

D P 613085
M M

D. P. 613085

Registered: R.S., 14.11.1980.

This is sheet 3 of my plan in 4 sheets dated 17.4.80

Richard J. Leonard

Surveyor registered under Surveyors Act 1929.

This is sheet _____ of the plan of Sheets covered by my Certificate No. _____ of _____

Council Clerk

Signatures and seals only.

*hire: CULCAIRN

Parish: ROUND HILL

County: HUME

THE ELECTRICITY COMMISSION OF NSW

WAGGA - JINDERA

330kV TRANSMISSION LINE

EASEMENT PROPOSED TO BE ACQUIRED

Reduction Ratio 1: 8000

Lengths are in metres

Plan Drawing only to appear in this space 1370/6 SURVEYOR'S REFERENCE: P. 15966/3

I, Bruce Richard Davies, Under Secretary for Lands and Registrar General for New South Wales, certify that this negative is a photograph made as a permanent record of a document in my custody this 14th day of November, 1980

Bruce Richard Davies

10	20	30	40	50	60	70	80	90	100	110	120	130	140
----	----	----	----	----	----	----	----	----	-----	-----	-----	-----	-----

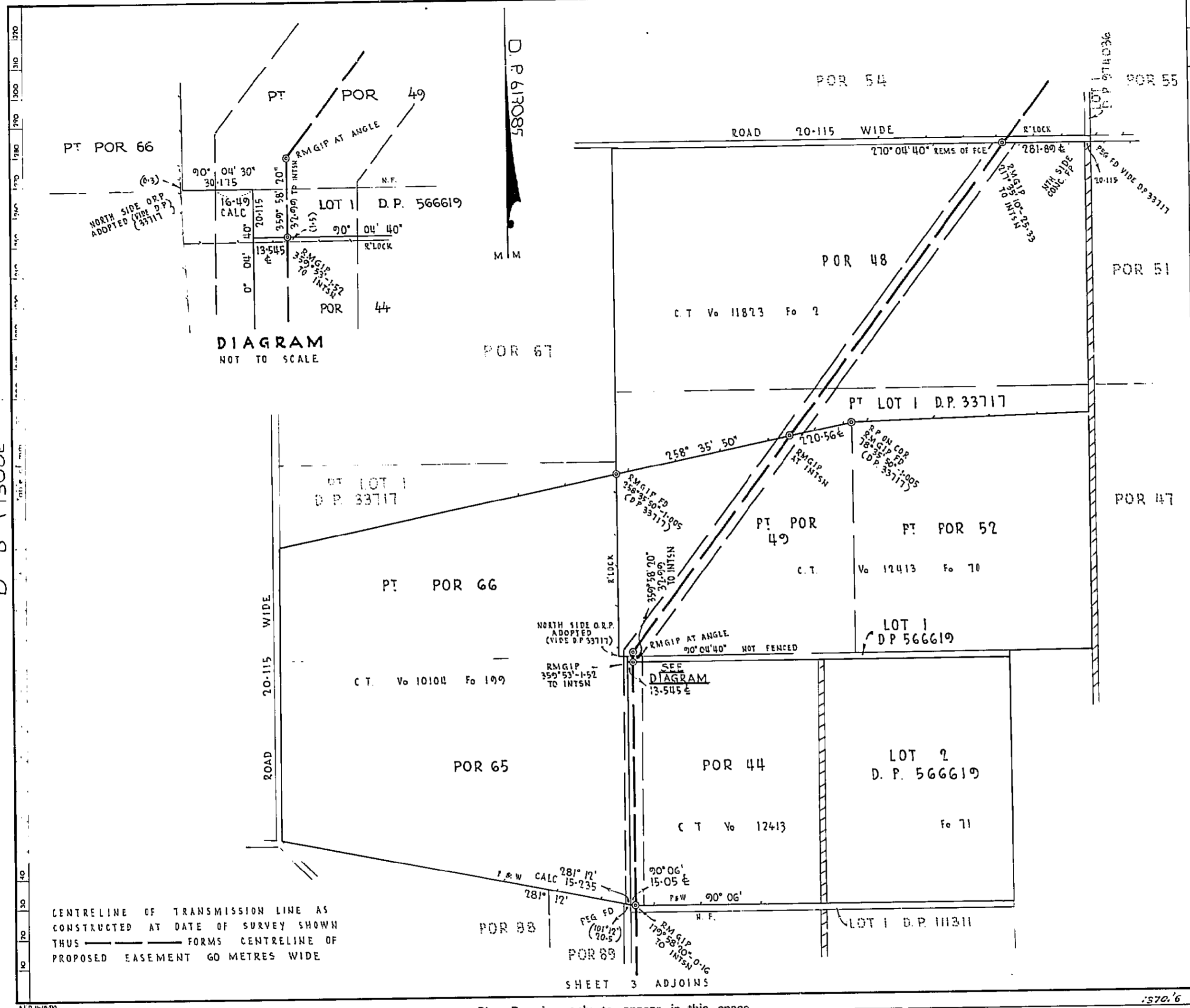
Table of mm

PLAN FORM 3

To be used in conjunction with Plan Form 2

WARNING: CREASING OR FOLDING WILL LEAD TO REJECTION

DP 613085 OFFICE USE ONLY



D 6 P 13085

J - 1019 +

D. P. 613085

Registered: 14. 11. 1980.

This is sheet 4 of my plan in 4 sheets dated 17. 4. 80

Richard J. Davies

Surveyor registered under Surveyors Act 1929.

This is sheet _____ of the plan of Sheets covered by my Certificate No. _____ of _____

Council Clerk

Signatures and seals only

Shire: CULCAIRN

Parish: ROUND HILL

County: HUME

THE ELECTRICITY COMMISSION OF NSW

WAGGA - JINDERA

330kV TRANSMISSION LINE

EASEMENT PROPOSED TO BE ACQUIRED

Reduction Ratio 1: 10 000

Lengths are in metres

SURVEYOR'S REFERENCE: P. 15966/4

CENTRELINE OF TRANSMISSION LINE AS CONSTRUCTED AT DATE OF SURVEY SHOWN THUS _____ FORMS CENTRELINE OF PROPOSED EASEMENT 60 METRES WIDE

Plan Drawing only to appear in this space

I, Bruce Richard Davies, Under Secretary for Lands and Registrar General for New South Wales, certify that this negative is a photograph made as a permanent record of a document in my custody this 14th day of November, 1980

Bruce Richard Davies

Acceptance and Refusal of Authorisations Policy

Document Name	Document Version Number	Review Date
Acceptance and refusal of Authorisations	1.0.0	March 2021
Date Adopted	Minute Number	Status
25 th September 2019		Choose an item.

Purpose

Our service has a responsibility to protect the health, safety and wellbeing of each child at all times. Educators require authorisation for actions such as administration of medications, collection of children, excursions and providing access to personal records. This policy outlines what constitutes a correct authorisation and what does not, and may therefore result in a refusal.

Scope

Approved Provider, Nominated Supervisor, Early Childhood educators, Casual staff and Families

Definitions

Authorisation must be obtained from parent/guardians or authorised nominees in the following circumstances:

- administering medication to children (regulation 92)
- children leaving the premises in the care of someone other than their parent (regulation 99) other than the case of emergency
- children being taken on excursions (regulation 102)

Policy Content

Ensure the service operates in line with the Education and Care Services National Law and National Regulations 2011. Nominated Supervisor

Provide supervision, guidance and advice to ensure adherence to the policy at all times.

Ensure all authorisations will be retained within the Enrolment Record, original copy and will include:

- the name of the child enrolled in the service
- the date
- the signature of the child's parent/guardian or nominated contact person who is on the enrolment form
- the original form/letter/register provided by the service.

Apply these authorisations to the collection of children, administration of medication, excursion, access to records and transportation via ambulance.

Ensure authorisations are stored with each individual child's enrolment record.

Ensure that all parents/guardians have completed the authorised nominee section of their child's enrolment form and that the form is signed and dated before the child is enrolled at the service.

Links to Policy

Health and Safety
Providing a child Safe Environment
Privacy and confidentiality
Child Protection
Delivery and Collection of Children

Links to Procedure

Acceptance and Refusal of Authorisations

Links to Forms
Registration Form

References

Australian Children's Education and Care Quality Authority (ACECQA) – www.acecqa.gov.au

Responsibility

Nominated Supervisor

Document Author

Nominated Supervisor

Relevant Legislation

Education and Care Services National Law Act 2010: Section 167

Education and Care Services National Regulations: Regulations 99, 102, 160, 161, 168(2)(m)

Family Law Act 1975 (Cth), as amended 2011

Children and Young Persons (Care and Protection) Act 1998

Associated Records

NIL

Administration of First Aid Policy

Document Name	Document Version Number	Review Date
Administration of First Aid	1.0.0	March 2021
Date Adopted	Minute Number	Status
25 September 2019		Choose an item.

Purpose

First aid can preserve life, prevent a condition worsening and promote recovery. The capacity to provide prompt basic first aid is particularly important in the context of an early childhood service where staff a duty of care to take positive steps towards maintaining the health and safety of each child.

Scope

Approved Provider, Nominated supervisor, Early Childhood educators, casual staff and families

RELATED GUIDELINES, STANDARDS, FRAMEWORKS

National Quality Standard, Quality Area 2: Children's Health and Safety

Definitions

In accordance with the National Regulations 136(1). The following persons are in attendance at any place where children are being educated and cared for by the service, and immediately available in an emergency, at all times that children are being educated and cared for by the service:

- (a) at least one staff member or one nominated supervisor of the service who holds a current approved first aid qualification;
- (b) at least one staff member or one nominated supervisor of the service who has undertaken current approved anaphylaxis management training;
- (c) at least one staff member or one nominated supervisor of the service who has undertaken current approved emergency asthma management training.

First Aid Qualifications must be acquired through an approved provider as deemed so by ACECQA (see Sources link).

Copies of First Aid Qualifications will be stored in Staff Records.

The service informs children, families, and educators of those persons who hold first aid qualifications

Policy Content

Ensuring that every reasonable precaution is taken to protect children at the service from harm and hazards that are likely to cause injury (Section 167).

Ensuring that at least one staff member or one nominated supervisor of the service with current approved first aid qualifications (refer to Definitions) is in attendance and immediately available at all times that children are being educated and cared for by the service (Regulation 136(1)(a)).

This can be the same person who has anaphylaxis management training and emergency asthma management training, also required under the Regulations.

Appointing a staff member to be the nominated first aid officer.

Advising families that a list of first aid and other health products used by the service is available for their information, and that first aid kits can be inspected on request.

Providing and maintaining an appropriate number of up-to-date, fully-equipped first aid kits that meet Australian Standards.

Providing and maintaining a portable first aid kit that can be taken off-site for excursions and other activities.

Ensuring that first aid training details are recorded on each staff member's record.

Ensuring safety signs showing the location of first aid kits are clearly displayed.

Ensuring there is an induction process for all new staff, casual and relief staff, that includes providing information on the location of first aid kits and specific first aid requirements.

Administration of First Aid Policy

Ensuring a resuscitation flow chart is displayed in a prominent position in the indoor and outdoor environments of the service.

Keeping up to date with any changes in procedures for administration of first aid and ensuring that all educators are informed of these changes.

Must notify the regulatory authority of any serious incident meaning an incident or class of incidents prescribed by the National Regulations as a serious incident.

This notice must be provided within 24 hours of the incident or the time that the person becomes aware of the incident. Nominated Supervisor

Ensuring that all staff approved first aid qualifications, anaphylaxis management training and emergency asthma management training are current, meet the requirements of the National Act (Section 169(4)) and National Regulations (Regulation 137), and are approved by ACECQA (refer to Sources).

Ensuring a portable first aid kit is taken on all excursions and other off-site activities

Links to Policy

Health and safety

Providing a Child safe Environment

Child Protection

Emergency and Evacuation

Sun Protection

Nutrition, Food Beverages and Dietary requirements

Water Safety Excursions

Links to Procedure

Administration of first aid Procedure

Links to Forms

Incident, Accident, Trauma Form

Additional needs management plan

Medication Record

References

ACECQA – www.acecqa.gov.au/first-aid-qualifications-and-training

Guide to the National Law and National Regulations < Australian Red Cross – www.redcross.org.au

St John Ambulance Australia(NSW) – www.stjohnnsw.com.au

First aid in the workplace – www.safework.nsw.gov.au/health-and-safety/manage-workplace-safety/first-aid

Responsibility

Nominated Supervisor

Document Author

Nominated Supervisor

Relevant Legislation

Education and Care Services National Law Act 2010: Section 167

Education and Care Services National Regulations: Regulations 99, 102, 160, 161, 168(2)(m)

Family Law Act 1975 (Cth), as amended 2011

Children and Young Persons (Care and Protection) Act 1998

Administration of First Aid Policy

Associated Records
NIL

Draft

Child Protection Policy

Document Name	Document Version Number	Review Date
Child Protection	1.0.0	March 2021
Date Adopted	Minute Number	Status
1 September 2019		Choose an item.

Purpose

Our service is committed to providing an environment that fosters health, development, spirituality, self-respect and dignity, that is free from violence and exploitation. Under the Children and Young Persons (Care and Protection) Act 1998, children and young people must receive the care and protection necessary to ensure their safety, welfare and wellbeing. All educators and volunteers of our service are Mandatory Reporters and are required to report to the Child Protection Helpline (Phone: 132 111) if they have reasonable grounds to suspect a child or young person is at risk of significant harm and have current concerns about the safety, welfare or wellbeing of a child or young person where the concerns arise during or from their work. We are committed to ensuring all educators and staff have a full understanding of their responsibilities as a Mandatory Reporter and are supported in fulfilling these

Scope

Approved Provider, Nominated supervisor, Early Childhood educators, casual staff and families

RELATED GUIDELINES, STANDARDS, FRAMEWORKS

National Quality Area Standard 2: Safety :

Standard 2.2 Safety each child is protected. Element 2.2.1 Supervision 2.2.2 Incident and emergency

Element 2.2.3 Child Protection

Definitions

'Mandatory reporters' means people who deliver the following services, wholly or partly, to children as part of their paid or professional work:

- Health care (e.g. registered medical practitioners, specialists, general practice nurses, midwives, occupational therapists, speech therapists, psychologists, dentists and other allied health professionals working in sole practice or in public or private health practices)
- Welfare (e.g. psychologists, social workers, caseworkers and youth workers) < Education (e.g. teachers, counsellors, principals)
- Children's services (e.g. child care workers, family day carers and home-based carers)
- Residential services (e.g. refuge workers) Child Protection QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY CELA IS BROUGHT TO YOU BY COMMUNITY CHILD CARE CO-OPERATIVE SAMPLE POLICY Reviewed: Sept 2018 Child Protection PAGE 2 QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY Reviewed: Sept 2018
- Law enforcement (e.g. police) Ref: <https://reporter.childstory.nsw.gov.au/s/article/What-is-Mandatory-Reporting> 'At risk of significant harm' - in relation to a child or young person means that there are current concerns for their safety, welfare or wellbeing because of the presence to a significant extent of any one or more of the following circumstances¹ .
- The child's or young person's basic physical or psychological needs are not being met or at risk of not being met;
- The parents or other caregivers have not arranged and are unable or unwilling to arrange for the child or young person to receive medical care;
- In the case of a child or young person who is required to attend school in accordance with the Education Act 1990 - the parents or other caregivers have not arranged and are unable or unwilling to arrange for the child or young person to receive and education in accordance with that Act;
- The child or young person has been, or is at risk of being, physically or sexually abused or ill-treated;

Child Protection Policy

- The child or young person is living in a household where there have been incidents of domestic violence and, as a consequence, the child or young person is at risk of serious physical or psychological harm;
- A parent or other caregiver has behaved in such a way towards the child or young person that the child or young person has suffered or is at risk of suffering serious psychological harm; or
- The child was the subject of a pre-natal report under section 25 of the Children and Young Persons Care and Protection Act 1998 and the birth mother of the child did not engage successfully with the support services to eliminate, or minimise to the lowest level reasonably practical, the risk factors that gave rise to the report. (Children and Young Persons (Care and Protection) Act 1998 No 157, Chapter 3, Part 2, Section 23) 'Reasonable grounds' - means that you suspect a child may be at risk of significant harm based on:
- Your observations of the child, young person or family; or What the child, young person, parent or another person has told you. You are NOT required to confirm your suspicions or have clear proof before making a report. To do so may interfere with evidence or compromise the work of statutory agencies, for example the Police or Community Services.

Policy Content

Support staff through the process of documenting and reporting current concerns of children at risk of significant harm; and < Provide all staff and educators with clear guidelines around documentation and a template to support this.

Confidentiality

The service will handle any allegation of child abuse in a confidential manner.

Links to Policy

Providing a child safe environment
Administration of first aid
Governance and leadership
Delivery and Collection of children

Links to Procedure

Child protection

Links to Forms

Incident, Accident and Trauma form
Interactions with Children

References

NSW Government, Department of Family and Community Services, Resources for Mandatory Reporters, accessed from: www.facs.nsw.gov.au/families/Protecting-kids/mandatory-reporters <
NSW Government,
Department of Premier and Cabinet, Child Wellbeing & Child Protection: NSW Interagency Guidelines, accessed from: www.community.nsw.gov.au/__data/assets/pdf_file/0009/336357/reporting_section.pdf

Child Protection Policy

Responsibility

Nominated Supervisor

Document Author

Nominated Supervisor

Relevant Legislation

Children and Young Persons (Care and Protection) Act 1998, s.27; s.245A; s.248(1)(b) Education and Care Services National Law Act (2010) Part 6 Section 166-167; s.174 Education and Care Services National Regulations (2011) Part 4.2, R84 Part 4.7, R168, R175 2 (d) (e) and R176 2 (c)

Associated Records

NIL

DRAFT

Code of Conduct for Staff members Policy

Document Name	Document Version Number	Review Date
Code of Conduct for Staff members	1.0.0	March 2021
Date Adopted	Minute Number	Status
25 September 2019		Choose an item.

Purpose

Our service uses this code as a basis for evaluating professional conduct, and as a reference tool for the thought processes that inform pedagogy, including actions and reactions towards professional conduct, relationships, views, influence and position within communities and society. Ethical conduct guides the behaviour and decisions within the service and is underpinned by respect for, and the valuing of children, families, educators and staff, and the extended service community

Scope

Approved Provider, Nominated supervisor, Early Childhood educators, casual staff and families

RELATED GUIDELINES, STANDARDS, FRAMEWORKS

National Quality Standard, Quality Area 4: Staffing Arrangement – Standard 4.1, 4.1.1, 4.1.2

Definitions

The professional conduct of our team, in relation to one another, the children and their families, the community, and the Education and Care Services sector is based on the following set of expected standards of professional conduct:

- administer an approved education and care service in compliance with the National Quality Framework;
- operate within a family and child centred context;
- engage in reflective, ethical, and sustainable decision making.

Policy Content

Ensure the service operates in line with the Education and Care Services National Law and National Regulations 2011 at all times.

Ensure all Educators and staff are made aware of their obligations through personal discussions, staff meeting activities and opportunities to critically reflect upon ethical practice.

Ensure the service operates in line with the Education and Care Services National Law and National Regulations 2011 at all times.

Ensure all educators and staff are made aware of their obligations through personal discussions, staff meeting activities and opportunities to critically reflect upon ethical practice.

Ensure decision making processes are clear and transparent.

Ensure there is a copy of the ECA Code of Ethics displayed in a prominent place within the service for educators/staff and families to access.

Ensure that there are times when all educators can participate in staff meetings to discuss and reflect on the practices within the service in relation to continuing improvement.

Links to Policy

Governance and Management
Privacy and confidentiality
Complaints handling

Code of Conduct for Staff members Policy

Links to Procedure

Code of Conduct

Links to Forms

Complaint form

References

Australian Children's Education and Care Quality Authority (ACECQA) – www.acecqa.gov.au < Early Childhood Australia – www.earlychildhoodaustralia.org.au
Early Childhood Australia Code of Ethics 2016
Australian Government Department of Employment – <https://www.employment.gov.au>
Department of Education and Communities – www.dec.nsw.gov.au <
UN Convention on the Rights of the Child

Responsibility

Nominated Supervisor

Document Author

Nominated Supervisor

Relevant Legislation

Education and Care Services National Law Act 2010: Section 167
Education and Care Services National Regulations: Regulations 99, 102, 160, 161, 168(2)(m)
Family Law Act 1975 (Cth), as amended 2011
Children and Young Persons (Care and Protection) Act 1998

Associated Records

NIL

Complaints Handling Policy

Document Name	Document Version Number	Review Date
Complaints Handling	1.0.0	March 2019
Date Adopted	Minute Number	Status
1 September 2019		Choose an item.

Purpose

Our service values the feedback of educators, staff, families and the wider community as a mechanism to support the continuous improvement of our service.

Scope

Approved Provider, Nominated supervisor, Early Childhood educators, casual staff and families

RELATED GUIDELINES, STANDARDS, FRAMEWORKS

National Quality Standard, Quality Area 7: Governance and Leadership – Standard 7.1

Definitions

Making a Complaint

Written guidelines detailing complaint procedures are available in our services family handbook. This is also displayed in the foyer for easy reference.

Families may make a complaint directly to the child's educator, the Approved Provider or the Nominated Supervisor.

Educators will discuss complaints procedures with children and encourage them to raise any issues they have.

Policy Content

When a complaint or grievance has been assessed as 'notifiable', the Approved Provider must notify Regulatory Authority within 24 hours.

In instances where the complainant reports directly to the Regulatory Authority, the Approved Provider will still have responsibility for investigating and dealing with the complaint or grievance as outlined in this policy, in addition to co-operating with any investigation by the Regulatory Authority. Identifying, preventing and addressing potential concerns before they become formal complaints/grievances.

Ensuring that the name and telephone number of the person to whom complaints and grievances may be addressed are displayed prominently at the main entrance of the service.

Ensuring that the address and telephone number of the Regulatory Authority displayed prominently at the main entrance of the service.

Advising parents/guardians and any other new members of the ELC of the complaints and grievances policy and procedures upon enrolment.

Ensuring that this policy is available for inspection at the service at all times.

Providing a Complaints and Grievances Register

Complaints Handling Policy

Links to Policy

Governance and Management
Privacy Collection Statement
Privacy and Confidentiality
Participation of volunteers and Students
Code of Conduct for Staff members

Links to Procedure

Complaint Handling Policy

Links to Forms

Complaint form

References

ACECQA – www.acecqa.gov.au
NSW Ombudsman (2004) 'Effective Complaint Handling'. NSW Ombudsman 3rd Edition 28 February 2017
Complaints Management Framework June 2015 –
www.ombo.nsw.gov.au/_data/assets/pdf_file/0004/25375/Complaintmanagement-framework-June-2015.pdf
Complaint Handling Toolkit for Community Services Organisations –
www.ombo.nsw.gov.au/_data/assets/pdf_file/0017/5813/BR_ComplaintHandling-Kit-CS-CRAMA-Brochure-2013-web.pdf

Responsibility

Nominated Supervisor

Document Author

Nominated Supervisor

Relevant Legislation

Education and Care Services National Law Act 2010: Sections 174(2)(b)
Education and Care Services National Regulations: Regulations 168(2) (o) and 176(2)(b)
Privacy and Personal Information Protection Act 1998 (NSW)
Health Records and Information Privacy Act 2002
Privacy Act 1988 (Cth)
Privacy Regulation 2013

Associated Records

NIL

Dealing with Infectious Diseases Policy

Document Name	Document Version Number	Review Date
Dealing with Infectious Diseases	1.0.0	March 2021
Date Adopted	Minute Number	Status
1 September 2019		

Purpose

Our education and care service is committed to providing a safe and healthy environment for all children, staff and any other persons attending the service by:

- responding to the needs of the child or adult who presents with symptoms of an infectious disease or infestation while attending the service;
- complying with current exclusion schedules and guidelines set by the Department of Health; and providing up-to-date information and resources for families and staff regarding protection of all children from infectious diseases and blood-borne viruses, management of infestations and immunisation programs.

Scope

Approved Provider, Nominated supervisor, Early Childhood educators, casual staff and families

RELATED GUIDELINES, STANDARDS, FRAMEWORKS

National Quality Standard, Quality Area 2: Children's Health and Safety – Standards 2.1, 2.1.1, 2.1.2, 2.2

National Quality Standard, Quality Area 6: Collaborative Partnerships with Families and Communities – Standard 6.1, 6.2

Definitions

The way that children interact with each other and with adults in education and care services means that diseases can quickly spread in a variety of ways. Whilst it is not possible to prevent the spread of all infections and diseases, minimising the risk is enhanced through:

- effective hand hygiene;
- exclusion of ill children, educators and other staff; and
- immunisation. (Staying Healthy; Preventing infectious diseases in early childhood education and care services 5th edition 2015)

Policy Content

Ensure the service operates in line with the Education and Care Services National Law and National Regulations 2011 including:

Ensuring that where there is an occurrence of an infectious disease at the service, reasonable steps are taken to prevent the spread of that infectious disease (Regulation 88(1)). Ensuring that where there is an occurrence of an infectious disease at the service, a parent/guardian or authorised emergency contact of each child at the service is notified of the occurrence as soon as is practicable (Regulation 88(2)).

Ensuring that information from the Department of Health about the recommended minimum exclusion periods is displayed at the service, is available to all stakeholders and is adhered to in the event of an outbreak of an infectious disease (as designated by the Department of Health – refer to Definitions). Ensuring that the parent/guardian and Secretary are informed within 24 hours of becoming aware that an enrolled child is suffering from: a) Pertussis, or b) Poliomyelitis, or c) Measles, or d) Mumps, or e) Rubella, or f) Meningococcal C, or g) Diphtheria, or h) Haemophilus influenza Type b (Hib), or i) Tetanus

Dealing with Infectious Diseases Policy

Ensuring that any directions provided by NSW Department of Health are followed regarding the possible exclusion of a child or educator who is not immunised against a vaccine preventable disease.

Notifying the Regulatory Authority within 24 hours of a serious incident including when a child becomes ill at the service or medical attention is sought while the child is attending the service..

Ensuring that appropriate and current information and resources are provided to staff and parents/guardians regarding the identification and management of infectious diseases, blood-borne viruses and infestations.

Keeping informed about current legislation, information, research and best practice.

Ensuring that any changes to the exclusion table or immunisation schedule are communicated to staff and parents/guardians in a timely manner.

Contacting the parents/guardians of a child suspected of suffering from an infectious or vaccine-preventable disease, and requesting the child be collected as soon as possible.

Notifying a parent/guardian or authorised emergency contact person when a symptom of an excludable infectious illness or disease has been observed.

Ensuring that a minimum of one staff with current approved first aid qualifications is in attendance and immediately available at all times the service is in operation.

Establishing good hygiene and infection control procedures, and ensuring that they are adhered to by everyone at the service.

Ensuring the exclusion requirements for infectious diseases are adhered to as per the recommended minimum exclusion periods (refer to Definitions), notifying the Approved Provider and parents/guardians of any outbreak of infectious disease at the service, and displaying this information in a prominent position.

Advising parents/guardians on enrolment that the recommended minimum exclusion periods will be observed in regard to the outbreak of any infectious diseases or infestations.

Advising the parents/guardians of a child who is not fully immunised on enrolment that they may be required to keep their child at home when an infectious disease is diagnosed at the service, dependent on directions from the NSW Department of Health.

Requesting that parents/guardians notify the service if their child has, or is suspected of having, an infectious disease or infestation.

Providing information and resources to families to assist in the identification and management of infectious diseases and infestations.

Maintaining confidentiality at all times.

Provide relevant sourced materials to families.

Ensuring that an "Incident, Injury, Trauma and Illness" record is completed as soon as practicable or no later than 24 hours of the illness occurring.

Links to Policy

Dealing with Medical conditions

Dealing with infectious diseases

Administration of first aid

Providing a child safe environment

Incident Injury trauma and Illness

Links to Procedure

Dealing with infectious disease policy

Links to Forms

Incident, Injury, trauma and Illness

Dealing with Infectious Diseases Policy

References

Immunisation Toolkit – www.health.nsw.gov.au/immunisation/Publications/immunisation-enrolment-toolkit.pdf
NSW Immunisation Schedule 1 July 2018 – www.health.nsw.gov.au/immunisation/Pages/schedule-changes.aspx
Immunisation - www.humanservices.gov.au/individuals/enablers/immunisation-requirements/35396
Vaccination Q&A – www.health.nsw.gov.au/immunisation/pages/provider_qa.aspx
Staying Healthy: Preventing infectious diseases in early childhood education and care services 5th edition July 2015 - www.nhmrc.gov.au
Exclusion period for infectious diseases table – www.nhmrc.gov.au
AIR-Immunisation History Statement - Australian Immunisation Register
Public Health Amendment (Vaccination of Children Attending Child Care Facilities) Bill 2013; Public Health regulation 2012; Public Health Act 2010 - Parliament of NSW - www.parliament.nsw.gov.au/bills/Pages/bill-details.aspx?pk=737
Public health and Wellbeing Amendment (No Jab, no Play) Act, 2015 - [www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubStatbook.nsf/51dea49770555ea6ca256da4001b90cd/57107BCF7DB93B04CA257EEB000B924A/\\$FILE/15-055aa%20authorised.pdf](http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/PubStatbook.nsf/51dea49770555ea6ca256da4001b90cd/57107BCF7DB93B04CA257EEB000B924A/$FILE/15-055aa%20authorised.pdf)

Responsibility

Nominated Supervisor

Document Author

Nominated Supervisor

Relevant Legislation

Education and Care Services National Law Act 2010: Section 167
Education and Care Services National Regulations: Regulations 78-80
Work Health and Safety Act 2011
Public Health Regulation 2012
Public Health Act 2010
Public Health Amendment (Vaccination of Children Attending Child Care Facilities) Bill 2013
Australian New Zealand Food Standards Code (FSANZ)

Associated Records

NIL

Dealing with Medical Conditions Policy

Document Name	Document Version Number	Review Date
Dealing with Medical Conditions Policy	1.0.1	March 2021
Date Adopted	Minute Number	Status
25 th September 2019		

Purpose

This policy acts to ensure that:

Children are supported to feel physically and emotionally well, and feel safe in the knowledge that their wellbeing and individual health care needs will be met when they are not well.

Families can expect that Educators will act in the best interests of the children in their care at all times; meet the children's individual health care needs; maintain continuity of medication for their children when the need arise.

Educators feel competent to perform their duties; understand their liabilities and duty of care requirements; are provided with sufficient information and training regarding the administration of medication and other appropriate treatments.

Collaboration with families of children with diagnosed medical conditions to develop a Risk Minimisation Plan for their child;

All staff, including casual staff, educators and volunteers, are informed of all children diagnosed with a medical condition and the risk minimisation procedures for these;

All families are provided with current information about identified medical conditions of children enrolled at the service with strategies to support the implementation of the Risk Minimisation Plan;

All children with diagnosed medical conditions have a current Risk Minimisation Plan that is accessible to all staff;

All staff are adequately trained in the administration of emergency medication.

Scope

Approved Provider, Nominated supervisor, Early Childhood educators, casual staff and families

RELATED GUIDELINES, STANDARDS, FRAMEWORKS

◁ National Quality Standard, Quality Area 2: Children's Health and Safety – Standard 2.1, 2.2

◁ National Quality Standard, Quality Area 7: Governance and Leadership – Standard 7.1, Elements 7.1.2, 7.1.3

Definitions

Clear procedures are required to support the health, wellbeing and inclusion of all children enrolled at the service. Our service practices support the enrolment of children and families with specific health care requirements. Medical conditions include, but are not limited to asthma, diabetes or a diagnosis that a child is at risk of anaphylaxis. In many cases, if not managed appropriately, these can be life threatening.

Policy Content

Ensuring the development of a communication plan and encouraging ongoing communication between parents/guardians and educators/staff regarding the current status of the child's specific health care need, allergy or other relevant medical condition,

Dealing with Medical Conditions Policy

this policy and its implementation.

Ensuring relevant educators receive regular training in managing specific health care needs such as asthma management, anaphylaxis management and any other specific procedures that are required to be carried out as part of the care and education of a child with specific health needs.

Ensuring at least one educator/staff member who has current accredited training in emergency management requirements for specific medical conditions is in attendance and immediately available at all times that children are being educated and cared for by the service.

Ensuring that a Risk Minimisation Plan is developed for each child with specific medical conditions on enrolment or upon diagnosis, and that the plan is reviewed at least annually.

Ensuring that parents/guardians who are enrolling a child with specific health care need care provided with a copy of this and other relevant service policies

Implementing this policy at the service and ensuring that all staff adhere to the policy.

Informing the Approved Provider of any issues that impact on the implementation of this policy.

Identifying specific training needs of staff who work with children diagnosed with a medical condition, and ensuring, that staff access appropriate training.

Ensuring children do not swap or share food, food utensils or food containers.

Ensuring food preparation, food service and casual staff/educators are informed of children and staff who have specific medical conditions or food allergies, the type of condition or allergies they have, and the service's procedures for dealing with emergencies involving allergies and anaphylaxis.

Ensuring a copy of the child's medical management plan is visible and known to staff in the service.

Ensuring staff/educators follow each child's Risk Minimisation Plan and medical management plan.

Ensuring opportunities for a child to participate in any activity, exercise or excursion that is appropriate and in accordance with their Risk Minimisation Plan.

Providing information to the community about resources and support for managing specific medical conditions while respecting the privacy of families enrolled at the service.

Maintaining ongoing communication between staff/educators and parents/guardians in accordance with the strategies identified in the communication plan to ensure current information is shared about specific medical conditions within the service.

Links to Policies

Incident, injury Trauma and Illness Policy

Child Protection Policy

Code of Conduct Policy

Participation of volunteer and students Policy

Emergency and evacuation Policy

Nutrition, Food beverages and dietary requirements Policy

Sun protection Policy

Water safety Policy

Administration of First Aid Policy

Dealing with Medical Conditions Policy

Links to Policy

Education and Care Services National Law Act 2010: Section 173

◁ **Education and Care Services National Regulations: Regulations 90, 91, 96**

◁ **Health Records Act 2001**

Links to Procedure

Dealing with Medical conditions Procedures

Links to Forms

Medical Conditions Management Plan

Medication Record

Incident, Injury, Trauma and Illness Record

Emergency Instructions and Contact Numbers

Daily Information

Program

Family Registration Form

References

Education and Care Services National Law and Regulations

<https://www.acecqa.gov.au>

Poisons and Therapeutic Goods Act Public Health Act

<https://www.australia.gov.au/directories/australia/therapeutic-goods>

National Health and Medical Research Council: Staying Healthy in Childcare: Preventing Infectious Diseases in Child care

Responsibility

Nominated Supervisor

Document Author

Nominated Supervisor

Relevant Legislation

Education and Care Services National Regulation

Education and Care Services National Law

Child Care Services Handbook

Associated Records

Nil

Dealing with Medical Conditions Policy

Delivery and Collection of Children Policy

Document Name	Document Version Number	Review Date
Delivery and collection of children	1.0	September 2019
Date Adopted	Minute Number	Status
Click Here to Enter Date	Insert Minute Number Here	Select Status Here

Purpose

A duty of care exists at all times the child is attending a children's service. In addition, the service has a duty of care to a child while he/she is on the service's premises even if he/she hasn't yet been signed into the service or has been signed out of the service, and is legally under the care and supervision of the parent/guardian (refer to Supervision of Children Policy)

Scope

Approved Provider, Nominated supervisor, Early Childhood educators, casual staff and families

RELATED GUIDELINES, STANDARDS, FRAMEWORKS

National Quality Standards for Early Childhood Education and Care and School Age Care: Standard 2.2 Element 2.2.1, Standard 6.1 Element 6.1.2, Standard 6.2 Element 6.2.1.

Definitions

A child may only leave the education and care service premises under any of the following circumstances:

- < a parent/guardian or authorised nominee collects the child
- < a parent/guardian or authorised nominee provides written authorisation for the child to leave the premises
- < a parent/guardian or authorised nominee provides written authorisation for the child to attend an excursion
- < the child requires medical, hospital or ambulance treatment, or there is another emergency.

Policy Content

Accurate arrival and departure documentation is a legislated requirement in all services approved by the Regulatory Authority and is necessary to claim Child Care Subsidy (CCS). A record is also required for days that a child has been absent along with the reason for the absence for all approved CCS services. Furthermore, accurate arrival and departure records ensure successful implementation of efficient emergency evacuation and lock down procedures.

Links to Policy

Australian Children's Education and Care Quality Authority (ACECQA) – www.acecqa.gov.au

Links to Procedure

Links to Forms

References

Insert Content

Delivery and Collection of Children Policy

Responsibility

Insert Content

Document Author

Insert Content

Relevant Legislation

Education and Care National Law Act 2010: Sections 165, 167

Education and Care National Regulations: 99, 158-159, 168(f), 176

Family Law Act 1975 (Cth), as amended 2011

Children and Young Persons (Care and Protection) Act 1998

Associated Records

Insert Content

Draft

Determining Responsible Person Policy

Document Name	Document Version Number	Review Date
Determining Responsible Person Policy	1.0.0	March 2021
Date Adopted	Minute Number	Status
25 September 2019	Insert Minute Number Here	Select Status Here

Purpose

An Approved Provider operates the service with an appointed Nominated Supervisor. The Nominated Supervisor does not have to be in attendance at the service at all times, but in their absence, a Responsible Person is to be placed in Day to Day Charge. Our Education and Care Service will ensure a Responsible Person or Nominated Supervisor is physically present at the service at all times children are being educated and cared for. Details of the Responsible Person or Nominated Supervisor on duty will be communicated and displayed for all users of the service.

Legislation requires that a Nominated Supervisor or Responsible Person is physically in attendance at all times the service is educating and caring for children. The person placed in day to day charge of the service is either the Approved Provider (or the person in management or control of the service), the Nominated Supervisor of the service, or a Responsible Person.

Scope

Approved Provider, Nominated supervisor, Early Childhood educators, casual staff and families

RELATED GUIDELINES, STANDARDS, FRAMEWORKS

- ◁ National Quality Standard, Quality Area 4: Staffing Arrangements – Standard 4.1
- ◁ National Quality Standard, Quality Area 7: Governance and Leadership – Standard 7.1

Definitions

Approved Provider An individual or organisation that has completed an application form and been approved by the Regulatory Authority as fit and proper (in accordance with Sections 12, 13 and 14 of the National Law) to operate one or more education and care services.

Nominated Supervisor A person who has been nominated by the Approved Provider of the service under Part 6 of the Act to be the Nominated Supervisor of that service, and who has consented to that nomination. The Nominated Supervisor has day-to-day responsibility for the service in accordance with the National Regulations. All services must have a Nominated Supervisor.

Responsible Person The Approved Provider (if that person is an individual, and in any other case the person with management or control of the service operated by the Approved Provider) or person who has been placed in day-to-day charge of the service in accordance with the National Regulations.

Policy Content

- ◁ Ensuring there is a person placed in day to day charge (refer to Background and Definitions) on the premises at all times the service is delivering education and care programs for children.
- ◁ Ensuring that the name and position of the Nominated Supervisor or Responsible Person in charge of the service is displayed and easily visible from the main entrance of the service (National Law: Section 172).
- ◁ Ensuring that the name of the Nominated Supervisor or Responsible Person is displayed prominently at the service.
- ◁ Notifying the Regulatory Authority in writing if there is a change of person in the role of Nominated Supervisor (Section 56, Regulation 35).
- ◁ Ensuring that, in the absence from the service premises of a Nominated Supervisor, a Responsible Person is placed in day-to-day charge of the service.
- ◁ Ensuring that the Nominated Supervisor and educators have a sound understanding of a person placed in day to day charge of the service.
- ◁ Maintain records with information relating to each Nominated Supervisor (r146).
- ◁ Maintain records relating the Responsible Person (r150) including the name of the Responsible Person for each time that children are being educated and cared for by the service.

Determining Responsible Person Policy

-
- ◁ Providing written consent to accept the role of Nominated Supervisor.
 - ◁ Ensuring that, in their absence from the service premises, a Responsible Person is placed in day-to-day charge of the service.
 - ◁ Ensuring they have a sound understanding of the role of being placed in day to day charge of the service.
 - ◁ Ensuring that the name and position of the person being placed in day to day charge of the service is displayed and easily visible from the main entrance of the service.
 - ◁ Developing rosters in accordance with the availability of Responsible Persons, hours of operations and the attendance patterns of children.
 - ◁ Notifying the Approved Provider and the Regulatory Authority within 7 days of any changes to their personal situation, including a change in mailing address, circumstances that affect their status as fit and proper, such as the suspension or cancellation of a Working with Children Check card or teacher registration, or if they are subject to disciplinary proceedings.

Links to Policy

Code of Conduct for Staff Member Policy
Governance and Management Policy

Links to Procedure

Determining Responsible Person Procedure

Links to Forms

Responsible Person Form

References

- ◁ Australian Children's Education and Care Quality Authority (ACECQA) – www.acecqa.gov.au
Information Sheets ◁ ACECQA Guide to the National Law and National Regulations
- ◁ ACECQA Compliance History Statement www.acecqa.gov.au/resources/applications/sample-forms-and-templates
- ◁ Education and Care Services National Regulations 2011

Responsibility

Nominated Supervisor

Document Author

Nominated Supervisor

Relevant Legislation

- ◁ Education and Care Services National Law Act 2010: Section 167
- ◁ Education and Care Services National Regulations: Regulations 78-80
- ◁ Work Health and Safety Act 2011

Associated Records

NIL

Emergency Evacuation Policy

Document Name	Document Version Number	Review Date
Emergency Evacuation	1.0	March 2021
Date Adopted	Minute Number	Status
1 September 2019		Select Status Here

Purpose

Our education and care service is committed to identifying risks and hazards of emergency and evacuation situations, and planning for their reduction or minimisation, and ongoing review of planned actions around handling these situations including:

Conducting ongoing risk assessment and reviews of all potential emergency and evacuation situations, including medical emergency situations (see Medical Conditions Policy);

Develop specific procedures around each potential emergency situation and ensure full awareness by all staff through the provision of professional development;

Ensure regular rehearsal and evaluation of emergency and evacuation procedures

Scope

Approved Provider, Nominated supervisor, Early Childhood educators, casual staff and families

RELATED GUIDELINES, STANDARDS, FRAMEWORKS

National Quality Standard, Quality Area 2: Children's Health and Safety – Standard 2.2 Health and Safety

Definitions

Emergency and evacuation situations in an education and care service can arise in a number of circumstances and for a variety of reasons. In the event of an emergency or evacuation situation, the safety and wellbeing of all staff, children, families and visitors to the centre is paramount.

Policy Content

.Ensuring that every reasonable precaution is taken to protect children at the service from harm and hazards that are likely to cause injury (Section 167).

Ensure the identification of potential emergency and evacuation situations that may arise at the service and risks associated with such situations.

Ensure the following documents are attached to this policy: » risk assessment – reviewed at least on an annual basis; » emergency and evacuation procedures; and » emergency evacuation floor plan.

Ensure educators and staff have ready access to an operating telephone or similar means of communication and that emergency telephone numbers are displayed near telephones.

Ensure educators and staff have ready access to emergency equipment such as fire extinguishers and fire blankets, and that staff are adequately trained in their use.

Ensure that emergency equipment is tested as recommended by recognised authorities.

Implement duties as listed above and directed by the Approved Provider.

Ensure the emergency evacuation procedures and floor plan are displayed in a prominent position near each exit and that all staff and educators are aware of these.

Ensure that all staff are trained in the emergency evacuation procedures.

Ensure that all staff are aware of emergency evacuation points; and

Ensure that families are regularly reminded of the emergency procedures in place at the service.

Ensure that rehearsals of evacuation procedures are regularly scheduled, every three months as a minimum, and that the schedule maximises the number of children and staff participating in the procedures.

Ensure that spontaneous rehearsals take place to ensure staff participate in the simulation of an unplanned, emergency evacuation events; and

Provide staff with evaluation/feedback forms after each scheduled and spontaneous rehearsal to assist in refining their risk management procedures around the safe evacuation of staff and children.

Ensure all scheduled, spontaneous and actual evacuations are documented and reviewed.

Emergency Evacuation Policy

Ensure all staff are provided with feedback forms after each evacuation. < Ensure all emergency contact lists are updated as required.

Links to Policy

Incident, Injury Trauma and Illness Policy
Delivery and Collection of Children
Enrolment and Orientation policy
Participation of Volunteers and Students
Providing a child safe environment

Links to Procedure

Emergency Evacuation Procedure

Links to Forms

Benefit risk hazard minimisation form'
Benefit risk excursion and hazard management plan
Emergency evacuation rehearsal form
Incident, injury and trauma form

References

Australian Standards: Emergency control organisation for buildings, structures and workplaces (AS 3745–2002)
Department of Education: Incident Reporting

Responsibility

Nominated Supervisor

Document Author

Nominated Supervisor

Relevant Legislation

Education and Care Services National Law Act 2010: Sections 167, 169
Education and Care Services National Regulations: Regulations 97, 98, 168(2)(e)
Work, Health and Safety Act 2011
Work Health and Safety Regulation 2011 Regulation 43

Associated Records

NIL

Enrolment and Orientation Policy

Document Name	Document Version Number	Review Date
Enrolment and Orientation	1.0	March 2021
Date Adopted	Minute Number	Status
1 September 2019		Choose an item.

Purpose

Our service will implement a process to ensure enrolment and orientation processes are planned and implemented to meet the needs of the child and family as well as ensuring all legislative requirements, including the Australian Government Priority of Access Guidelines are adhered to. We will ensure:

Children are provided with support and comfort to settle into the service and establish new friendships and relationships;

A thoughtful process is planned in consultation with families, to assist in separating from their child; Educators are provided with a clearly explained enrolment process; time to get to know families before children start; strategies to support families in introducing children to our service, time to develop close professional relationships with families; support from referral agencies; and information about custodial issues;

Home language, cultural background and family priorities are considered at all times during the process.

Scope

Approved Provider, Nominated supervisor, Early Childhood educators, casual staff and families

RELATED GUIDELINES, STANDARDS, FRAMEWORKS

National Quality Standard, Quality Area 5: Relationships with Children - Standard 5.1, 5.2

National Quality Standard, Quality Area 6: Collaborative Partnerships with Families and Communities - Standard 6.1

National Quality Standard, Quality Area 7: Governance and Leadership – Standard 7.1

Definitions

Enrolment and orientation procedures form the foundation for strong relationships between families and early education and care settings and promote a quality experience of education and care for children. Good procedures include consistent information around service operation and authorisations, promoting compliance and a safe and secure environment for children and families.

Policy Content

Ensure the service operates in line with the Education and Care Services National Law and National Regulations 2011 with regard to the delivery and collection of children at all times.

Providing opportunities (in consultation with the Nominated Supervisor and staff) for interested families to attend the service during operational hours to observe the program and become familiar with the service prior to their child commencing in the program.

Ensuring that enrolment forms (refer to Definitions) comply with the requirements of Regulations 160, 161, 162.

Ensuring that enrolment records (refer to Definitions) are stored in a safe and secure place, and kept for three years after the last date on which the child was educated and cared for by the service (Regulation 183).

Ensuring that parents/guardians of a child attending the service can enter the service premises at any time that the child is being educated and cared for, except where this may pose a risk to the safety of children or staff, or conflict with any duty of the Approved Provider, Nominated Supervisor or staff under the Law (Regulation 157)

Enrolment and Orientation Policy

Providing enrolment application forms.
Maintaining a waiting list.
Maintain an immunisation register.
Collecting, receipting and banking enrolment fees.
Offering places in line with this policy and criteria for priority access, and providing relevant paperwork to families in accordance with this policy.
Providing a monthly report to the approved provider regarding the status of enrolments.
Storing completed enrolment application forms in a lockable file (refer to privacy and confidentiality policy) as soon as is practicable.

Links to Policy

Delivery and Collection of children
Excursions
Acceptance and refusal of authorisations
Governance and management
Privacy and Confidentiality

Links to Procedure

Enrolment and Orientation

Links to Forms

Registration form

References

Child Care Benefit (Eligibility of Child Care Services for Approval and Continued Approval) Determination 2000, included in the Legislative Extracts –
www.humanservices.gov.au/customer/services/centrelink/childcare-benefit
Public Health Act 2010 No 127 www.legislation.nsw.gov.au/#/view/act/2010/127/full

Responsibility

Nominated Supervisor

Document Author

Nominated Supervisor

Relevant Legislation

Education and Care Services National Law Act 2010
Education and Care Services National Regulations: Regulations 168(2) (k), 160, 161, 162, 177, 183
Privacy Act 1988 (Cth)
Public Health Act 2010 No 127: Part 5 Division 4, Section 87
Health records and Information Privacy Act 2002 (NSW)
Family Assistance Law www.dss.gov.au

Enrolment and Orientation Policy

Associated Records
NIL

Draft

Excursions Policy

Document Name	Document Version Number	Review Date
Excursions	1.0	March 2021
Date Adopted	Minute Number	Status
25th September	Insert Minute Number Here	Select Status Here

Purpose

Our education and care service is committed to providing excursions that are well considered and planned, provide meaningful experiences and ensure the health, safety and wellbeing of children at all times

Scope

Approved Provider, Nominated supervisor, Early Childhood educators, casual staff and families

RELATED GUIDELINES, STANDARDS, FRAMEWORKS

National Quality Standard, Quality Area 1: Educational Program and Practice – Standard 1.1 <
National Quality Standard, Quality Area 2: Children’s Health and Safety – Standard 2.2

Definitions

Excursions are a valuable experience for children, families and staff of education and care settings. Excursions provide the opportunity to expand and enhance children’s experiences, explore different environments and engage in meaningful ways with their communities. Excursions require appropriate planning and risk management to ensure the best experience and enjoyment for all.

Policy Content

Ensuring that a child does not leave the service premises on an excursion unless prior written authorisation has been provided by the parent/ guardian or person named in the child’s enrolment record, and that the authorisation includes all details required under Regulation 102(4).

Ensuring that educator-to-child ratios are maintained at all times, including during excursions.

Ensuring that parents/guardians, volunteers, students and all adults participating in an excursion are adequately supervised at all times and are not left with sole supervision of individual children or groups of children.

Implementing Approved Provider responsibilities as delegate (see above).

Ensuring that each child’s personal medication and current medical management plan is taken on excursions and other off-site activities.

Ensuring that a portable first aid kit (including required medication for dealing with medical conditions) is taken on excursions and other off-site activities.

Ensuring a mobile phone, the emergency contact details for each child and the contact details of their medical practitioner are taken on excursions for notification in the event of an incident, injury, trauma or illness.

Ensuring an accurate roll of attendance is taken and checked regularly

Links to Policy

Enrolment and Orientation Policy

Child Protection

Code of Conduct

Incident injury trauma and illness

Providing a child safe environment

Sun safety

Water Safety

Administration of first aid

Emergency evacuations

Nutrition food beverage and dietary requirements

Participation of volunteer and students

Excursions Policy

Links to Procedure

Excursion Procedure

Links to Forms

Benefit risk excursion and Hazard management audit form
Benefit risk activity and hazard management form

References

ACECQA's sample Excursion Risk Management Plan – www.acecqa.gov.au SOURCES
Belonging, Being & Becoming – The Early Years Learning Framework for Australia
Guide to the National Quality Standard, ACECQA
Kidsafe NSW – www.kidsafensw.org Kids and Traffic – www.kidsandtraffic.mq.edu.au

Responsibility

Nominated Supervisor

Document Author

Nominated Supervisor

Relevant Legislation

Education and Care Services National Law Act 2010

Education and Care Services National Regulations: Regulations 98, 99, 100, 101, 102, 123, 357

Work Health and Safety (WHS) Act 2011

Work Health and Safety (WHS) Regulation 2011

Associated Records

Nil

Fees Policy

Document Name	Document Version Number	Review Date
Fees Policy	1.0.0	March 2021
Date Adopted	Minute Number	Status
25 September 2019	Insert Minute Number Here	Select Status Here

Purpose

Our service has a commitment to ensuring our fees are as affordable as possible and that all families have access to any subsidies that are available to reduce these fees. The setting and payment of fees takes into account all requirements of the Education and Care Services National Regulations, Australian Tax Office, Privacy Act and the guidelines contained within the Australian Government Child Care Service Handbook. All records held at the service will be maintained in accordance with the service Confidentiality and Privacy Policy. Families will be provided with accurate fees statements and clear information regarding fee payment processes.

Scope

Approved Provider, Nominated supervisor, Early Childhood educators, casual staff and families

RELATED GUIDELINES, STANDARDS, FRAMEWORKS

◁ National Quality Standard, Quality Area 7: Governance and Leadership – Standard 7.1

Definitions

To enable our service to provide high quality early education and care for children we need to ensure we are financially viable at all times. Our service's financial health and access to our service will be maximised by ensuring families are aware of all fees and fee payment requirements upon enrolment.

Policy Content

- ◁ Ensure the service operates in line with the Education and Care Services National Law and National Regulations 2011.
- ◁ Reviewing the current budget to determine fee income requirements.
- ◁ Developing a fee policy that balances the parent's/guardian's capacity to pay, with providing a high-quality program and maintaining service viability.
- ◁ Considering any issues regarding fees that may be a barrier to families enrolling at the service and removing those barriers wherever possible.
- ◁ Providing parents/guardians with a regular statement of fees and charges.
- ◁ Ensuring that the Fees Policy is readily accessible at the service.
- ◁ Notifying parents/guardians within 14 days of any proposed changes to the fees charged or the way in which the fees are collected.
- ◁ Ensuring a notice outlining the fees charged by the service is displayed prominently in the main entrance to the service.
- ◁ Enter into a CWA with a parent or guardian, to provide childcare in exchange for fees. A CWA is an agreement between the Early Learning Childcare Centre service provider and a parent or guardian, to provide childcare in exchange for fees.
 - » The provider and parents contact names and details
 - » The date the arrangement is effective from
 - » The child or children's full name and date of birth
 - » Session days and start/end times
 - » Details of the fees to be charged
- ◁ Update any changes to the CWA as required
- ◁ Providing parents/guardians with a regular statement of fees and charges.
- ◁ Collecting all relevant information and maintaining relevant documents regarding those with entitlement to concessions, where applicable.
- ◁ Notifying parents/guardians within 14 days of any proposed changes to the fees charged or the way in which the fees are collected.

Fees Policy

◁ Ensuring a notice outlining the fees charged by the service is displayed prominently in the main entrance to the service.

Links to Policy

NIL

Links to Procedure

Fees Procedure

Links to Forms

NIL

References

- ◁ Australian Children's Education and Care Quality Authority (ACECQA) – www.acecqa.gov.au
- ◁ CCS Information – www.humanservices.gov.au/individuals/services/centrelink/child-care-subsidy

Responsibility

Nominated Supervisor

Document Author

Nominated Supervisor

Relevant Legislation

- ◁ Education and Care Services National Law Act 2010
- ◁ Education and Care Services National Regulations: Regulation 168(2)(n)
- ◁ Family Law Act 1975 (Cth), as amended 2011

Associated Records

NIL

Document Name	Document Version Number	Review Date
Incident, Injury, Trauma and Illness Policy	1.0.0	March 2021
Date Adopted	Minute Number	Status
25 September 2019	Insert Minute Number Here	Select Status Here

Purpose

The National Regulations require an accurate Incident, Injury, Trauma and Illness Report to be kept and stored confidentially until the child is 25 years old. Under the national legislation, an education and care service must record details in the Incident, Injury, Trauma and Illness Report for the following occurrences:

- ◁ an incident in relation to a child,
- ◁ an injury received by a child
- ◁ trauma to which a child has been subjected ◁ an illness that becomes apparent.

Scope

Approved Provider, Nominated supervisor, Early Childhood educators, casual staff and families

RELATED GUIDELINES, STANDARDS, FRAMEWORKS

- ◁ National Quality Standard, Quality Area 2: Children's Health and Safety – Standard 2.1, 2.1.1, 2.1.2
- ◁ National Quality Standard, Quality Area 3: Physical Environment – Standard 3.1, 3.1.2
- ◁ National Quality Standard, Quality Area 7: Governance and Leadership – Standard 7.1.2

Definitions

Policies and procedures (including documented records) must be in place to effectively manage the event of any incident injury, trauma and illness that occurs in the service. Young children's innate desire to explore and test their growing capabilities is essential in developing wellbeing. Educators must consider the understanding of all of the elements of wellbeing, and ensure that programs also acknowledge the importance of risk management to provide a safe environment and reasonably protect children from potential harm.

Policy Content

- ◁ Ensuring that the premises are kept clean and in good repair.
- ◁ Ensuring that completed medication records are kept until the end of 3 years after the child's last attendance (regulation 92, 183).
- ◁ Ensuring that a parent/guardian of the child is notified as soon as is practicable, but not later than 24 hours after the occurrence, if the child is involved in any incident, injury, trauma or illness while at the service (regulation 86).
- ◁ Ensuring that incident, injury, trauma and illness records are kept and stored securely until the child is 25 years old (regulations 87, 183).
- ◁ Ensuring that there is a minimum of one staff member or one Nominated Supervisor at the service with a current approved first aid qualification on the premises at all times.
- ◁ Ensuring that children's enrolment forms provide authorisation for the service to seek emergency medical treatment by a medical practitioner, hospital or ambulance service.
- ◁ Ensuring that an incident report is completed and a copy forwarded to the regulatory authority as soon as is practicable but not later than 24 hours after the occurrence.
- ◁ Notifying parents/guardians immediately after an incident, injury, trauma or medical emergency, or as soon as is practicable.
- ◁ Requesting the parents/guardians make arrangements for the child or children involved in an incident or medical emergency to be collected from the service, or informing parents/guardians if an ambulance has been called.
- ◁ Notifying other person/s as authorised on the child's enrolment form when the parents/guardians are not contactable.

Incident, Injury, Trauma and Illness Policy

- ◁ Ensuring that regulatory and legislative responsibilities are met in relation to any incident, injury or medical emergency.
- ◁ Maintaining all enrolment and other medical records in a confidential manner.
- ◁ Regularly checking equipment in both indoor and outdoor areas for hazards, and taking the appropriate action to ensure the safety of the children when a hazard is identified.
- ◁ Reviewing the cause of any incident, injury or illness and taking appropriate action to remove the cause if required.

Links to Policy

Providing a Child Safe Environment
Administration of First Aid
Dealing with Infectious Disease
Dealing with Medical Conditions
Emergency and Evacuations Policy
Code of Conduct
Participation of Volunteers and Students
Privacy and Confidentiality

Links to Procedure

Incident, Injury, Trauma and Illness Procedure

Links to Forms

Medical and Additional Needs Management Plan
Incident, Injury, Trauma and Illness Incident Report
Medication Record

References

- ◁ ACECQA – www.acecqa.gov.au
- ◁ Incident, Injury, Trauma, Illness Template – www.acecqa.gov.au/sample-forms-and-templates-now-available

Responsibility

Nominated Supervisor

Document Author

Nominated Supervisor

Relevant Legislation

- ◁ Education and Care Services National Law Act 2010: Sections 174(2)
- ◁ Education and Care Services National Regulations 2011: Regulations 77, 85–87, 103, 177, 183
- ◁ Occupational Health and Safety Regulations 2007
- ◁ Australian Standards AS3745–2002, Emergency control procedures for buildings, structures and workplaces
- ◁ Children and Young Persons (Care and Protection) Act 1998

Associated Records

NIL

Interactions with Children Policy

Document Name	Document Version Number	Review Date
Interactions with Children Policy	1.0.0	March 2021
Date Adopted	Minute Number	Status
25 September 2019	Insert Minute Number Here	Select Status Here

Purpose

Educators at our service will:

- ◁ be responsive to children's strengths, interests, abilities;
- ◁ provide opportunities to become self-reliant and develop self-esteem;
- ◁ uphold children's dignity, rights, and agency; ◁ provide positive guidance and support towards acceptable behaviour;
- ◁ promote a safe, secure and nurturing environment;
- ◁ be authentic and responsive;
- ◁ be based in fairness, acceptance and empathy with respect for cultural and linguistic rights.

Scope

Approved Provider, Nominated supervisor, Early Childhood educators, casual staff and families

RELATED GUIDELINES, STANDARDS, FRAMEWORKS

- ◁ National Quality Standard, Quality Area 5: Relationships with children – Standards 5.1, 5.2
- ◁ National Quality Standard, Quality Area 7: Governance and Leadership – Standard 7.1.2

Definitions

A positive atmosphere and the wellbeing of children within an education and care setting is promoted through attentive care and quality interactions with children. Emotional development and social relationships are enhanced through thoughtful and sophisticated approaches to conversation, discussion and promotion of children's language and communication. Children who experience relationships that are built on respect, fairness, cooperation and empathy are given the opportunity to develop these qualities themselves. When children have positive experiences of interactions they develop an understanding of themselves as significant and respected, and feel a sense of belonging.

Policy Content

- ◁ Ensure the service operates in line with the Education and Care Services National Law and National Regulations 2011 with regard to the delivery and collection of children at all times.
- ◁ Ensure all staff have access to relevant professional development.
- ◁ Ensure the educational program contributes to the development of children who have a strong sense of wellbeing and identity, and are connected, confident, involved and effective learners and communicators.
- ◁ Ensure that the Nominated Supervisor and all staff members at the service who work with children are aware that it is an offence to subject a child to any form of corporal punishment, or any discipline that is unreasonable or excessive in the circumstances (National Law: Section 166) (Regulation 73).
- ◁ Inform the Regulatory Authority in writing, within 24 hours of receiving a notifiable complaint (Section 174(4), Regulation 176(2)(b)).
- ◁ Inform the Regulatory Authority in writing within 24 hours of a serious incident occurring at the service (Section 174(4), Regulation 176).
- ◁ Guide professional development and practice to promote interactions with children that are positive and respectful.
- ◁ Establish practice guidelines that ensure interactions with children are given priority and those interactions are authentic, just and respect difference.
- ◁ Ensure all staff are aware of the service's expectations regarding positive, respectful and appropriate behaviour, and acceptable responses and reactions when working with children and families.
- ◁ Consider the size and composition of groups to ensure all children are provided with the best opportunities for quality interactions and relationships with each other and with adults at the service.

Interactions with Children Policy

◁ Develop and implement educational programs, in accordance with an approved learning framework, that are based on the developmental needs, interests and experiences of each child, and take into account the individual differences of each child.

◁ Ensure that staff provide education and care to children in a way that encourages children to express themselves and their opinions and allows children to undertake experiences that develop self-reliance and self-esteem.

◁ Under section 166 of the Education and Care National Law, a staff member, nominated Supervisor and Approved Provider may receive a penalty for up to \$10,000 (up to \$50,000 in the case of Approved Provider) for subjecting a child to any form of corporal punishment or any discipline that is unreasonable in the circumstances.

Links to Policy

Child Protection Policy

Participation of Volunteers and Students

Links to Procedure

Interactions with Children Procedure

Links to Forms

NIL

References

◁ Australian Children's Education and Care Quality Authority (ACECQA) – www.acecqa.gov.au

◁ United Nations Convention on the Rights of the Child – www.unicef.org.au

◁ The Supporting young children's rights: Statement of intent (2015-2018) – www.earlychildhoodaustralia.org.au

◁ Australian Human Rights Commission – www.humanrights.gov.au

Responsibility

Nominated Supervisor

Document Author

Nominated Supervisor

Relevant Legislation

◁ Education and Care National Law Act 2010: Sections 166, 167

◁ Education and Care National Regulations: 73, 74, 155, 156, 157, 168(2)(j)

◁ Children and Young Persons (Care and Protection) Act 1998

◁ Commission for Children and Young People Act 1998

◁ Disability Discrimination Act 1992 (Cth)

Associated Records

Nutrition, Food, Beverages and Dietary Requirements Policy

Document Name	Document Version Number	Review Date
Nutrition, Food, Beverages and Dietary Requirements Policy	1.0.0	March 2021
Date Adopted	Minute Number	Status
25 September 2019	Insert Minute Number Here	Select Status Here

Purpose

- ◁ This policy concerns the provision of healthy food and drink while children are in care and the promotion of normal growth and development.
- ◁ The service is committed to implementing the healthy eating key messages outlined in Munch & Move and to supporting the National Healthy Eating Guidelines for Early Childhood Settings as outlined in the Get Up & Grow resources.
- ◁ Further, we recognise the importance of supporting families in providing healthy food and drink to their children. It is acknowledged that the early childhood setting has an important role in supporting families in healthy eating.

Scope

Approved Provider, Nominated supervisor, Early Childhood educators, casual staff and families

RELATED GUIDELINES, STANDARDS, FRAMEWORKS

- ◁ National Quality Standard, Quality Area 1: Educational Program and Practice – Standards 1.1, 1.2, 1.3
- ◁ National Quality Standard, Quality Area 2: Children’s Health and Safety – Standards 2.1, 2.2
- ◁ National Quality Standard, Quality Area 3: Physical Environment – Standards 3.1, 3.2
- ◁ National Quality Standard, Quality Area 4: Staffing Arrangements – Standards 4.1, 4.2
- ◁ National Quality Standard, Quality Area 5: Relationships with Children – Standards 5.1,5.2
- ◁ National Quality Standard, Quality Area 6: Collaborative Partnerships with Families and Communities – Standards 6.1, 6.2
- ◁ National Quality Standard, Quality Area 7: Governance and Leadership – Standards 7.1, 7.1.2

Definitions

Our service recognises the importance of healthy eating to the growth and development of young children and is committed to supporting the healthy food and drink choices of children in our care.

Policy Content

- ◁ Ensure the service operates in line with the Education and Care Services National Law and National Regulations 2011.
- ◁ Allocate finances for training and food safety.
- ◁ Allocate finances to ensure provision of nutritionally balanced and culturally sensitive meals as required.
- ◁ Ensure that the service implements adequate health and hygiene practices and safe practices for handling, preparing and storing food to minimise risks to children being educated and cared for by the service.
- ◁ Ensure adequate health and hygiene practices and safe practices for handling, preparing and storing food are implemented at the service to minimise risks to children.
- ◁ Ensure children being cared for by the service have access to safe drinking water at all times and are offered food and beverages on a regular basis throughout the day.
- ◁ Ensure that, where food and beverages are supplied by the service, they are:
 - » nutritious and adequate in quantity
 - » chosen with regard to the dietary requirements of individual children
- ◁ Ensure that, where food and beverages are provided by the service, a weekly menu that accurately describes the food and beverages to be provided is displayed at the premises in a location accessible to parents.

Links to Policy

Providing a Child Safe Environment

Links to Procedure

Nutrition, Food, Beverages and Dietary Requirements Procedure

Links to Forms

NIL

References

- ◁ Australian Children's Education and Care Quality Authority (ACECQA) – www.acecqa.gov.au
- ◁ Healthy Kids NSW – www.healthykids.nsw.gov.au ◁ Nutrition Australia – www.nutritionaustralia.org
- ◁ Food Standards Australia New Zealand – www.foodstandards.gov.au

Responsibility

Nominated Supervisor

Document Author

Nominated Supervisor

Relevant Legislation

- ◁ Education and Care Services National Law Act 2010: Section 167
- ◁ Education and Care Services National Regulations: Regulations 78-80
- ◁ Work Health and Safety Act 2011

Associated Records

NIL

Participation of Volunteers and Students Policy

Document Name	Document Version Number	Review Date
Participation of Volunteers and Students Policy	1.0.0	March 2021
Date Adopted	Minute Number	Status
25 September 2019	Insert Minute Number Here	Select Status Here

Purpose

Our service is committed to providing a safe environment for all children where their health, safety wellbeing is of paramount importance. In order to ensure this is preserved during the engagement of student and volunteers, and in order to remain compliant with regulations and legislation, the service will abide by the strategies and practices outlined in this policy.

Scope

Approved Provider, Nominated supervisor, Early Childhood educators, casual staff and families

RELATED GUIDELINES, STANDARDS, FRAMEWORKS

- ◁ National Quality Standard, Quality Area 4: Staffing Arrangement – Standard 4.2
- ◁ National Quality Standard, Quality Area 7: Governance and Leadership – Standard 7.1, 7.1.3

Definitions

Our education and care service values volunteer participation as a connection to our local community and exposure to a range of people and experiences. Accepting students on placement is part of our professional responsibility to support our sector and provide valuable experience and learning opportunities.

Policy Content

- ◁ All students and volunteers will be required to undertake a working with children check from this date. Volunteers and students do not make up part of the staff to child ratio and cannot be used to fill the place of an employee.
- ◁ Volunteers and students must not be asked to perform tasks:
 - » that they are untrained, unqualified or too inexperienced to undertake
 - » that put the children or themselves in a vulnerable or potentially unsafe situation » while unsupervised by an employed educator

Links to Policy

Providing a Child Safe Environment Policy
Child Protection Policy

Links to Procedure

Participation of Volunteers and Students Procedure

Links to Forms

NIL

References

- ◁ Australian Children's Education and Care Quality Authority (ACECQA) – www.acecqa.gov.au
- ◁ NSW Office of the Children's Guardian – www.kidsguardian.nsw.gov.au

Responsibility

Nominated Supervisor

Document Author

Nominated Supervisor

Relevant Legislation

- ◁ Education and Care National Law Act 2010: Clause 13(c)
- ◁ Education and Care National Regulations 2011
- ◁ Child Protection (Working With Children) Act 2012 NSW

Associated Records

NIL

Draft

Privacy and Confidentiality Policy

Document Name	Document Version Number	Review Date
Privacy and Confidentiality Policy	1.0.0	March 2021
Date Adopted	Minute Number	Status
25 September 2019	Insert Minute Number Here	Select Status Here

Purpose

Our education and care service recognises and respects the importance of privacy and confidentiality as an individual right and a basis for building partnerships. Our service requires personal information from families to provide appropriate and responsive care. This policy has been developed to comply with the Australian Privacy Principles (APPs) (2014) and pursues the highest standard in the protection and preservation of privacy and confidentiality.

Scope

Approved Provider, Nominated supervisor, Early Childhood educators, casual staff and families

RELATED GUIDELINES, STANDARDS, FRAMEWORKS

◁ National Quality Standard, Quality Area 7: Governance and Leadership

Definitions

We will maintain private and confidential files for educators and staff, children and their families. We will develop systems for the appropriate use, storage and disposal of records. ◁ ensure the information in these files is used only for the education and care of the child enrolled in the service, and only shared with relevant or authorised people as defined within authorisations of the Education and Care Services National Regulations.

Policy Content

◁ Our education and care service aims to meet these goals through the adoption of this specific Privacy and Confidentiality policy and our Privacy Collection statement which will guide our practices in this area.

◁ Ensure each families' information is correct in enrolment records. This includes information on immunisation updates, income and financial details (credit card or bank information), contact details of family and emergency contact information, children's developmental records, Family Assistance information, and any medical or legal information – such as family court documentation – required by our education and care service. This would include any information required to be recorded under the National Law and Regulations, the Family Assistance Law other relevant information collected to support the enrolment of a child. Provide families with details on the collection of personal information collected: This information will include:

- » The types of information collected by our education and care service;
- » The purpose of collecting information;
- » What types of information will be disclosed to the public or other agencies; and when and why disclosure may occur;
- » How information is stored at the service;
- » Approaches used to keep information secure;
- » Who has access to the information;
- » The right of the individual to view their personal information;
- » The length of time information needs to be archived; and
- » How information is disposed.

◁ Will ensure information provided by families and staff is only used for the purpose it was collected for.

◁ Ensure that education and care service records, personnel records, CCS information and children's and families information is stored securely reducing the chance of unauthorised access, use or disclosure and remains private and confidential within the education and care environment at all times.

Privacy and Confidentiality Policy

- ◁ Will ensure that information kept is not divulged or communicated, directly or indirectly, to anyone other than:
 - » Medical and developmental information that is required to adequately provide education and care for the child;
 - » The Department of Education, or an authorised officer; or
 - » As permitted or required by any Act or Law.
- ◁ Individuals will be allowed access to their personal information as requested. Individuals must request this information in writing from the Nominated Supervisor. Authorised persons may request to view any information kept on their child.
- ◁ Information may be denied under the following conditions:
 - » Access to information could compromise the privacy of another individual;
 - » The request for information is frivolous or vexatious; and
 - » The information relates to legal issues, or there are legal reasons not to divulge the information such as in cases of custody and legal guardianship.

Links to Policy

- ◁ Privacy Collection Statement

Links to Procedure

Privacy and Confidentiality Procedure

Links to Forms

NIL

References

- ◁ Children (Education and Care Services National Law Application) Act 2010
- ◁ Education and Care Services National Regulations
- ◁ Children and Young Persons (Care and Protection) Act 1998
- ◁ Australian Privacy Principles – www.oaic.gov.au ◁ Office of the Australian Information Commissioner – www.oaic.gov.au
- ◁ Privacy Act 1988 (Privacy Act) – www.oaic.gov.au/privacy-law/privacy-act
- ◁ Early Childhood Australia – www.earlychildhoodaustralia.org.au

Responsibility

Nominated Supervisor

Document Author

Nominated Supervisor

Relevant Legislation

- ◁ Education and Care Services National Regulations: 181

Associated Records

NIL

Privacy Collection Statement

Document Name	Document Version Number	Review Date
Privacy Collection Statement	1.0.0	March 2021
Date Adopted	Minute Number	Status
25 September 2019	Insert Minute Number Here	Select Status Here

Purpose

This service is committed to maintaining all personal information provided by its children, families, staff, management, volunteers, students and community in accordance with our Privacy policy and the Australian Privacy Principles

Scope

Approved Provider, Nominated supervisor, Early Childhood educators, casual staff and families

Definitions

This statement outlines the type of personal information collected by this service and how information is acquired, used and shared. We will not sell personal information to any third parties. See our full Privacy and Confidentiality policy for detailed information.

Personal information is information that personally identifies an individual, such as a name, residential or email address and includes information relevant to the enrolment process, credit card information, billing records, documentation of a child's learning and development, and recorded information regarding complaints. Publicly available information, such as information on a public website profile is not considered personal information. This service only collects personal information when individuals specifically and knowingly elect to provide this, such as when individuals enrol a child in the service, pay fees or subscriptions, and provide health or family information to support the inclusion of a child. This service complies with the Payment Card Industry Data Security Standards (PCIDSS) when handling credit card transactions and securely stores all credit card information for Direct Debit or credit card payment/efpos payments in accordance with the Fees policy.

Policy Content

What information is collected?	How we collect information?	Why we collect this?
Medical information, health and immunisation	<ul style="list-style-type: none"> ◁ Enrolment form ◁ Employment record ◁ Immunisation history statement ◁ Health care cards – Medicare and health fund information ◁ Accident, Illness and Injury forms 	To ensure the health and safety of every child and as a requirement under Family Assistance Law and the NSW Public Health Act 2010.
Income and financial details, includes credit card and banking information	<ul style="list-style-type: none"> ◁ Enrolment form ◁ Employment record ◁ Fee payment and purchases ◁ Tax File Number 	For the provision of the education and care service and as required under Family Assistance legislation and as per Funding Agreements with the Department of Education and Communities
Contact details of family and emergency contact information	<ul style="list-style-type: none"> ◁ Enrolment form ◁ Employment record ◁ Updated details form 	Required under the Education and Care Services Regulation.
Children's developmental records	<ul style="list-style-type: none"> ◁ Observations ◁ Assessment of children's learning ◁ Programming documents 	Required under the Education and Care Services Regulation and to provide a high quality education and care service.

Privacy Collection Statement

	<ul style="list-style-type: none"> ◁ Communications with families 	
Family Assistance information	<ul style="list-style-type: none"> ◁ Enrolment form ◁ Employment record ◁ CCSS 	Required under the Family Assistance legislation and under employment legislation under Income Tax legislation.
Legal information	<ul style="list-style-type: none"> ◁ Enrolment form ◁ Employment record ◁ Court orders or AVOs 	Required under the Education and Care Services Regulation,
Employment, marital status and nationality	<ul style="list-style-type: none"> ◁ Enrolment form ◁ Employment record 	Required under employment legislation and to provide priority of access under commonwealth and state legislation.
Qualifications	<ul style="list-style-type: none"> ◁ Employment record ◁ Certified copies of documents 	Required under the Education and Care Services Regulation.
WWCC, criminal history checks	<ul style="list-style-type: none"> ◁ Employment record ◁ Originals of documents 	Required under the Education and Care Services Regulation.
Staff entitlements	<ul style="list-style-type: none"> ◁ Payroll records ◁ Tax File Number 	Provision of entitlements.
Any information required to be recorded under the National Law and Regulations, the Family Assistance Law other relevant information collected to support the enrolment of a child	<ul style="list-style-type: none"> ◁ Enrolment form ◁ Employment record ◁ Complaints records 	Required under appropriate legislation.

Links to Policy

Privacy and Confidentiality Policy
Complaints Policy

Links to Procedure

Privacy and Confidentiality Procedure

Links to Forms

NIL

References

NIL

Responsibility

Nominated Supervisor

Document Author

Nominated Supervisor

Relevant Legislation

- ◁ Education and Care Services National Law Act 2010
- ◁ Education and Care Services National Regulations
- ◁ NSW Public Health Act 2010.
- ◁ Family Assistance Law

Associated Records

NIL

Document Name	Document Version Number	Review Date
Providing a Child Safe Environment Policy	1.0.0	March 2021
Date Adopted	Minute Number	Status
25 September 2019	Insert Minute Number Here	Select Status Here

Purpose

All children have the right to experience quality education and care in an environment that promotes opportunities to thrive with adults who safeguard and advocate for their health, safety, security and wellbeing including the right to:

- < be asked to express their views and wishes about matters affecting their lives and to have those views appropriately considered by adults;
- < feel and be safe in their interactions with adults and other children and young people; and
- < understand, as early as possible, what is meant by 'feeling and being safe'.

Scope

Approved Provider, Nominated supervisor, Early Childhood educators, casual staff and families

RELATED GUIDELINES, STANDARDS, FRAMEWORKS

- < National Quality Standard, Quality Area 2: Children's Health and Safety – Standard 2.2: Each child is protected
- < National Quality Standard, Quality Area 3: Physical Environment – Standard 3.1, 3.2
- < National Quality Standard, Quality Area 7: Governance and Leadership – Standard 7.1, 7.2

Definitions

Our service has a moral and legal responsibility to ensure that the rights and best interests of the child are paramount and that we will provide training, resources, information and guidance to support this in order to:

- < ensure that the health, safety and wellbeing of children at the service is protected at all times;
- < ensure that people educating and caring for children at the service act in the best interests of the child;
- < protect and advocate the rights of all children to feel safe, and be safe, at all times;
- < maintaining a culture in which children's rights are respected;
- < encouraging active participation from families at the service, supporting a partnership approach and shared responsibility for children's health, safety, wellbeing and development.

Policy Content

- < Ensure the service operates in line with the Education and Care Services National Law and National Regulations 2011 with regard to the delivery and collection of children at all times.
- < Ensure all staff have access to relevant professional development.
- < Ensure ensuring that the Nominated Supervisor and staff members at the service who work with children are advised of current child protection legislation, its application, and any obligations that they may have under that law (Regulation 84).

Provide all staff and educators working directly with children with a copy of the Mandatory Reporter Guide (How To Guide) to assist them in their reporting.

- < Provide all staff and educators working directly with children with access to the Child Wellbeing and Child Protection NSW Interagency Guidelines.
- < Ensuring screening and suitability processes are maintained to meet policy and legislated requirements.
- < Identifying and providing appropriate resources and training to assist staff, contractors, visitors, volunteers and students to implement this policy (refer to Sources).
- < Keeping up to date and complying with any relevant changes in legislation and practices in relation to this policy. Co-operating with other services and/or professionals in the best interests of children and their families.

Providing a Child Safe Environment Policy

- ◁ Ensuring that families are made aware of support services available to them and of the assistance these services can provide.
- ◁ Ensuring that all staff who work with children are supported to implement this policy in the service.
- ◁ Protecting the rights of children and families, and encouraging their participation in decision-making at the service.

Links to Policy

Child Protection Policy
Code of Conduct Policy
Participation of Volunteers and Students
Emergency Evacuations
Excursions
Incident, Injury, Trauma and Illness
Water Safety Policy
Sun Protection

Links to Procedure

Providing a Child Safe Environment Procedure

Links to Forms

NIL

References

- ◁ Australian Children's Education and Care Quality Authority (ACECQA) – www.acecqa.gov.au
- ◁ Mandatory Reporter Guide & training including e-learning presentation – www.keepthemsafe.nsw.gov.au ◁ eReporting is available at <https://reporter.childstory.nsw.gov.au/s/>
- ◁ Working With Children Check – www.kidsguardian.nsw.gov.au/working-withchildren/working-with-children-check
- ◁ Become a Childsafe Organisation – www.kidsguardian.nsw.gov.au/child-safeorganisations/become-a-child-safe-organisation ◁ Childsafety Australia – www.childsafetyaustralia.com.au
- ◁ United Nations Convention on the Rights of the Child – www.unicef.org.au
- ◁ The Supporting young children's rights: Statement of intent (2015-2018) – www.earlychildhoodaustralia.org.au
- ◁ Australian Human Rights Commission – www.humanrights.gov.au
- ◁ Australian Childhood Foundation – www.childhood.org.au ◁ Families NSW - Supporting Families to Raise Children - www.families.nsw.gov.au

Responsibility

Nominated Supervisor

Document Author

Nominated Supervisor

Relevant Legislation

- ◁ Education and Care National Law Act 2010: Sections 165, 167
- ◁ Education and Care National Regulations 2011: 99, 158-159, 168, 176
- ◁ Child Protection (Working with Children) Act 2012
- ◁ Child Protection (Working with Children) Regulation 2013
- ◁ Crimes Act 1900
- ◁ Ombudsman Act 1974 – Part 3A
- ◁ Australian Privacy Principles – www.oaic.gov.au
- ◁ Office of the Australian Information Commissioner – www.oaic.gov.au
- ◁ Privacy Act 1988 (Privacy Act) – www.oaic.gov.au/law/act ◁ Smoke Free Environment Act 2000

Associated Records
NIL

Draft

Sun Protection Policy

Document Name	Document Version Number	Review Date
Sun Protection Policy	1.0.0	March 2021
Date Adopted	Minute Number	Status
25 September 2019	Insert Minute Number Here	Select Status Here

Purpose

A balance of Ultraviolet Radiation (UV) exposure is important for health. Too much of the sun's UV can cause sunburn, skin and eye damage and skin cancer in later life. Too little UV from the sun can lead to low Vitamin D levels. Vitamin D is essential for healthy bones and muscles and for general health Sunsmart 2015.

Scope

Approved Provider, Nominated supervisor, Early Childhood educators, casual staff and families

RELATED GUIDELINES, STANDARDS, FRAMEWORKS

- ◁ National Quality Standard, Quality Area 1: Educational Program and Practice – Standards 1.1, 1.2
- ◁ National Quality Standard, Quality Area 2: Children's Health and Safety – Standards 2.1, 2.2
- ◁ National Quality Standard, Quality Area 3: Children's Health and Safety – Standards 3.1, 3.2
- ◁ National Quality Standard, Quality Area 4: Staffing Arrangements – Standards 4.1, 4.2
- ◁ National Quality Standard, Quality Area 5: Relationships with Children – Standards 5.1,5.2
- ◁ National Quality Standard, Quality Area 6: Collaborative Partnerships with Families and Communities – Standards 6.1, 6.2
- ◁ National Quality Standard, Quality Area 7: Governance and Leadership – Standards 7.1, 7.2
- ◁ Radiation Protection Standard for Occupational Exposure to Ultraviolet Radiation (2006)
- ◁ Safe Work Australia: Guidance Note for the Protection of Workers from the Ultraviolet Radiation in Sunlight (2008)

Definitions

Ensure all children, educators and staff have some UV exposure for vitamin D. ◁ Ensure all children, educators and staff are well protected from too much UV exposure by using a combination of sun protection measures whenever UV levels reach 3 and above.

- ◁ Ensure the outdoor environment is sun safe and provides shade for children, educators and staff.
- ◁ Ensure children are encouraged and supported to develop independent sun protection skills.
- ◁ Support duty of care and regulatory requirements.
- ◁ Support appropriate OHS strategies to minimise UV risk and associated harms for educators, staff and visitors.

This policy has been adapted from the NSW Cancer Council Sun Protection Policy Sample for further detail visit www.cancercouncil.com.au.

Policy Content

- ◁ Ensure the service operates in line with the Education and Care Services National Law and National Regulations 2011.
- ◁ Ensure children are adequately supervised, are not subject to inappropriate discipline, and are protected from harms and hazards.
- ◁ Ensure sun protection information will be promoted to all staff, families and visitors.
- ◁ Provide support and advice to all staff with regard to implementation of the Sun Protection Policy

Links to Policy

- ◁ Providing a Child Safe Environment
- ◁ Excursion Policy

Links to Procedure

Sun Protection Procedure

Sun Protection Policy

Links to Forms

NIL

References

- ◁ National Asthma Council – www.nationalasthma.org.au
- ◁ Asthma Australia – www.asthmaaustralia.org.au
- ◁ Australasian Society of Clinical Immunology and Allergy – www.allergy.org.au
- ◁ Diabetes Australia – www.diabetesaustralia.com.au
- ◁ Australian Children's Education and Care Quality Authority (ACECQA) – www.acecqa.gov.au
- ◁ NSW Cancer Council – www.cancercouncil.com.au

Responsibility

Nominated Supervisor

Document Author

Nominated Supervisor

Relevant Legislation

- ◁ Education and Care Services National Law Act 2010: Section 167
- ◁ Education and Care Services National Regulations: Regulations 100, 113, 114, 168(2)(a)(ii)
- ◁ Occupational Health and Safety Act 2004

Associated Records

NIL

Water Safety Policy

Document Name	Document Version Number	Review Date
Water Safety Time Policy	1.0.0	March 2021
Date Adopted	Minute Number	Status
25 September 2019	Insert Minute Number Here	Select Status Here

Purpose

The safety and supervision of children in and around water is of the highest priority. Whilst water hazards at our service are kept to a minimum, we acknowledge that nappy buckets, water troughs, sinks and toilets can all be hazardous for children and diligent supervision is required.

Scope

Approved Provider, Nominated supervisor, Early Childhood educators, casual staff and families

RELATED GUIDELINES, STANDARDS, FRAMEWORKS

National Quality Standard, Quality Area 2: Children's Health and Safety – Standard 2.1 and Standard 2.2

Definitions

Our service has a responsibility to protect the health, safety and wellbeing of each child at all times. Drowning is the leading cause of death for children aged 1-4 years in Australia. While most drowning occurs in backyard swimming pools, it is important to be aware that children can drown in as little as 6cm of water.

Policy Content

- ◁ Ensure the service operates in line with the Education and Care Services National Law and National Regulations 2011.
- ◁ Ensure children are adequately supervised, are not subject to inappropriate discipline, and are protected from harms and hazards.
- ◁ Provide supervision, guidance and advice to ensure adherence to the policy at all times.
- ◁ Ensure risk assessments for excursions planned near water identify a higher staff to child ratio to ensure adequate supervision.
- ◁ Ensure First Aid and CPR qualifications and requirements are met at all times.
- ◁ Provide families with community messages regarding safe water practices.

Links to Policy

Providing a Child safe environment policy
Child Protection policy

Links to Procedure

Water Safety Procedure

Links to Forms

Excursion Benefit Risk Assessment Form

References

◁ Kidsafe NSW – www.kidsafensw.org/water-safety ◁ Kids Alive – www.kidsalive.com.au ◁ Kids Health – <https://kidshealth.org/en/parents/water-safety.html>

Responsibility

Nominated Supervisor

Document Author

Nominated Supervisor

Water Safety Policy

Relevant Legislation

- ◁ Education and Care Services National Law Act 2010: Section 167
- ◁ Education and Care Services National Regulations: Regulation 168(2) (h)&(a)(iii)

Associated Records

NIL

Draft

Safe Sleep and Rest Time Policy

Document Name	Document Version Number	Review Date
Safe Sleep and Rest Time Policy	1.0.0	March 2021
Date Adopted	Minute Number	Status
25 September 2019	Insert Minute Number Here	Select Status Here

Purpose

All children have individual sleep and rest requirements. Children need a comfortable relaxing environment to enable their bodies to rest. This environment must be safe and well supervised to ensure children are safe, healthy and secure in their environment.

Scope

Approved Provider, Nominated supervisor, Early Childhood educators, casual staff and families

RELATED GUIDELINES, STANDARDS, FRAMEWORKS

National Quality Standard, Quality Area 2: Children's Health and Safety – Standard 2.1, 2.2 ◁
National Quality Standard, Quality Area 7: Governance and Leadership – Standard 7.1, Elements 7.1.2, 7.1.3

Definitions

The education and care service will ensure that all children have appropriate opportunities to sleep, rest and relax in accordance with their individual needs. The education and care service will provide beds and cots that comply with Australian Standards. The risk of Sudden Infant Death Syndrome (SIDS) will be minimised by following practices and guidelines set out by health authorities.

Policy Content

"Take reasonable steps to ensure that the needs for sleep and rest of children being educated and cared for by the service are met, having regard to the ages, development stages and individual needs of the children." (Regulation 81.) ◁ Ensure there are adequate numbers of cots and bedding available to children that meet Australian Standards.

◁ Ensure that all cots meet AS/NZS 2172 and should carry a label to indicate this.

◁ Ensure that areas for sleep and rest are well ventilated and have natural lighting.

Ensure that supervision windows will be kept clear to ensure safe supervision of sleeping children. Maintain up to date knowledge regarding safe sleeping practice and communicate this information to educators and families.

Links to Policy

Clothing and Footwear

- ◁ Guidelines & Agreements for Enrolment
- ◁ Dental Health ◁ Supervision
- ◁ Family Communication and Participation
- ◁ Enrolment and Orientation
- ◁ Interactions with Children
- ◁ Clean and Maintain the Environment
- ◁ Toileting and Nappy Change

Links to Procedure

Safe Sleep and Rest Time Procedure

Links to Forms

Sleep Record

Safe Sleep and Rest Time Policy

References

Guide to the National Quality Standard (3) ACECQA (2017)

◁ Guide to the Education and Care Services National Law and the Education and Care Services National Regulations

◁ SIDS & Kids Safe Sleeping Kit – www.sidsandkids.org

◁ Standards Australia – www.standards.org.au

◁ ACCC Product Safety Australia -

www.productsafety.gov.au/publication/keeping-baby-safe-a-guide-to-infant-and-nursery-products

◁ The Red Nose Child Care Kit - <https://rednose.com.au/page/child-care-kit>

Responsibility

Nominated Supervisor

Document Author

Nominated Supervisor

Relevant Legislation

◁ Education and Care Services National Regulations: 81, 103, 105, 110, 115, 168

◁ Guidelines for SIDS and Kids Safe Sleeping in Childcare Facilities

◁ Australian Consumer Law 2011 - Australian Competition and Consumer Commission

◁ The NSW Work Health and Safety Act 2011 & the NSW Work Health and Safety Regulation 2011

Associated Records

NIL

Arrangements for Water Usage Charges for Sports Grounds Policy

Document Name	Document Version Number	Review Date
Arrangements for Water Usage Charges for Sports Grounds	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 outlines the discounting of water usage charges to be applied, if connected to Council water supply, or reimbursed if connected to the Riverina Water County Council water supply, for water used in the irrigation of sports grounds within Greater Hume.

Scope

Greater Hume Council, Sports Grounds

Definitions

Council – Greater Hume Council

Riverina Water – Riverina Water County Council

Policy Content

Council provides a ~~the~~ 50% cost sharing arrangement for potable water usage charges to Brocklesby, Burrumbuttock and Jindera sports grounds, for water supplied by Council ~~and that the arrangement be extended to~~ and to Walbundrie and Walla Walla sports grounds, for water supplied by Riverina Water for irrigation purposes.

Reuse water provided by Council for irrigation purposes to Culcairn and Henty sports grounds is supplied at the rate detailed in the most current Management Plan.

Links to Policy

Nil

Links to Procedure

Nil

Links to Forms

Nil

References

Nil

Responsibility

Engineering, Corporate & Community Services

Document Author

Director Engineering

Relevant Legislation

Nil

Associated Records

Nil

Road Opening Policy

Document Name	Document Version Number	Review Date
Road Opening Policy	1.0.0	June 2017
Date Adopted	Minute Number	Status
21 October 2015	4205	New Policy

Purpose

This policy aims to outline:

- The role of Council and other organisations in managing road openings;
- Council's relevant regulatory powers;
- Council's approach to dealing with requests for road opening permits;
- The responsibilities of the permit holder with regard to undertaking works and restoring the road and road environment at the conclusion of works.

Scope

This policy applies to all of the Local Government Area within **Greater Hume Shire Council's** jurisdiction. The policy and related procedure provides information for Council staff, the local community and wider public.

Definitions

Application means the Application for Permit completed by the Applicant to secure permission to install a driveway cross-over/several driveway cross-overs **or to undertake any works within Council road verges, or Council controlled road reserves**

Council means the **Greater Hume Shire Council**.

Application Fee means the fee quoted to the Applicant for the issuing of a permit to install a driveway cross-over/several driveway cross-overs **or to undertake any works within Council road verges, Council or Council controlled road reserves** and for the inspections associated with that permit.

Policy Content

All road openings **undertaken** on nature strips, footpaths, kerb and channel **gutter**, roads and other paved areas for service and drainage connections etc. and on nature strips for vehicle crossings are subject to Council approval.

An application must be made on Council's standard application form and a Council Permit obtained at least 48 hours prior to work commencing, except in emergency situations.

The work shall be done by a licensed plumber or other skilled contractor and the person actually **completing carrying out** the work shall carry the Permit at all times and shall produce it on demand for inspection by any officer or employee of the Council or by anyone authorised by Council.

There are fees associated with the permit which are subject to change. **are as follows:**

New Subdivision Application for Permit & Site Inspection Fee

- ~~2-5 Lot Subdivision~~ ~~\$250 (incl. GST)~~
- ~~6-10 Lot Subdivision~~ ~~\$500 (incl. GST)~~
- ~~Over 10 Lot Subdivision~~ ~~\$750 (incl. GST)~~

Driveway cross-over (single lot)

- ~~Application for Permit & Site Inspection Fee~~ ~~\$99 (incl. GST)~~

Road Opening Policy

Exemption: Council acknowledges that other statutory service authorities such as Telstra, gas and electricity providers are exempt under legislation to apply for road opening permits from Local Government authorities.

Upon completion of works, the permit holder is required to undertake the ~~work for~~ reinstatement of the road opening at their own cost.

All reinstatement works shall be completed to the Council's satisfaction. Should the permit holder fail to meet Council's satisfaction, Council will undertake the following rectification actions:

- If any of the work does not comply with the requirements of the permit conditions, a written notice will be served upon the permit holder requiring them within seven (7) days to pull down, take up and reconstruct any part of the works which in the opinion of the Council are unsatisfactory.
- For works found to be unsafe on inspection by the Council, a written notice will be served upon the permit holder requiring them to immediately undertake works to rectify the problem and make the site safe. The rectifications shall be completed within 24 hours of the notice being served.
- Should the above not be complied with, the Council will undertake works to rectify the problem. The person named on the permit will be responsible for all rectification costs incurred.

A minimum of 24 hours' notice is to be given to Council when inspections are required for all excavation works prior to backfill and after completion of works.

Council will specify whether the road opening for a service or drainage connection is to be bored or open cut, the alignment of the connection, the depth at which the connection is to be placed and the method of reinstatement, including material to be used.

Road crossings on sealed roads shall be thrust bored. (Permission by the Council's Director Engineering to open trench may be given in exceptional circumstances.) The boring shall be beneath the existing pavement and shoulders, with a minimum cover of 900mm unless otherwise specified on the permit. This cover shall be maintained for the full width of the road reserve. Boring by water jetting is not permitted.

No trench in a road pavement shall be left open at night without the permission of the Director Engineering. Works not completed within one (1) day must be protected with adequate barriers and appropriate lights.

All works affecting road formation, kerb and channel and pavements are to be carried out between the hours of 8.00am and 5.00pm.

After completion of the work, the area shall be cleared of all surplus material, reinstated to its former condition and left in a neat and tidy condition.

Footpaths shall be reinstated to ~~the~~ Council's standards.

Vehicle crossings shall be constructed to Council's standards.

Kerb and channel ~~gutters~~ shall be reinstated to Council's standards.

The applicant's work shall be completed within **6 months** ~~thirty (30) days~~ of the issue of the Permit after which the Permit shall lapse.

Road Opening Policy

Before proceeding with a road opening, the appropriate service authorities shall be consulted **by the permit holder** regarding the location of their services. Covering, interfering with or damaging their services will require reinstatement at the cost of the application.

In the case of any breach of these conditions, any works required to be done to make good such breach may be executed by the Council and the expense incurred charged to the person committing such breach.

For any excavation within **canopy 2-metres** of a tree, the permit holder shall contact the Council and comply with all precautions and requirements stipulated for protection of each tree. Work should be carried out so that minimum possible damage is caused to plant and tree growth.

Any trees **badly** damaged must be replaced ~~with the consent of Council~~ at the permit holder's expense. Debris and rubbish from clearing of vegetation must be removed promptly from the road reserve. Roots of 50mm diameter or greater are not to be cut.

The applicant shall make adequate provision for the safety of all traffic using the road or pedestrians using the footway as set out below:

- a) All openings to be satisfactorily barricaded, signed, lit and made safe to the public by the permit holder at his expense and to the satisfaction of the Director Engineering until such time as the opening is satisfactorily repaired. The permit holder is responsible for maintaining any backfilled opening or pavement prior to the permanent reinstatement.
- b) Not more than one-half the usable road pavement width shall be closed to traffic at any one time. In all cases where traffic is diverted onto the carriageway normally used by opposition traffic, the permit holder shall supply adequate advance warning signs and sufficient traffic control signs or barriers to allow safe movement of traffic.
- c) All signs and barricades are to be installed in accordance with Australian Standards 1742.3 2009 Section 4 Procedures for the Installation and Operation of Traffic Control Devices and the Roads & Maritime Services NSW Traffic Control at Worksites Manual.
- d) The applicant shall accept the liability in connection with works covered by the permit and will indemnify the Council against all actions, claims and demands made by any person for injuries or damages suffered by them by reason of the works.
- e) Prior to the issue of the approval permit, the applicant shall provide Council with evidence of their current public liability policy for a minimum amount of \$20,000,000 with an approved insurance company.
- f) Works "as executed" drawings showing the actual location and level of the installed conduit or pipe shall be submitted to Council by the permit holder within seven (7) days of the completion date of works.

Links to Policy

Asset Management Policy
Risk Management Policy
Work Health Safety Policy

Links to Procedure

Road Opening **Permit** Procedure

Links to Forms

~~Application for~~ Road Opening Permit Application
Road Opening Inspection Form
Road Opening Permit

References

Nil

Road Opening Policy

Responsibility

Manager Traffic & Infrastructure

Document Author

Manager Traffic & Infrastructure

Relevant Legislation

Nil

Associated Records

Nil

DRAFT



Public Works
Advisory



Proposal

Preparation of an Integrated Water Cycle Management Strategy

Greater Hume Shire Council

Proposal Number: PWA IS 18063
July 2019

Prepared for:



Greater
Hume
Council

Document control

Version	Author	Reviewer	Approved for issue	
			Name	Date
Draft	Glenn Fernandes	Hendrik Van Rhijn	Hendrik Van Rhijn	23/11/2018
Draft V2	Glenn Fernandes		Glenn Fernandes	26/07/2019

Glenn Fernandes
Principal Engineer – Planning (Water Utilities)

Public Works Advisory, 66 Harrington Street, The Rocks NSW 2000

p 02 9240 8751 | m 0421 487 408

e glenn.fernandes@finance.nsw.gov.au | w www.publicworksadvisory.nsw.gov.au

© Crown in right of the State of NSW through the Department of Planning Industry and Environment 2019

This publication is copyright and may incorporate material to which an individual maintains moral rights. Other than for the purposes of and subject to the conditions prescribed under the Copyright Act 1968, no part of it may, in any form or by any means, be reproduced, altered, manipulated, stored in a retrieval system or transmitted without prior written consent of the copyright owner or owner of moral rights. Any enquiries relating to consents and use of this publication, including by NSW Government agencies, must be addressed to Public Works Advisory.

While this document has been formulated with all due care, the State of New South Wales does not warrant or represent that the document is free from errors or omissions, or that it is exhaustive. The State of NSW disclaims, to the extent permitted by law, all warranties, representations or endorsements, express or implied, with regard to this document including but not limited to, all implied warranties of merchantability, fitness for a particular purpose, or non-infringement. The State of NSW further does not warrant or accept any liability in relation to the quality or accuracy of this document and no responsibility is accepted by the State of NSW for the accuracy, currency, reliability and correctness of any information in this document provided by the client or third parties.

All references to Public Works Advisory are taken to be references to the Department of Planning Industry and the Environment for and on behalf of the State of New South Wales.



Executive Summary

A Local Water Utility's peak planning documents for water supply and sewerage are its 30-year Integrated Water Cycle Management (IWCM) strategy and the 30-year Strategic Business Plan (SBP). The streamlined implementation of the Best Practice Management (BPM) framework involves preparation of an IWCM strategy and a SBP every 8 years on a rotation of every 4 years. The integrated water cycle management strategy uses a transparent evidence based analysis to develop a local water utility's 30-year strategy for the provision of appropriate, affordable, cost-effective and sustainable urban water services that meets the community needs and protects public health and the environment. Greater Hume Shire Council (LSC) has requested Public Works Advisory (PWA) to submit a proposal to prepare Council's IWCM Strategy. PWA is pleased to provide this proposal that fully complies with the Department of Industry (DoI) Water's IWCM Check List.

The benefits to Council from engaging PWA for this study are:

- Albury City Council (ACC) provides a bulk water supply to some parts of GHSC. PWA is developing ACC's IWCM Strategy and would therefore be able to provide an integrated approach when developing the IWCM Strategy for GHSC.
- PWA has extensive experience in developing Integrated Water Cycle Management (IWCM) Strategies and are currently working with Councils across NSW to prepare IWCM Strategies in accordance with DoI Water's 2014 IWCM Check List.
- We have refined our methodology and developed templates for our reports based on the feedback received from DoI Water. This has resulted in an efficient approach, which reduces the effort required by Council, and delivers a compliant outcome.
- We have a long history of close interactions and working relationships with government agencies, particularly with DoI Water. We have a clear understanding of DoI Water's expectations from the IWCM study and the linkages with the Section 60 approval process. This will provide Council with a smoother approval process for the IWCM Strategy and a sound basis for seeking any funding approvals.
- The process of preparing an IWCM strategy is an information intensive process placing an additional burden on Council staff to collate the information required. Through our experience working with many Councils we have been able to prioritise the information gathering resulting in an efficient process that reduces the effort required from Council staff without impacting on the project timeline.
- The strength of Public Works Advisory is in its 'team of experts'. Whilst we have a core planning team experienced in working with the DoI Water's IWCM Check List, we also have access to technical experts with experience in the design, operation and maintenance of water transport and treatment systems, sewerage systems, effluent recycle schemes, and storm water. We can draw on this expertise when identifying the issues and formulating and evaluating options.
- PWA is not focused on maximising profits and as a Government Agency, is in a unique position to provide genuine impartial advice.

We look forward to working with Council to develop its IWCM Strategy which meets community needs and protects public health and the environment.

Contents

Executive Summary.....	i
1. Introduction	1
1.1 Background.....	1
1.2 Serviced and unserviced areas	1
1.3 Existing schemes	1
1.3.1 Water supply	1
1.3.2 Sewerage	2
1.4 The IWCM Strategy.....	2
2. Information gathering.....	3
3. Proposed methodology.....	3
3.1 Start-up meeting at site	3
3.2 Regulatory compliance and Levels of Service (LOS) analysis.....	4
3.2.1 Setting the LOS Framework.....	4
3.2.2 Assessing the current performance.....	4
3.3 Historical population analysis	4
3.4 30-year population demographic, demand and sewage flow projections	5
3.5 30-year water cycle analysis and projections	5
3.5.1 Water demand analysis	5
3.5.2 Sewer load analysis.....	7
3.5.3 Benefits of the PWA methodology.....	8
3.6 Asset and financial management performance assessment.....	8
3.7 Existing system capacity and performance assessment.....	9
3.7.1 Water supply schemes.....	9
3.7.2 Sewerage schemes	10
3.7.3 Unserved areas.....	12
3.7.4 Work Health and Safety.....	12
3.8 Issues paper	12
3.9 Review and assessment of feasible options.....	12
3.10 Development and assessment of Scenarios	13
3.11 Preparation of Asset Renewals Plan.....	14
3.12 Draft IWCM strategy.....	14
3.13 Final IWCM strategy.....	14
4. Stakeholder and Community Consultation	15
5. Project team.....	16
6. Demonstrated experience.....	18
7. Project program.....	19
8. Public Works Advisory	19
9. Service fee and conditions of engagement.....	20
9.1 Service fee.....	20
9.2 Payment	22
9.3 Exclusions.....	Error! Bookmark not defined.
9.4 Conditions of engagement.....	22
Appendix A Scope of Work for 72-hour composite STP influent testing	A-1
Appendix B Scope of Work for Bulk Water Distribution Modelling.....	B-1
Appendix C List of Information Required	C-1
Appendix D Conditions of Engagement.....	D-1

1. Introduction

1.1 Background

Greater Hume Shire is a local government area in the Riverina region of southern New South Wales. The Shire was formed in 2004 incorporating Culcairn Shire, the majority of Holbrook Shire and part of Hume Shire. Major towns in the Shire are Holbrook and Culcairn. Other towns are: Brocklesby, Bungowannah, Burrumbuttock, Gerogery and Gerogery West, Henty, Jindera, Morven, Walbundrie and Walla Walla.

Greater Hume Shire Council (GHSC) provides water and sewerage services within the Shire. Council is seeking to prepare an Integrated Water Cycle Management Strategy for the Shire to comply with the Best Practice Management for water supply and sewerage.

1.2 Serviced and unserviced areas

The serviced and unserviced towns and villages are outlined in **Table 1-1**.

Table 1-1: Serviced and unserviced areas in Lockhart Shire

Town/village	Water supply service	Sewerage service
Culcairn	Reticulated by GHSC	Serviced by GHSC
Jindera	Reticulated by GHSC	Serviced by GHSC
Burrumbuttock	Reticulated by GHSC	Serviced by GHSC
Brocklesby	Reticulated by GHSC	Unserviced
Gerogery	Reticulated by GHSC	Unserviced
Gerogery West	Reticulated by GHSC	Unserviced
Henty	Reticulated by RWCC	Serviced by GHSC
Holbrook	Reticulated by RWCC	Serviced by GHSC
Morven	Reticulated by RWCC	Unserviced
Walla Walla	Reticulated by RWCC	Serviced by GHSC
Walbundrie	Reticulated by RWCC	Unserviced
Woomargama	Reticulated by RWCC	Unserviced

1.3 Existing schemes

1.3.1 Water supply

Culcairn water supply

The Culcairn Water Supply scheme serves the urban area only. Raw water is sourced from a bore and treated at the Culcairn water treatment plant (WTP) through aeration and disinfection prior to distribution to customers.

Villages water supply scheme

This scheme covers Jindera, Burrumbuttock, Brocklesby, Gerogery, Gerogery West and some connected rural areas. Bulk treated water is sourced from Albury City Council (ACC) and reticulated to villages. Council undertakes re-chlorination at the service reservoirs to provide a barrier against potential recontamination.

Water supply for the townships of Henty, Holbrook, Morven, Walla Walla, Walbundrie, Woomargama and some rural areas is provided by Riverina Water County Council as a reticulated supply.

1.3.2 Sewerage

Burrumbuttock Scheme

The scheme serves the urban area only and covers about 40% of the village. The scheme is a “Common Effluent System” and is similar to the conventional gravity system except that the raw sewage is first treated on site in a septic tank prior to being discharged to Councils sewer gravity system by gravity or via a pump system. The treatment works consist of oxidation ponds and effluent disposal on land tree lot area. Capacity 30ET (100EP)

Culcairn Scheme

The scheme serves the Urban/industrial area only. The Culcairn STP consists of a 1,000 EP capacity Pasveer Channel, two sludge lagoons and a tertiary effluent pond. This capacity has been increased with additional aeration equipment. Effluent is discharged under licence (EPA) to irrigation/evaporation area. Treated effluent is reused in the summer months to irrigate Billabong High School sports oval & gardens, Culcairn recreation ground football oval, Culcairn cemetery, 7 golf greens and 7 tees at the Culcairn Golf Club.

Henty Scheme

The scheme serves the Urban/industrial area only. The Henty STP consists of a 1,000 EP Pasveer Channel, 2 sludge lagoons and a tertiary effluent pond. Effluent is discharged under licence (EPA) to irrigation/evaporation area. Treated effluent is reused in the summer months to irrigate Henty Recreation Ground football oval, Memorial Park, Bicentennial Park, Henty Primary Public School sports field and St Paul's Primary School sports field.

Holbrook Scheme

The scheme covers the Urban/industrial area only. The treatment process is a 1,500 EP traditional trickling filter plant. The Holbrook STP consists of an inlet structure, grit channel and screenings equipment, a primary sedimentation tank, sludge digester with a mixer, a stone media filter bed which treats the effluent followed by humus tank which polishes effluent before it reaches the final effluent pond system. Effluent is discharged under licence (EPA) to Ten Mile Creek via a pipeline, with a small amount reused in summer at the Holbrook racecourse track for watering.

Jindera Scheme

The scheme covers the Urban/ some industrial area. The treatment process is oxidation ponds with effluent discharged to evaporation ponds. The plant has a 1000 EP capacity. This capacity has been increased with additional aeration equipment.

Walla Walla Scheme

The scheme covers the Urban/ some industrial area. The Walla Walla STP consists of a 1,000 EP Pasveer Channel, 2 sludge lagoons and a tertiary effluent pond. Effluent is discharged under licence (EPA) to an adjacent private school with reuse facilities and any excess effluent not required by this scheme overflows under licence to the adjacent Petries Creek.

1.4 The IWCM Strategy

The Integrated Water Cycle Management strategy uses a transparent evidence based analysis to develop a local water utility's 30-year strategy for the provision of appropriate, affordable, cost-effective and sustainable urban water services that meets community needs and protect public health and the

environment. The adopted scenario from the final IWCM strategy defines the LWU's Total Asset Management Plan and includes a 30-year Financial Plan.

Preparation of an IWCM Strategy will also enable Council to comply with the NSW Government's Best-Practice Management of the Water Supply and Sewerage Framework.

2. Information gathering

The analysis and assessments undertaken for the preparation of the IWCM Strategy will rely on project information being made available by Council in the format requested and in a timely manner to complete the study. A list of information required for the study along with the format and the order of priority is provided in Appendix A.

From experience, we have found that a lot of time and effort is needed to get the information that is required in the right format and this has an impact on the program. In order to reduce this time period and the effort required from Council, we have included in our price for one of our engineers to be present at the Council office to assist with the data collection. This approach will not only reduce the timeframe but also the reliability of the data used for the analysis. Our price for this task is based on having one engineer at Council office for up to 5 days to gather the formation.

Before visiting Council's office we will provide a plan for the information gathering process which will include the information that we are looking for, the task to which it pertains and the likely relevant person within Council. The format in which we are seeking the documents are as follows:

- GIS layers – ArcGIS formats preferred though MapInfo .tab files can be used
- Spreadsheets - Microsoft Excel files without links to external data sources or CSV files
- Telemetry data in 'txt' or 'csv' format

Our fee is based on receiving the information in the format outlined above.

3. Proposed methodology

Whilst all outcomes of the February 2019 IWCM Check List will be covered, we have identified the following key activities for the engagement for the development of the IWCM strategy.

- Historical population and demand analysis
- 30-year population and demographic projections
- 30-year water cycle analysis and projections
- System capacity and performance assessment
- Preparation of an issues paper
- Evaluating and assessing feasible options
- Creating and assessing IWCM Scenarios
- Preparation of the draft and final IWCM strategy
- Preparation of the Total Asset Management Plan (TAMP) and Financial Plan (FP).

Our methodology is detailed below.

3.1 Start-up meeting at site

The objectives of the meeting are to:

- Inspect the sites to identify performance, WHS, condition and any operational issues
- Take photographs that would be presented as evidence in the document
- Discuss and finalise the project program and timeframes
- Identify and discuss any data gaps from a preliminary review of the information provided

- Discuss the community engagement process

Council and DoI Water will be informed of the site visit date and program.

3.2 Regulatory compliance and Levels of Service (LOS) analysis

Item 3.1 and 3.2 of the IWCM Check List

3.2.1 Setting the LOS Framework

Levels of Service (LOS) are used to explicitly define the standards required from water utilities' assets to ensure that they are maintained to provide appropriate and consistent levels of water network services to their customers.

The Local Government Act and many other pieces of legislation such as the Commonwealth Telco Act, Water Act/BoM requirements, influence the way in which Council can provide the urban water and wastewater services and have specific implications for the operation of the schemes. We will assess the status of compliance with the legislative and regulatory requirements by the Council and integrate the legislative/regulatory compliance situation analysis with the LOS requirements.

We will review the Service Level Agreements and/or MOUs that Council may have with Albury City Council and Riverina Water.

We will also assist Council to review the Levels of Service so that they can be simply and reliably used to measure change and assess performance against a goal or target. The LOS need to be reviewed early in the process in order to negotiate with the community an appropriate balance between LOS and the resulting Typical Residential Bill (TRB). The LOS will largely shape the objectives and requirements for operation, maintenance, human resources and provision of Capital Works in the Total Asset Management Plan (TAMP). The LOS will be aligned with a template that PWA has developed in consultation with DoI Water.

3.2.2 Assessing the current performance

We will undertake an LOS performance assessment by using the Customer Relationship Management data, the Triple Bottom Line (TBL) performance monitoring reports and other operational data available within Council. We will identify the areas where current LOS targets are not being met. This data will be collected during our initial information gathering visit to Council's office.

We will review the current customer complaints handling process to see how it relates to the nominated LOS, and how it integrates with Council's financial and asset management systems, to identify any gaps and issues.

3.3 Historical population analysis

Topic 5 of the IWCM Check List.

To analyse the historical population and demographics for the Shire we will utilise the existing population and demographic data from Council's billing database obtained during our initial visit, the Australian Bureau of Statistics, the Department of Planning and Environment and any other data available within Council. We will also use any annual planning activity reports that Council prepares and submits to the Department of Planning.

Our proposed methodology for this task is as follows:

- collate ABS Place of Enumeration data (from the Basic Community Profile (1996-2016) and Place of Enumeration Profile (2016)) for population, dwellings, household size and percentage of dwellings occupied for the 1996 to 2016 censuses
- collate ABS Estimated Resident Population and calculate the percentage difference between the Total Population results from each source
- generate a historical population and dwelling estimate corrected for the enumeration error



- during the site visit for information gathering, in consultation with Council, map the ABS data collection boundaries, the reservoir zone boundaries and the sewage pumping station catchment boundaries and assign the population and dwelling data to the catchments
- estimate unoccupied and seasonally occupied properties and assessment for sewerage services
- analyse non-residential sector connections for sewerage services
- analyse data from Council for both residential and non-residential development to obtain an estimate of population and/or dwelling growth
- review both residential and non-residential development applications from Council to analyse connected/approved property growth over time

The results will be reported as connected residential and non-residential properties, with the non-residential connected properties further classified in to the categories used for the billing data.

3.4 30-year population demographic, demand and sewage flow projections

Topic 6 of the IWCM Check List.

We will provide Council with the outcome of the historical population and demographic analysis for review. Council can then nominate a growth rate for the Shire and existing/proposed service areas. Council will provide the spatial distribution of the growth, within reservoir zones and sewer catchments, and identify if the growth is either through brownfield development such as vacant lots, re-zoning, re-development or Greenfield development such as release of new areas. This growth rate will then be used to project:

- the number of existing and new connected residential and non-residential properties and assessments, permanent and peak equivalent population (EP) and equivalent residential assessment to be served by each SPS catchment for the next 30 years.
- the number of existing and new connected residential and non-residential properties and assessments, and the permanent and peak population to be served by each sewage treatment works for the next 30-years.

3.5 30-year water cycle analysis and projections

Item 6 of the IWCM Check List

3.5.1 Water demand analysis

The water demand analysis will be undertaken for the Culcairn water supply scheme and the reticulated schemes operated by Council, for which Albury City is a bulk supplier.

The objective of the water demand analysis is to determine the non-revenue water, the unit demands (future average day and peak day) per connected active residential property, the unit non-residential demands, and to project the 30-year peak day, average year and dry year demands. Our methodology is outlined below:

- analyse the historical water supply data from flow records and consumption data from the customer billing database
- correct the demands for historical factors and trends such as unaccounted-for water, water restrictions, water efficiency, pricing and climate change and variability
- determine the unit annual and peak day demands
- estimate the number of equivalent active connected residential properties for the non-residential assessments by proportioning each non-residential consumption with the unit demand per active residential property
- determine the trend corrected unrestricted annual dry year, annual average and peak day demand
- project the 30-year unrestricted annual dry year, average year and peak day water demands

We will forecast the average year, dry year and peak day demands for the Culcairn scheme and the Village scheme. We will also forecast the peak day demands at a reservoir zone level, where an independent zone is clearly established.

Analysis of production data

The bulk water supply data, measured at the 'handover point' between Albury City Council and GHSC, and the production data from the Culcairn Bore will be modelled to understand the effect of various factors and trends (demographic, climatic, restrictions, and pricing) on the town's water demands. The aim will be to develop a model which, when input with historical factors/trends, co-relates well with the actual historic values.

Average year and dry year demands

The modelled consumption would be hind casted over about 50 years of available climate data (rainfall and evapotranspiration) to estimate the demands if the current conditions of lot size, household size, pricing, and consumer consumption patterns were prevalent. The average year and dry year demands (95th or 99th percentile) for the 50-year period would then be determined. These demands will be used as the starting point for the projections.

Peak day demands

The historical recorded daily production data will be analysed to identify the peak demand periods. All peak days will be reviewed to confirm that the peak day production was in response to actual demand and not due to operational reasons such as mains break, plant maintenance, time of day recording, and accommodation of operators working hours. A peak week or peak fortnight with the most stressful persistence pattern for the system, will be identified. The ratio of the peak day to the average day in the peak week (or fortnight) will be estimated with consideration also given to the size of the system and the storage capacity.

The (95th, 99th or any other percentile) average day peak week (or fortnight) from the hind cast model will be determined. This will then be multiplied by the nominated peak day to average day peak week ratio to provide the starting point for the peak day demand projections. For estimating the reservoir zone peak day demands, the zone specific unit residential and non-residential demands will be used.

Non-revenue water

Non-revenue water (NRW) is made up of a number of components including:

- unbilled authorised consumption which includes water used for fire-fighting and operational uses for example mains flushing
- apparent losses including illegal connections and metering inaccuracies
- real losses, mostly leakage from the network.

Non-revenue water will be estimated from the water production and customer billing data provided. The need for climate correction of non-revenue water will be determined on reviewing the results. The non-revenue water will be split into the supply system and reservoir zone areas as far as possible depending on the availability of production, zone, and other data.

Unit demands – based on customer billing data

Similar to the analysis for the water production data, the climate independent and climate dependent demand will be estimated for the residential and non-residential users from the water billing data. Unit peak day and average day demands will be assessed for an active connected residential property within each reservoir zone.

Water demands, including climate dependence, for major non-residential, and rural residential customers will also be estimated. A split of the average and peak day demand for the residential and non-residential user categories will be provided. The peak day demand built up from the metered consumption, will be checked against the peak day demand estimated from the water modelling.

Impact of BASIX for new developments

All new dwellings are built following BASIX requirements, and therefore the average annual water demands in the residential sector are expected to decrease for new dwellings.

From experience, we have found that the BASIX target may not be achievable for some regional areas. In order to determine a BASIX target that is achievable, we will estimate the demand of an actual dwelling in the area built to BASIX compliance, and check the modelled demand with the actual consumption from the

billing data. The BASIX target is a risk in areas experiencing high growth. If significant growth is not expected, BASIX requirements will not have a major impact on the water projections.

Demand Forecasts

The 30-year future demands will be projected including the expected annual and daily water usage in 5 year intervals. The starting point for the forecasts would be demands estimated from the hindcast model. The forecast will take into account the future climate, changes in dwelling occupancy, mix of residential types and BASIX water demands for all new dwellings.

3.5.2 Sewer load analysis

The objective of the sewer load analysis is to determine the Average Dry Weather Flow (ADWF), Peak Wet Weather Flow (PWWF) and unit hydraulic loading for each sewerage scheme. These are then used to forecast the 30-year sewer loads.

Average Dry Weather Flow (ADWF)

Daily STP inflow data will be used to estimate the ADWF. Generally, a dry day is taken as a day with less than 2 mm of rainfall on that day, and any of the five preceding days and two following days. However, the 'five day' period will be reviewed if it is found, from a review of the STP inflows, that the system takes longer than five days to return to ADWF after a rainfall event.

From experience in other studies we have found that ADWF estimates using STP inflow could be unreliable as it is impacted by the following factors:

- inaccuracies in the flowmeter
- exfiltration from sewers especially in older sewerage schemes
- inflow/infiltration, again especially in older schemes

Therefore, as an 'independent cross check', we will also estimate the ADWF from the historical customer water billing data. This analysis uses documented discharge factors to estimate the commercial non-residential contribution to the sewer flows.

We have also provided an optional price to undertake a 72-hour composite influent sampling and testing at one STP. This testing will help to estimate the inflow rate, determine the hydraulic loading and characterise the quality of the influent. This information is useful for optimising the process operation of the plant and to confirm the design parameters when planning for a new plant. Our methodology and scope of work for the composite sampling is provided in Appendix A.

Peak Dry Weather Flow (PDWF)

The peak dry weather flow will be estimated using the peaking factor calculated from design principles, or from pump run time telemetry data. This would be cross checked with any 72-hour composite sampling that has been done recently. Telemetry data, if available, will be collected during our initial visit to Council's office.

Peak Wet Weather Flow (PWWF)

The methodology for estimation of the peak wet weather flow will depend on whether the sewage is transferred by gravity or whether it is pumped to the STP.

Where there is gravity flow, the wet weather flow includes the sewage flow and the storm induced inflow/infiltration. Available rainfall information corresponding to historical STP inflow data, will be used to estimate the PWWF and co-relate it to an ARI of rainfall intensity. This will also be compared with the industry standard of based on the storm allowance.

Where all sewage is pumped, we will estimate the PWWF as above and use this to check that the capacity of the pumps pumping to the STP is adequate based on a single pump running and considering any overflows/bypass that is provided.

Biological and nutrient loading

The biological and nutrient loading for the sewage treatment plants would be nominated based on design principles and from our experience in undertaking 72-hour composite sampling for other Country town sewerage schemes, or from recent/proposed 72-hour testing and assessment.

3.5.3 Benefits of the PWA methodology

The water demand and sewer load analysis are important tasks of the strategy development. The forecasts are used for assessing the current system capacity and determining the need, size and staging of new infrastructure for which funds will be committed. It is therefore important that these analyses are sound and robust.

Water demand analysis

Our methodology of estimating the average and dry year demands does not rely solely on the (3 to 5 years) historical production and consumption data typically available with Council. The period of available data may not be representative of dry and/or average years (the last dry period occurring more than 10-years ago) when compared to the 50-year hind cast period. Relying solely on the available data could result in underestimation of the dry year demands by about 15%, and the average year demand. This may result in under sizing of the headworks for water security, and reduced revenue generation.

Similarly, for the peak day demand, our methodology generally results in peak day production requirements that have not been experienced in the last 3 to 5 years. Feedback from some Local Water Utilities is that peak production recorded in January 2019 was not experienced in more than 10 years, and this supports the demands that PWA has estimated through our hind cast model. Again, this could result in an undersized system that cannot meet the target level of service.

Sewer load analysis

For the sewer load analysis, we will cross check the ADWF from STP inflow data with an analysis of the customer water billing data. Estimating the correct hydraulic loading is important, as it has been found that hydraulic loading has reduced from the traditional design values of 240 L/EP/day. The existing plant can therefore cater for a higher EP however the biological and nutrient capacity of the plant would need to be assessed.

3.6 Asset and financial management performance assessment

In addition to describing Council's asset management system and its interaction with Council's finance and customer relationship management system, the purpose and methodology of our performance assessment is as follows:

- Review the gross replacement costs to determine if they are reasonable, as it has an influence on the developer charged.
- Review the condition rating of the assets and check against Council's adopted condition rating.
- Review the relevant asset performance indicators from Council's financial statements for the last 3 to 5 years.
- Review the relevant financial performance indicators from Council's financial statements for the last 3 to 5 years.
- Review of current residential and non-residential water supply pricing to check if it complies with best practice.
- Review the current residential and non-residential sewer pricing to check if it complies with best practice.
- Review outcome of the liquid trade waste policy & its implementation, summarising if the policy is current & approved, and its effectiveness of implementation, with a list of 'High' category discharges and their compliance status.
- Compare Council's financial performance with the DoI Water's benchmarking indicators for similar sized Local Water Utilities.

- Based on discussion with Council staff summarise the current status (i.e. is information on assets up to date, working knowledge of staff, etc) and effectiveness of the asset management system as a work management and decision tool.

3.7 Existing system capacity and performance assessment

Item 7 of the IWCM Check List

3.7.1 Water supply schemes

Water Security

Dol Water will provide the drought reliability analysis for regulated rivers. For No separate secure yield analysis will be undertaken as per Item 7A of the IWCM Checklist as potable water to all urban centres (except Culcairn township) is supplied either from ACC or RWCC. However, we will summarise the drought security and reliability of both the ACC and RWCC headworks systems. For urban areas supplied from ACC headworks, we will compare the unrestricted dry year demand for the water supply scheme with the Service Level Agreement that GHSC has with ACC to assess the security of supply. For the Culcairn water supply we will compare the dry year demands with the sustainable yield of the bores and applicable licence entitlements and works approval conditions.

Item 7B of the IWCM Checklist indicates that the sustainable yield of the borefield will be provided by Dol Water but in a recent industry briefing Dol Water indicated this information is not currently available and is to be obtained as part of the IWCM study. Thus, to establish the sustainable yield of Council's borefield within the WSP context and to satisfy Item 7B of the IWCM Checklist, we will engage a hydrogeologist and will work closely with Dol Water to ensure our assessment methodology and findings are appropriate. A provisional sum has been included in our fee for the hydrogeological study.

Capacity

For the Culcairn scheme, the capacity of the WTP together with the capacity of the reservoirs will be considered to assess the system's ability to meet the projected peak day demands and the adopted levels of service. Since the system comprises of one reservoir zone, a spreadsheet analysis will be used for this assessment.

For the village schemes with bulk water supply from ACC, the capacity of each reservoir together with the bulk supply main to the reservoir will be assessed for its ability to meet the projected peak day demands for the zone and the adopted levels of service. For this scheme, as there are multiple reservoirs that are interconnected, our assessment will be undertaken using a bulk hydraulic model. Our methodology for this assessment is provided in Appendix B.

In consultation with Council, we will document any areas within the distribution network that have LOS issues (e.g., low pressure, fireflow, etc). We will also outline the need if any for reticulation hydraulic modelling and associated cost in the TAMP.

Water Quality

We will review the reticulated water quality data for the system that is maintained in the NSW Health database. We will check for anomalies and trends in parameters such as turbidity, colour, free residual chlorine, and pH.

For the Culcairn water supply scheme, we will also review the water quality from each bore and the quality of treated water to determine the appropriateness and effectiveness of the current treatment process.

DWMS Annual Review report

We understand that Council prepared the DWMS Annual Review Report for 2018 and that the review adequately covered all the three items listed below, but Council has not completed the annual review for 2019. Typically, an annual review covers the following items:

- Review of the performance of the CCPs to identify patterns and any repeated exceedances and their potential cause
- Update of the Improvement Plan including inclusion of the plan items in Council's capital and operational works program

- Review of the water quality hazards and risks and update of the risk assessment.

In view of Council having adequately covered the above three items, we have provided an optional price to undertake a DWMS audit readiness paper in accordance with applicable NSW Health guidance and templates.

Given health based microbial targets (HBT) are expected to become a requirement within the 30-year planning horizon, we understand LWUs are required to assess the potential risk pathways to source water quality together with the effectiveness of the available barriers to determine and characterise the issues and assess options to mitigate and/or manage the risks. We will use aerial photographs, bore construction details available with Council and DoI Water and site inspections to identify potential risk pathways to source water quality to characterise both the issues and the catchment category as per draft NHMRC guidance. Following this we will assess the effectiveness of the existing barriers to deal with the risks and identify any gaps. We will then develop and evaluate both non-build and build measures to address the gaps and the issues.

LWU Circular 18

LWU Circular 18 outlines the 'Safety of Water Supply Distribution Systems' by ensuring that sufficient chlorine contact time (C.t) is provided for disinfection, reservoir integrity is maintained, and a chlorine residual is maintained in the system to prevent contamination due to a breach in the system. We will review all these three aspects of the water supply system and include any required improvement works and management actions with costs in Council's TAMP. The review of reservoir integrity will be based on information and inspections report Council may have completed through others.

LGA S61 Report Recommendations for water and sewer

We will review s61 reports completed by DoI Water to identify any recurrent issues and the status of any recommendations. We will also contact the DoI Water Inspector for the region if there are any issues of concern. All outstanding issues and recommendations will be documented and an action plan with cost (if applicable) included in the TAMP.

3.7.2 Sewerage schemes

For the sewerage schemes, we will undertake an assessment of the following:

Sewerage System Performance Assessment

The current equivalent tenement (ET) determined from the water meter analysis, and the projected ET determined from spatial distribution analysis will be used to estimate the inflows to the sewage pumping stations and sewage treatment plants.

Each sewage pumping station within a sewerage scheme will be assessed for the following:

- emergency storage available in the sewage pump stations to compare with the target response time nominated in the LOS framework including availability and/or provision for emergency power sources, control and containment measures, etc.
- potential for odour/septicity based on detention time in the rising main.
- capacity of the pumps to transfer peak wet weather flows with one pump only running.
- Pump run time when transferring dry weather flows obtained through calculation or from telemetry data

The information required to undertake this analysis is:

- Number of pumps, arrangement (duty/standby), and pump duties
- Drawings of the pump wells showing pump diameter, and pump control levels.
- Rising main diameter and length
- Pump run time data from telemetry

This information will be collected during our initial visit to Council's office.

Sewage Treatment Plant (STP) Performance and Capacity Assessment

The performance of the sewage treatment plant will be assessed on its ability to comply with the current Environmental Protection License and the values and uses of the receiving waters. To complete this assessment, we will review the raw sewage and effluent quality data available with Council, NSW EPA and Dol Water for each system and the annual compliance report submitted to EPA by Council.

The capacity of each process unit of the sewage treatment plant will be assessed using the traditional Public Works process design or industry standard criteria and based on dimensions obtained from aerial photographs and/or works as executed drawings or manuals available with Council that nominates the design basis. The capacity will also be compared against the projected 30-year sewage loads to determine if and when an upgrade is needed. This assessment will also consider the hydraulic loading determined in this study. The biological and nutrient capacity of the plant will also be compared against the forecast load. This analysis will be undertaken for each sewage treatment plant

Effluent Reuse Schemes

We will undertake a review of each effluent reuse scheme to characterise the risk to end users and to assess their performance and their long-term sustainability with respect to public health and environmental outcomes. We will undertake a desktop assessment of the target log reduction values (LRV) and the LRV able to be achieved from the system for the reuse application in accordance with the Australian Guidelines for Recycled Water and the Dol Water's Recycled Water Management System Guidance document.

To have an effective effluent irrigation system that achieves the environmental outcome, it is essential that the correct amount of effluent is applied at the right times to meet the crop requirements while ensuring increases in runoff and percolation are minimised.

A desktop water balance will be undertaken to determine the maximum volume of effluent that could be sustainably used on average each year on land that is currently irrigated with effluent. The inputs to the water balance will include:

- weather data
- proposed crop type
- storage information
- soil data including soil class, field capacity, wilting point
- water availability
- PWWF and ADWF

The outputs include;

- annual water balance summaries, including graphs
- details of plan stress expressed as additional water requirement
- details of likely storage overflows

The analysis will be done using in-house models developed from the Food and Agricultural Organisations Irrigation and Drainage Paper No 56 Crop Evapotranspiration (guidelines for computing crop water requirements).

Although the loading rates of both phosphorus and nitrogen can limit the quantity of effluent to be used for irrigation in a given area, the level of phosphorus typically limits the application rates. Within limits the phosphorus will be absorbed by plants or contained in the soil, but if the limits are exceeded the surplus will leach out in the environment. We will undertake a desktop phosphorus balance to identify and characterise any issues relating to environmental sustainability outcomes. The phosphorus water balance together with the on-site cropping system management and geological information will be used to estimate the sustainable rate of effluent application (under current phosphorus levels) for the existing area, which would enable to identify if the existing area is adequate or inadequate or if the phosphorus level in the effluent needs to be required for long-term sustainable irrigation.

In the phosphorus mass balance, we will compare the amount of phosphorus assumed to be applied in a year with the amount taken up by the crop-soil system. We will use indicative values of phosphorus uptake by crops and phosphorus adsorption potential of NSW soils, provided in the DEC Guidelines.

Pollution Incident Response Management Plan (PIRMP) review

We will review the PIRMP to ascertain if its current, risk assessment is current and its being effectively implemented. Any gaps will be identified and appropriate action included in the TAMP.

3.7.3 Unserviced areas

We will assess the performance of any existing on-site sewage management systems based on the requirements in the Environment and Health Protection Guidelines: On-site Sewage Management (OSSMS) for Single Households and any other relevant guidelines, standards or policies including local geology and topography. We will review the inspection reports available with Council and flag any high risk on-site systems as an issue. Additionally, we will also visit each of the villages and take photographic evidence of any significant and/or obvious design, operation and management practices contributing to public health and environmental issues.

3.7.4 Work Health and Safety

Our Work Health and Safety review would cover both Council's management systems the above ground physical infrastructure. Our methodology is as follows:

Management Systems

We will check if Council has a WHS Policy and relevant SWMS. We will check the implementation of the policy and SWMS through review of Council's WHS audit reports and discussion with staff. Any identified issues relating to water and sewer will be captured.

Physical infrastructure

We will use any WHS inspection or audits of the physical infrastructure that Council has undertaken with reference to Australian Standards (AS). If Council does not have WHS specific inspection or audit reports we will review any previous condition assessments of existing assets for compliance with AS and industry codes and recommend further audits, if required in the TAMP. During our site inspection, we will also take photographic evidence of any significant and obvious WHS issues. Cost estimates will be provided in the TAMP to address issues.

3.8 Issues paper

Topic 8 of the IWCMS Check List

We will develop the IWCMS Issues Paper to include components in the IWCMS checklist items 1 to 8. The issues paper will:

- capture and review all (existing unresolved, new and emerging) issues in the urban water service system
- review the works identified in the Drinking Water Management Plan
- categorise issues on the basis of regulatory compliance, LOS, performance or capacity
- review the current capital works program to identify if alternative cost-effective solution paths may exist to address the issues
- review appropriateness and effectiveness of the existing Total Asset Management Plan
- review the existing TAMP and FP measures and identify if issues are being addressed

A preliminary draft Issues Paper will be provided to Council for review of the analysis, the outcomes and the Issues that have been identified.

3.9 Review and assessment of feasible options

Topic 9 and 10 of the IWCMS Check List.

We will identify and document all opportunities to address the issues and use a value and risk based process to shortlist them for proof of concept assessment and costing.

If any of the ACC bulk supply main and reservoirs to villages has any capacity and/or service level issues, we will undertake a proof of concept assessment and costing of up to two options (bigger main or reservoir or both) using the bulk hydraulic model developed.

Based on the outcome of the review of the DWMS and HBT and the effectiveness review of the existing barriers to deal with the identified risks, we will develop and evaluate both non-build and build measures to address the gaps and the issues. Given the simple nature of the current systems, we expect the issues to be resolved through simple management and upgrade measures such as improved SOPs, on-line monitoring, enhanced disinfection. Our fee proposal includes proof of concept assessment and costing of these measures for inclusion in the TAMP.

Given Holbrook STP is based on TF process with discharge to waterways, we will undertake a proof of concept assessment and costing of up to three treatment and effluent management options with consideration of up to 2 sites (existing plus new) for the location of the sewage treatment plant. We have allowed for the assessment of alternate process option for the Jindera STP as there is a planned upgrade for the STP to rectify current shortfalls in system capacity to meet current environmental and public health standards required by legislation.

Based on the outcome of the desktop assessment of the target LRV and the LRV achieved from the current effluent reuse scheme, we have also allowed for the assessment of one additional process unit for the treatment process, if there is a gap between the LRV achieved and the target LRV.

For all other STP and effluent reuse/management schemes we will review the performance with a view to ensure public health and environmental outcomes are achieved at optimum OMA and licencing costs. We will also complete a brief qualitative review of biosolids reuse opportunities available together with the on-site stabilisation/dewatering requirements and compare with current arrangement of biosolids on-site management and disposal to landfill. Any actions necessary to further develop reuse opportunities will be articulated in the documents and identified in the TAMP with costs.

For all sewage collection and transport systems, we will undertake a brief review to assess if there are opportunities for SPS rationalisation in each system. An optional fee has been provided for the assessment of up to three individual bulk transfer systems (i.e. SPS and rising main).

For any towns/villages (or areas at the edge of towns) based on on-site sewage management systems (OSSMS) with high public health and environmental risk, we have provided an optional fee to undertake a proof of concept assessment for the following options:

- Option of regulatory intervention in accordance with the Local Government Act, to enhance operation of existing systems
- sewerage options, our evaluation would include four collection and transfer options, and 2 treatment and effluent management options with consideration of up to 3 sites for the location of the sewage treatment plant

This assessment will be done using information available from aerial photography and does not include any site specific geotechnical investigation, topographical survey or environmental assessment.

3.10 Development and assessment of Scenarios

Topic 11 and 12 of the IWCM Check List

Using a qualitative triple bottom line (TBL) value approach, we will select the options from the shortlisted opportunities for inclusion in the IWCM scenario that address all IWCM issues. The capital, operation and maintenance cost and a 30-year present value analysis will be evaluated for each scenario.

The IWCM scenarios will be evaluated and ranked using a triple bottom line (TBL) analysis in order to take into account the social, environmental and economic considerations of each scenario. A typical residential bill (TRB) analysis will be undertaken for all the IWCM scenarios to assess the relative increases in the TRB for each scenario. This analysis will use Council's current 30-year capital works program (which includes renewals) and TRB as the base case on which the IWCM Scenarios will be built and assessed.

As the growth in Greater Hume Shire is relatively small, we have not allowed for the estimation of first cut developer charge for each scenario.

3.11 Preparation of Asset Renewals Plan

Council needs to have a current 30-year asset renewals plan that will serve as the baseline for which the current revenue requirements will be determined. Council has advised that the asset renewal plan is continuously updated. As assets are renewed or replaced throughout the year the asset register is updated and the 30-year asset renewal plan is revised throughout the year and changes are made during budget estimates for the next financial year. Council has confirmed that their asset registers are up-to-date and include all of Council's current assets. We have provided an optional price to prepare an asset renewal plan. Our scope of work will be as follows:

- undertake a condition assessment of the above ground assets through a visual inspection – a four day site visit has been included
- estimate the current replacement cost for the above ground assets at the appropriate level of componentisation as far as possible
- determine the condition rating of the inspected assets
- undertake a desktop criticality assessment of the assets
- determine the timeframe for asset renewals based on criticality and condition using the IPWEA guidelines provided in Practice Note 7
- update Council's current 30-year asset renewals plan
- prepare a report on the site inspection and condition assessment

3.12 Draft IWCW strategy

Topic 13 of the IWCW Check List

A draft IWCW strategy will be prepared including scenario development and assessment on the basis of the TBL criteria including the following factors if applicable:

- Water demand and sewer load projections
- cost including capital, operations, maintenance and administration on a present value basis
- impact on the Typical Residential Bill (TRB)

The Final IWCW Strategy will include an implementation plan for the recommended IWCW scenario.

3.13 Final IWCW strategy

Topic 15 of the IWCW Check List

We will submit a final draft IWCW Strategy to Council which will include a 30-year Total Asset Management Plan and Financial Plan for the adopted IWCW Scenario. This final draft will be submitted to DoI Water for review before being adopted by Council. We will also prepare a Drought Contingency and Emergency Response Plan (DCERP) that will be attached to the IWCW Strategy.

Drought Contingency and Emergency Response Plan (DCERP)

We understand, DCERP is a response plan with a 5-year forward outlook to **ensure continuity of water & sewer services** including contingency measures to ensure water supply systems **do not run out of water**.

We understand that it sets out **tactical measures** to respond to water shortages and/or incidents, if they arise in the immediate to short-term (for example, if inflows are worse than expected, water quality event, asset failure, bushfire, IT security, etc.). We understand that DCERP needs to identify and document the:

- critical assets
- hazards & the impact of hazards on service continuity
- risk based contingency measures to maintain service continuity

We will prepare the DCERP to sufficient details enabling Council to complete the plan based on site specific information and actions.

4. Stakeholder and Community Consultation

The urban water service challenges faced by each community are different, and the level of engagement sought by different communities varies. NSW Department of Industry recommends that water utilities work with their councillors, who are the elected representatives of the community, and consultants to adopt a community engagement strategy that suits the local circumstances and meets the IWCM engagement objectives. The high-level objectives to be achieved are to:

- determine what customers value and their willingness to pay for services. This helps to decide how services should be delivered and what trade-offs are needed between risk, reliability and affordability
- identify the issues and influence decision-making in the selection of a long-term urban water service delivery and pricing strategy
- engage with the community on where it's water comes from, how sewage is managed, and the value of water in influencing sustainability outcomes
- achieve coordinated and efficient land use for developing infrastructure and creating positive liveability outcomes
- encourage local ownership of the process and maximising broader community acceptance of IWCM outcomes
- promote transparency and public accountability

Examples of stakeholder groups who may be relevant are:

- councillors
- council staff, especially planning, building inspection, asset management and finance
- NSW Environmental Protection Authority
- NSW Health
- NSW Department of Industry (Water branch)
- Natural Resource Access Regulator
- NSW Department of Planning and Environment
- environmental groups
- Indigenous communities
- water service customers

The IWCM information sheet 1 refers to the IAP2 Public Participation Spectrum for developing an appropriate community engagement and communication strategy. The IAP2 presents four levels of Public Participation. These are:

Inform – to provide the public with balanced and objective information to assist them in understanding the problems, alternatives, opportunities and/or solutions.

Consult – to obtain public feedback on analysis, alternatives and/or decisions.

Involve – to work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.

Collaborate – to partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.

Empower – to place final decision making in the hands of the public.

Our recommendation is for Council to use the Public Participation level '**Involve**' for the IWCM Strategy development. This comes with the following promise to the public:

“We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.”

Techniques to achieve this are through ‘Workshops’ and ‘Deliberate Polling’. Our recommendation for the community engagement process in accordance with the strategy, is as follows:

Workshop 1 at the completion of the Issues Paper

This workshop would involve Council staff, agency stakeholders and invited members of the public. The objectives of this workshop are to:

- explain the purpose, outcomes and key drivers of the IWCM strategy
- present the outcomes of the analysis and assessments
- present the issues that have been identified
- document any other issues and concerns from the workshop participants

Our fee for this workshop is based on the following scope of work:

- to prepare presentation slides including suitable notes for use by Council staff
- attend and facilitate the meeting at Culcairn
- prepare consultation outcomes

Technical Review Meeting at the completion of the options assessment

This would be a meeting with representatives from Council, DoI Water, EPA, NSW Health and other relevant agencies. The workshop would:

- review all the opportunities identified to resolve the issues,
- review the opportunities shortlisting process used for selecting the options for proof of concept assessment and evaluation and costing,
- review how the shortlisted options address the identified issues.

The other objective of the meeting would be to shortlist the shortlisted options to be taken forward for the IWCM Scenarios. Our fee is based on this meeting being held in Sydney.

Workshop for presentation of draft IWCM Strategy

The draft IWCM Strategy with the preferred Scenario, would be presented to Council and agency stakeholders at this meeting. During this meeting, approval can be sought from Council to place the IWCM Strategy on public exhibition to obtain broad community feedback.

Broad Community Feedback

Broad community feedback is obtained by placing the draft IWCM strategy on Council’s website and inviting feedback. During this period Council can decide to have presentations to the community and provide other forums, if required, to obtain feedback from the broader community. The IWCM Strategy is then finalised after this feedback is considered and incorporated as appropriate.

Workshop

The cost for each workshop is based on 2 people attending with one facilitator and one scribe. From our experience, we have found that it is important to have a scribe to ensure that the outcomes of the meeting are effectively captured. This cost can be further reduced if the Workshop is held at Wagga Wagga and combined with the workshops for Lockhart Shire and Wagga City Councils.

5. Project team

PWA proposes an experienced team for this project, reflecting the requirement that works are carried out to the highest professional standard. Key members of the project team and their respective roles are as follows:

Name	Position	Project role
Glenn Fernandes	Principal Engineer	Project Lead
M Sundar	Financial Modeller	Asset Management & Financial Modelling
Gareth Clemens	Project Engineer	Water Cycle Analysis
Jennifer Blaikie	Project Engineer	Water Cycle Analysis

Further details of the roles and recent experience of key team members are provided below:

Glenn Fernandes

Glenn is a Principal Engineer and leads the Planning Team in PWA. He is a Chemical Engineer with over 20 years of experience in various aspects of water supply infrastructure projects. This experience includes investigations into process optimisation; pilot plant design and testing; hydraulic analysis; risk assessments; concept and detailed design of treatment plant; preparation of specifications; commissioning and audits of water treatment plants. Glenn has worked on projects covering all phases right from planning to construction and commissioning. Glenn will be undertaking the project manager role for this project.

M Sundar

Sundar is a civil/environmental engineer with a doctoral degree in environmental economics and policies. He has over 27 years of water industry experience in Australia and overseas. His experience includes conception planning and implementation of urban industrial water recycle projects. Sundar is a qualified ISO 14000 Lead Auditor with extensive environmental audit experience. His experience includes performance audit of more than 200 urban and industrial water/wastewater utilities in overseas and Australia. Sundar will be responsible for life cycle cost analysis of capital and management measures.

Jennifer Blaikie

Jennifer is an environmental engineer with more than 10 years of experience specifically in the areas of IWCM, climate change risk assessment and adaptation planning, water cycle modelling, asset management and data analysis. Jennifer's expertise includes analysis of large data sets (up to hundreds of thousands of entries) including asset registers, water meter records, climate and detailed ABS demographic data, Jennifer is able to produce summary data that may then be used to understand historic trends and be used as the basis for forecasting. Jennifer has a good understanding of the ABS data products and is able to explain the impact of definition changes.

Jennifer is an environmental engineer with more than 10 years of experience specifically in the areas of IWCM, climate change risk assessment and adaptation planning, water cycle modelling, asset management and data analysis. She has recently completed IWCM Evaluation and Strategies for Central Darling Shire, Bellingen Shire and the Lower Macquarie Water Utilities Alliance.

Gareth Clemens

Gareth is a graduate chemical engineer with experience in various aspects of water and wastewater treatment projects, including options and concept development, project management and asset revaluation. He currently works on the development of Integrated Water Cycle Management (IWCM) issues papers and strategies, and has worked with more than a dozen Councils in this area. As part of the IWCM team Gareth has undertaken capacity and performance assessment for WTPs, STPs, water supply schemes and sewerage schemes, water demand modelling including impact of climate variability, service area growth and demand projections, and identification of issues. Gareth is currently Vice Chair for the AWA NSW Young Water Professionals committee.

CV's for the above team members are available on request (or attach if applicable). We propose to use these resources based on current availability. If any of the proposed team members are unavailable at the agreed start, we will provide alternative staff with similar capabilities.

6. Demonstrated experience

PWA has extensive experience in developing Best-Practice water management compliance documentation including IWCM Strategies. This experience is built on many years of providing investigation and design services for water supply, sewerage, urban stormwater and recycled water schemes managed by NSW local governments and State agencies.



We are currently engaged to prepare IWCM Strategies in accordance with DoI Water's 2014 IWCM Check List, for the following Councils:

- Lithgow City Council
- Singleton Council
- Dubbo Regional Council
- Nambucca Shire Council
- Murray River Council
- Cootamundra/Gundagai

Our analysis and reports have been thoroughly reviewed by DoI Water. We have refined our methodology and developed templates for our reports based on the feedback received from DoI Water. Council will benefit from our on-going work and learnings from these projects.

PWA has completed IWCM Strategies for the following Councils.

	<p>Hay Shire Council</p> <p>PWA has completed the IWCM Strategy for Hay Shire Council in accordance with the DoI Water's IWCM Checklist.</p> <p>Findings from the IWCM Issues Paper have assisted Council in sizing an upgrade to the Hay Sewerage scheme, for which PWA completed the STP Detailed Design. The completed IWCM Strategy supported a successful funding application for \$6.5M. for the new STP.</p>
	<p>Wingecarribee Shire Council</p> <p>PWA has completed the IWCM Strategy for Wingecarribee Shire Council. The Strategy includes a capital works program in excess of \$90M over the next 30-years. The adopted IWCM Scenario includes the timing and sizing for upgrades to three sewerage schemes and three water supply schemes, and provides a total asset management plan and a financial plan.</p>

	<p>Muswellbrook Shire Council</p> <p>PWA has completed the IWCM Strategy for Muswellbrook Shire Council. The Strategy includes a capital works program in excess of \$80M over the next 30-years. The adopted IWCM Scenario includes the timing and sizing for upgrades to two STPs with recycled water schemes, and also includes a regional water supply option to address Council's water security issue.</p>
	<p>Queanbeyan Palerang Regional Council</p> <p>PWA has completed the IWCM Strategy for the former Palerang LGA in accordance with the requirements of DoI Water's IWCM Checklist. The key issue for Council is growth with as high as 5% growth being experienced in some towns. PWA is now working on the strategy which includes locating suitable ground water sources, and right sizing infrastructure upgrades and determining the timing.</p>

Referees are available for the above projects on request.

7. Project program

Our proposed program for the engagement is provided in Table 7-1.

Table 7-1: Proposed program for the completion of the engagement

Task	Time frame
Information gathering and review	4 weeks
Preparation of the IWCM Issues Paper	28 weeks
Options assessment and IWCM scenario analysis	20 weeks
Preparation of a Draft IWCM Strategy	8 weeks
Preparation of a final IWCM Strategy	4 weeks

The above program does not include time for review by Council and DoI Water. We will provide monthly progress reports and propose to have monthly teleconferences to keep Council informed on the progress of the project.

8. Public Works Advisory

Organisation name/trading name: Public Works Advisory; a division of the Department of Finance, Services and Innovation.

ABN: 81 913 830 179

Address: Level 4, 66 Harrington Street, Sydney 2000

Website: www.publicworksadvisory.nsw.gov.au

Public Works Advisory (PWA) supports local and state government agencies to deliver critical infrastructure initiatives by providing expert advisory, planning, delivery and support services. We bridge the gap between the government and the private sector, helping clients to maximise value, optimise costs and manage risks in their infrastructure programs and the lifecycle management of their assets. These services are built on a solid foundation of more than 160 years of effective delivery and management of critical infrastructure projects for the State of NSW.

We continue to support the delivery of projects in Regional NSW. With more than 350 dedicated people across our network of seventeen offices, we can quickly and efficiently take on new projects and offer the skills and resources to support project delivery. We have specialist teams with expertise in the lifecycle management of civil infrastructure, including water and wastewater, roads and bridges, river structures, stormwater and building projects.

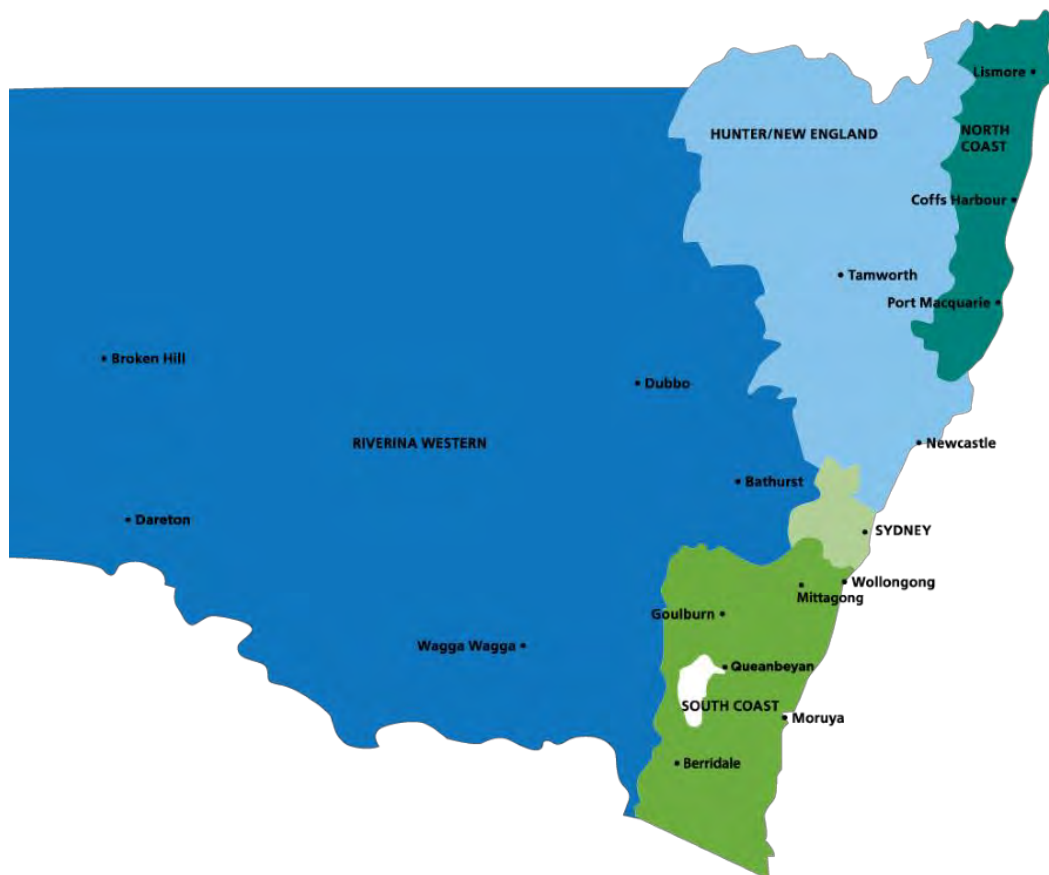


Figure 8-1: Map of Public Works Advisory regional offices

9. Service fee and conditions of engagement

9.1 Service fee

PWA offers the services outlined in this proposal on a time and resources basis using our standard hourly rates for professional services. The estimated fee for the proposed services and the allocation of this fee is provided in Table 9-1:


Table 9-1: Fee for the engagement

Item No	Description	Amount ex GST (\$)
1	Stage 1 – QA and project management	7,658
	Information gathering at Council office (5-day visit)	6,700
	Start-up meeting	6,042
2	Stage 2 - Prepare issues paper for Council and DoI Water's review and concurrence.	60,847
	Water supply bulk distribution analysis using InfoWorks Pro	17,791
	Culcairn bore water supply – reliability analysis (provisional sum)	25,000
	Workshop – To discuss outcomes of the Issues Paper	9,882
3	Stage 3 – Options assessment and Scenario analysis	
	Options assessment	24,132
	Scenario analysis	24,784
	Technical Review Meeting (at Sydney)	5,075
4	Stage 4 - Complete Draft and Final IWCM Strategy document and financial plan, including DCERP	47,884
	Total (excluding GST)	235,795
	Total GST	23,580
	Total (including GST)	259,375

Item No	Optional Items - Description	Amount ex GST (\$)
1	DWMS audit readiness paper	8,960
2	72-hour composite analysis for STP influent (one plant)	19,343
3	Assessment of options for OSSMS (5 towns) *	29,663
4	Preparation of 30-year asset renewal plan	
	5-day Site visit for inspection and condition assessment	9,520
	Update 30-year asset renewal plan	11,402
5	Workshop to present Final IWCM Strategy to Council	9,882

* Options assessment for sewerage two towns is \$15,946 (ex GST) and for three towns is \$21,038 (ex GST)

Discounts

The above fee will be discounted by 7% if this engagement is combined with the engagement for Lockhart Shire and Wagga City Councils and is prepared during the same time frame. This discount will be based on the three Councils nominating one contact person/project manager for PWA to liaise with for information gathering, and is also based on receiving the information in the format requested in our information list.

The hourly rates for the project team members during 2018/2019 are provided in **Table 9-2**.

Table 9-2: 2019/20 Hourly rates for project team members

Team member	\$/hr (ex GST)
Principal Engineer	256
Senior Engineer	203
Project Engineer	137

A list of information required for the project along with the format and the order of priority is provided in Appendix C. Our fee is based on receiving the information in the format outlined in Appendix C.

9.2 Payment

Unless otherwise agreed, we will submit a monthly payment claim for amounts due under the Agreement up to the date of that payment claim, less amounts previously paid.

Within the agreed time for payment set out in our proposal (or otherwise, 20 business days) after we send Council an invoice, Council will pay the invoice in full and without set off, deduction, counterclaim or withholding.

The amount Council will pay for any additional services will be the amount we agree with Council (or otherwise, the amount calculated by multiplying the number of hours our employees spend undertaking the additional services by the hourly rates plus disbursements at cost, and any amount due to our sub-consultants or subcontractors plus 12.5%). We may ask Council to confirm in writing that Council will pay for any additional services, in which case we are not required to commence the relevant additional services until we receive written confirmation from Council.

9.3 Conditions of engagement

This offer of services is subject to the terms and conditions set out in Public Works Advisory Conditions of Engagement, as attached in Appendix D.

If our proposal is acceptable, to commence work we would appreciate receiving your letter (or email) of acceptance.

Appendix A Scope of Work for 72-hour composite STP influent testing

A 72-hour composite sampling and analysis of the raw sewage influent will assist Council with the following:

- characterising the influent
- reviewing the biological and nutrient load and comparing this with the plant design criteria, and
- determining the process improvements required to meet the treatment capacity requirements.

The following items will be addressed in the 72 hours influent monitoring program:

Raw sewage influent monitoring

This will include:

- Plan and prepare for the 72-hour composite sampling and monitoring program at the site.
- Set up an automatic composite sampler and collect influent sewage samples on the site for a 72-hour period. Sampling will be time based composited with a total of 18 sets of samples collected from the STP per day (samples collected being composited at every 4 hours with 6 composite samples per day).
- Sewage inflow will be monitored by the installation of a portable level sensor at the gauge point of the flume in the inlet channel of the inlet works. Influent data will be downloaded on a regular basis during the sampling period.
- If a portable level sensor cannot be installed in the inlet works, the STP inflow will be calculated from the pump capacity and run time during the monitoring periods. The pump run times will be provided by Council operators.
- Label and collect composite samples.

Council will have to provide a refrigerator at the STP to chill the collected samples and PWA staff will deliver all samples to LabPoint on the last day when returning to Sydney from analysis.

Raw sewage samples testing

The following items will be tested by a NATA laboratory:

- Chemical Oxygen Demand, COD;
- Biochemical Oxygen Demand, BOD₅;
- Suspended Solids, SS;
- Ammonia Nitrogen, NH₃-N;
- Oxidised Nitrogen, NO_x;
- Total Kjeldahl Nitrogen, TKN;
- Oil and Grease, O&G;
- Total Phosphorus, TP;
- Ortho- phosphorus, Ortho-P;
- Alkalinity;
- pH

WHS assessment

During the 3-day sampling period on site, PWA staff are also able to undertake a condition and Work Health and Safety assessment of the plant. This will be done through a visual inspection for compliance with Australian Standards and industry codes. This provides a basis for Council to remedy non-compliances in accordance with regulatory requirements and relevant Australia Standards.

STP Capacity Assessment

The historical data will be reviewed with the 72-hour inflow monitoring data to determine the typical current hydraulic and biological loadings. This data will be used for assessment of each process unit and equipment item to identify “constraints” of the process units and determine upgrades/augmentations required to treat the sewage inflow expected.

A five-day site visit, including travel time, has been allowed for to undertake the composite sampling.

Appendix B Scope of Work for Bulk Water Distribution Modelling

Scope of work

The following works are included in this proposal:

- Develop a hydraulic model of the existing bulk distribution system.
- Validate the model using system demand and reservoir level data during Jan/Feb 2019.
- Assess network performance under current peak day demand over 24 hrs. Based on the performance assessments establish vulnerability and deficiencies in the system to meet demands and levels of service at each reservoir zone.
- Repeat the assessment above over an extended period of at least 7days using peak day demand persistence curves and establish vulnerability and deficiencies in the system.
- Repeat the peak day assessment for firefighting; say 2 simultaneous fires each with demand of 11L/s over a 4 hr period and establish vulnerability and deficiencies in the system.
- Assess performance on the periphery of the network in the event of emergency (trunk main break, power supply failure, etc.) leading to a water supply discontinuity/lower pressure and determine appropriate levels of service performance measures.

Our analysis will use the following information/methodology:

- The analysis will be for the current demand, the 30-year ultimate demand period and an intermediate 15-year demand period.
- the system reliability assessment in the event of a supply interruption to be based on the reservoir drawdown and the response time before the reservoir can be drawdown by say 30%.
- a sensitivity analysis of performance, where appropriate with a higher friction co-efficient for older pipes.
- calibration of the model will be based on the production data in January/February 2019 and the SCADA information for reservoir levels, pump run times and any bulk flow meter data during this period. This information will be provided by Council.

Other information to be provided by Council includes:

- GIS data of the water supply network
- Schematic Layout of the Water Supply Trunk Network
- Summary of the telemetry summary / control philosophy for network assets
- Reservoir, treatment plant and WPS details
- Water meter data

Information and Data Collection

The following data has been identified as input requirements for the study.

Available water supply infrastructure asset data including:

- Pipe network: location, size, type, age, condition and connections.
- Major valves: location, size, type and settings.
- Pump stations and pump curves.
- Reservoirs location, elevation, capacities, TWL, BWL, diameters.

Current operating control system including:

- Pump controls.
- Valve settings and controls.
- Reservoir controls.

Geographical Data including:

- Contour data.
- Water supply network

Software Selection

Public Works Advisory has extensive experience in the use of a wide range of hydraulic modelling software packages. InfoWorks WS Pro will be used for modelling of the network. PWA has a licence agreement with Innovyze Pty Ltd, which includes continuous technical support and the latest upgrades, ensuring that the modelling work will be based on the most up to date version of the software.

InfoWorks is an advanced GIS based hydraulic computer modelling software for water supply, sewer, stormwater and floodplain modelling. Some of the features in InfoWorks include: (a) importation/exportation of data to/from GIS; (b) determination of node elevations using digital contour data; (c) automated consumer allocation for respective pipes/nodes; (d) auto calibration; (e) data validation tools such as connectivity, boundary, proximity tests; and (f) generation of output results in various formats including pressure contours; (g) exportation of data and results to various other software including Autocad, ArcView, MapInfo and EPANET.

Model Building

Most of the asset data will be obtained from Council's GIS database.

Details of reservoirs and pump stations will be fed manually into the models. We anticipate that pump curve data would be provided by the Council. If the pump curves are not available for a particular pump, efforts will be made to obtain relevant data by contacting the manufacturer of the pump.

Demand points to respective pipe/nodes will be allocated using the InfoWorks static demand allocation feature. We presume that digital consumer data can be referenced to GIS cadastre data.

Model Verification

The model developed using the data provided by the Council will initially be verified internally (within PWA). These include verification of all major trunk mains (routes, size, type and connections); pump station (location and elevations) and reservoir locations (locations, capacities and elevations). If preliminary model simulations indicate abnormalities, for example if the pump is running off the pump curve, these will be discussed with the Council.

Manual process checks such as validation of data, connectivity tests, proximity tests etc. will be performed using inbuilt tools in InfoWorks. Roughness values, system controls/demands will be modified where possible to make the model simulate real conditions.

As part of the quality assurance we will flag poor quality data (suspected or questionable data and assumed data) in the InfoWorks model so that these data can be re-checked and updated at a later date.

At the completion of the model development, the network files (hard copies) showing pipeline inter-connections, special valves, reservoirs, pumping stations etc. would be submitted to the Council for verification. Any issues related to the development of the model especially the assumed data will also be discussed.

Upon the receipt of comments from the Council, the model will be finalised.

Appendix C List of Information Required

IWCM Information list

The list of information required for the preparation of an IWCM Strategy is provided in the table below. An order of priority for the information has been nominated based on the following criteria.

Level 1 – Essential information required for analysis

Level 2 – Moderately important information for analysis

Level 3 – Lowest priority, information mainly used for presentation

Please annotate data with any known quality issues (for example bulk meter calibration is known to be poor) or system issues (for example there is an issue with the dry weather STP influent volume at XYZ STP as there is a weather independent infiltration issue near a waterway)

	Item	Alternative	Issue with alternative	Levels of importance for project	Status/Comment
1	Reference Documents				
1.1	Existing IWCMs	None		Level 2	
1.2	Strategic Business Plan	None		Level 3	
1.3	Drinking Water Management System DWMS and copy of latest review/audit	None		Level 2	
1.4	Development Servicing Plan	None		Level 2	
1.5	Trade Waste Regulation Policy and current water and sewerage council rates	Should be available from Council website		Level 3	
1.6	Pollution Incident Response Management Plan (PIRMP)	None		Level 3	
1.7	Storm water management plan	None		Level 3	
1.8	Council's water/sewerage LOS targets and current performance. This usually includes customer complaint/issues register.	None		Level 2	
1.9	Details of any current WHS issues relating to Council's water / sewerage systems	None		Level 3	

	Item	Alternative	Issue with alternative	Levels of importance for project	Status/Comment
1.10	Reports from the Safety Management System for any prescribed dams.	None		Level 3	
1.11	LEP with maps of flood risk areas	Other flood risk studies		Level 3	
1.12	Council's financial statements from the last five years	None		Level 3	
1.13	Council's growth strategy including nominated growth rate, spatial distribution and priority, new developments and infill.	None		Level 1	
1.14	Existing management systems used for assets, customer complaints/relationship, finance and its effectiveness in use by staff.	None		Level 2	
1.15	Latest Valuation Report and asset condition assessment for all water supply and sewerage assets	None		Level 2	
1.16	Current Total Asset Management Plan (TAMP)	None		Level 3	
2	Water supply				
	Water supply scheme details				
2.1	- Descriptive overview and schematic diagrams of all water supply schemes.	None		Level 1	
2.2	- Capacities of all assets e.g. reservoir, raw water intake pumping stations and treatment plants	None		Level 2	
2.3	- Process flow diagrams of water treatment systems showing treatment processes			Level 3	
2.4	- Details of any Service Level Agreements regarding supply of raw water by LWU	None		Level 2	

	Item	Alternative	Issue with alternative	Levels of importance for project	Status/Comment
2.6	Summarized current asset replacement costs for all water assets	Can be summarized from asset register		Level 3	
2.7	Minimum of 5 years water supply customer billing details (in spreadsheet format) <ul style="list-style-type: none"> - See examples at end of table for typical data formats - If dates of individual meter readings cannot be provided 	Assumption based on read period. Derive from other data	Less accurate	Level 1	
2.8	GIS data <ul style="list-style-type: none"> - Cadastre with lot identifiers used with meter data (see 3.1) - Location of assets (water mains, pump stations, WTPs, bores, reservoirs etc.) - Reservoir zone boundaries 	State Cadastre. Requires billing data contain Lot/Section/DP or Lot/Section/SP per assessment system maps	May not include new developments	Level 2	
2.9	Minimum of 5 years water production data (water intake daily pump records, WTP daily inflow and outflow records)	One of extraction or WTP outflow	non-revenue water will not be accurate	Level 1	
2.10	Water access licence(s)	None		Level 3	
2.11	Information on historic water pricing (as many years as production data)	Comparison reports		Level 1	
2.12	Information on historic water restrictions (as many years as production data)	News papers, Council minutes, Council Facebook		Level 1	

	Item	Alternative	Issue with alternative	Levels of importance for project	Status/Comment
2.13	Historical WTP water quality data: <ul style="list-style-type: none"> - Raw water data for each source (if bores are used then the water quality data for each bore) - Monitoring data at each Critical Control Point (CCP) 	None		Level 3	
2.15	Information on how Council is addressing requirements of LWU Circular 18 <ul style="list-style-type: none"> - C.t. calculations at WTP - Reservoir inspections - Residual chlorine in reticulation (can be provided from NSW Health Online Drinking Water Database) 	None		Level 3	
3	Sewerage				
	Sewerage scheme details				
3.1	- Details and schematic diagrams of all sewerage schemes including major assets, collection system, sewage treatment, and effluent management	Use information provided to develop schematic		Level 1	
3.2	- Process flow diagrams of sewage treatment plants (STPs) showing treatment processes	Process diagram developed from process description		Level 3	
3.3	- Design capacities for each treatment process unit for all STPs	None		Level 3	
3.4	- Details of end user agreements for supply of STP effluent for reuse.	None		Level 2	
	SPS specifications including				
3.5	- Sewage Pumping Station (SPS) hierarchy	Can be drawn from GIS data (see 3.12)		Level 1	
3.6	- pumping capacities of duty / standby pumps	None		Level 2	
3.7	- emergency storage volume assessment	Pump station general arrangement diagram		Level 2	

	Item	Alternative	Issue with alternative	Levels of importance for project	Status/Comment
3.8	- rising main length and diameter for septicity assessment	None		Level 2	
3.9	Summarized current asset replacement costs for all sewerage assets	Can be summarized from asset register		Level 3	
3.10	Minimum of 5 years sewerage customer billing details to estimate number of connections (in spreadsheet format) - Assessment number (relating to cadastral data) - consumer categories	None None		Level 2	
3.11	GIS data - Cadastre with lot identifies used with meter data (see 3.11) - Location of assets (sewage gravity, rising mains, sewage pump stations, STPs, etc.) - SPS catchment boundaries	State Cadastre. Requires billing data contain DP and lot number per assessment None	May not include new developments	Level 2	
3.12	Number of connections for each SPS sub catchment by ET and/or EP	Can be approximated using water assessment map and catchment boundaries	Will require additional time	Level 1	
3.13	30 year predicted ET/EP growth by SPS sub catchment incorporating any expected developments	Can use shire overall growth rate	Less accurate	Level 1	
3.14	Sewer pumping station telemetry data showing pump run time. Preferably data for three recent dry days and three recent high rainfall days	Estimated from hydraulic unit loading	Less accurate	Level 2	
3.15	Historical daily influent flow measurements at STP, at least back 5 years	None		Level 1	
3.16	Historical effluent flow data for all reuse schemes (if applicable)	None		Level 2	

	Item	Alternative	Issue with alternative	Levels of importance for project	Status/Comment
3.17	Details of each effluent reuse customer including: <ul style="list-style-type: none"> - use of effluent - management practices to ensure safe use - customer agreement 	None		Level 2	
3.18	Most recent data on actual hydraulic and biological / nutrient loading to STP (e.g. 72 hour monitoring)	Estimate from sewer manual.	Less accurate	Level 2	
4	Urban Stormwater Systems				
4.1	Details and schematic diagrams of all urban stormwater systems.	None		Level 3	
4.2	Details of any current stormwater issues	None		Level 3	
5	Unserviced /partially serviced communities				
5.1	Qualitative information about water availability in unserviced communities (e.g. rivers, dams, bores, rainwater tanks)	None		Level 2	
5.2	Information on unserviced urban centres including estimated number of dwellings, future growth	ABS data		Level 1	
5.3	Information about on-site sewer management systems performance in each community	None		Level 3	
5.4	Information on development plans for unserviced areas	None		Level 3	
5.5	Historical standpipe water consumption	None		Level 3	

Customer data example

Assessment	Lot and DP	Address	User class	Note if strata
10000000	CP/SP1234	4 Smith St Town A	Residential	Strata Parent
10000001	1/SP1234	1/4 Smith St Town A	Residential	Strata Child
10000002	1/SP1234	2/4 Smith St Town A	Residential	Strata Child
10000002	1//DP1001	6 Smith St Town A	Commercial	None

Meter details example

Meter identifier	Assessment	Address (especially for strata)	User class (if there are any assessments with multiple classes, e.g. residential and commercial or residential and school)	Meter size (mm)	Water supply name	Water class (filtered, raw, recycled, etc.)	Units
M00001	10000001	2/4 Smith St Town A	Residential	25mm	Town A	Potable	kL

Meter reads example 1

Meter number	Start read date	Start meter read	End read date	End meter read
M00001	20/06/2018	80000	18/9/2018	80450

Meter reads example 2

Meter number	End read date	Number of days	Metered volume (kL)
M00001	18/9/2018	90	450

Meter reads example 3

ASSESSMENT	METER TYPE	METER NO.	SIZE	DATE	READING	DATE	READING	NO. DAYS	CONSUMPTION
00041-00000000-000	1-Filtered Water 20mm	R92908938	20	16-06-2014	1576.00	05-06-2015	1617.00	354	41.00
	3-Raw Water 20mm	97083	20	16-06-2014	5498.00	05-06-2015	5949.00	354	451.00

Appendix D Conditions of Engagement



CONDITIONS OF ENGAGEMENT

1. PREAMBLE

- 1.1 If any provision in these Conditions of Engagement conflicts with a provision in the Proposal to which they apply, the provision in the Proposal will apply to the extent of the conflict.

2. SERVICES WE WILL PROVIDE

- 2.1 We will provide the Services in accordance with the terms set out in the Agreement, none of which may be changed without the prior written consent of both parties.
- 2.2 We will, subject to matters beyond our reasonable control, provide the Services with the skill and care generally exercised by competent persons performing services of a similar nature at the time the Services are carried out.
- 2.3 We will provide the Services in accordance with the Timetable unless the provisions of Clause 9 apply.

3. YOUR OBLIGATIONS

- 3.1 You and your Associates will co-operate with us and not delay or vary the Services without adjusting the Timetable and the Fee as required under Clauses 9 and 10.
- 3.2 You will only communicate with us about the Services through the Public Works Advisory Representative nominated at item 3 in Schedule 1.
- 3.3 To help us understand your requirements for the Services, you will:
- a. inform us of your specific requirements;
 - b. answer any questions and provide any information we ask of you, including providing information specified in the Proposal by the specified time; and
 - c. provide written comments on any Contract Material, if we request you to do so.
- 3.4 We assume that any information you or your Associates provide to us for the purpose of carrying out the Services is complete and accurate and will not check it unless doing so is part of the Services. We do not accept any Liability in connection with any information you provide to us.
- 3.5 You agree to indemnify us in the event that our use of information you provide infringes the intellectual property rights of a Third Party.

4. CONFIDENTIALITY

- 4.1 All information that either of us provides to the other is confidential and must not be disclosed to any other person, unless the disclosure is authorised under this Agreement or required by law.
- 4.2 You authorise us to disclose to our Associates any information you provide for the purpose of carrying out the Services.
- 4.3 You agree that we can publish promotional and technical information relating to the Services and the Project unless you advise us otherwise in writing when we enter into the Agreement.

5. INTELLECTUAL PROPERTY RIGHTS

- 5.1 Intellectual Property Rights in all Contract Material shall be vested in us.
- 5.2 We grant you an irrevocable, non-exclusive, royalty-free and non-transferable licence to use the Contract Material for the Project. However, you must not use, adapt, publish or otherwise exploit any of the Contract Material for any other purpose or allow others to do so without our prior written consent.

6. CHANGES TO THE CONTRACT MATERIAL

- 6.1 We authorise you and your Associates to make minor changes to the Contract Material:
- a. to suit site conditions encountered in completing the Project, providing such changes do not affect the design intent; and
 - b. to produce work-as-executed drawings.
- 6.2 If you or your Associates change the Contract Material whether pursuant to clause 6.1 or otherwise, you agree to release and indemnify us against any and all claims, proceedings, demands, losses, damages, costs or expenses, by you or any Third Party resulting from such changes; and
- 6.3 Any change made by you to the Contract Material will be annotated to indicate where and when changes were made and by whom.

7. LIABILITY AND INDEMNITY

- 7.1 You agree that, except where the law does not permit such limitation, our Liability to you is limited (in the aggregate) to the lesser of:
- a. \$5 million; or
 - b. ten times the Fee payable at the Date of Agreement (the "cap")

and you release us from any further Liability.

- 7.2 You agree to indemnify us and our Associates against any claim made against us by any of your Associates for any loss or damages which are greater than the cap. Further, you agree that our Liability to you is reduced to the extent that an act or omission by you or any of your Associates contributed to the injury, damage or loss.
- 7.3 The Services and the Contract Material are provided for your exclusive benefit. We accept no Liability to any Third Party in respect of any claim made in connection with the Services, and you agree to indemnify us against any such claim.
- 7.4 We are not liable to you or any Third Party in respect of any Consequential Loss, however it arises.
- 7.5 On the date that is three years after the date we send you our final payment claim under the Agreement, you release us and our Associates from all Liability.

8. INSURANCE

- 8.1 We will maintain self-insurance arrangements with the NSW Treasury Managed Fund in relation to professional indemnity and public liability. We will give you confirmation of such self-insurance arrangements on request, at any time before we complete the Services.

9. DELAYS TO THE SERVICES

- 9.1 If we are, or will be, delayed in carrying out the Services:
- a. we will give you reasonable notice after becoming aware of the delay;
 - b. we will advise the effect on the Timetable;
 - c. you will extend the time(s) for carrying out the Services provided for in the Timetable by the extent of the delay; and
 - d. you will reimburse us, as a Variation, for any additional costs and expenses we incur as a result of any delay that is not a result of our breach of the Agreement.

10. VARIATIONS TO THE SERVICES

Variations proposed by you

- 10.1 If you propose a Variation, you will advise us in writing what is required and request a written quotation from us.
- 10.2 We will provide a written quotation setting out the effects of the proposed Variation on the Fee, the Timetable and any other relevant matters, for your consideration and acceptance.
- 10.3 We will not commence any Variation proposed by you until we receive your written instruction to do so (which may be before you receive or accept our written quotation).

Unavoidable Variations

- 10.4 If we become aware of any circumstances, including those listed at item 4 in Schedule 1, which have caused, or may cause, a Variation, we will notify you in writing as soon as practicable, setting out the circumstances and the likely effect on the provision of the Services, the Fee and the Timetable.
- 10.5 Unless we ask for confirmation under Clause 10.6, we will continue to carry out the Services, including any unavoidable Variation, until we receive instructions to the contrary from you in writing.
- 10.6 In some circumstances we may ask you to confirm in writing that you will pay for a notified unavoidable Variation. If we do so, you agree that we are not required to carry out that Variation work until we receive your written confirmation and that, if this delays the Services, the provisions of Clause 9 will apply.

Adjustments for Variations

- 10.7 You will pay us the additional costs and expenses we incur in connection with any Variation instructed by you under Clause 10.3 or notified by us under Clause 10.4. Payment will be made on the basis of:
- a. an agreed lump sum adjustment to the Fee; or
 - b. in accordance with Clause 11.4 (e).
- 10.8 If a Variation delays the Services, you will extend the Timetable in accordance with Clause 9.

11. PAYMENT

- 11.1 You will pay the Fee, other amounts payable under the Agreement and applicable tax in accordance with this Clause.
- 11.2 Where the Fee was based on a nominated percentage of the estimated construction cost of the Project and the pre-tender estimate or accepted tendered price for the Project exceeds the estimate by more than 10%, the Fee payable will be the Fee set out in the Proposal plus an amount calculated by applying the nominated percentage to the difference between the estimated construction cost and the tendered price. If the pre-tender estimate or accepted tendered price for the Project is less than the estimated construction cost when the Services commenced, the Fee will not be adjusted.
- 11.3 Unless otherwise agreed, we will submit a monthly payment claim for amounts due under the Agreement up to the date of that payment claim, less amounts previously paid.

- 11.4 The amounts due under the Agreement will be calculated as follows:
- a. Where the Fee is a lump sum: based on the percentage of the Services carried out;
 - b. Where the Fee is to be paid on an Hourly Rates basis: based on the hours worked by our personnel multiplied by the Hourly Rates;
 - c. For Disbursements: as set out at item 1 in Schedule 1;
 - d. For Variations for which a lump sum Fee adjustment was agreed: based on the percentage of the Variation work carried out; and
 - e. For all other Variations:
 - (i) an amount based on the hours worked by our personnel multiplied by the Hourly Rates, plus
 - (ii) any amounts due to our subcontractors or sub-consultants, plus a 12.5% margin, plus
 - (iii) the costs we incurred for Disbursements of the kinds listed in paragraphs (a), (b) and (c) in item 1 of Schedule 1; plus
 - (iv) costs and expenses we incurred due to delays.
- 11.5 Within 20 Business Days after you receive our payment claim you will pay the amounts due under the Agreement.
- 11.6 All amounts in the Agreement and other documents we give you in relation to amounts payable are exclusive of GST or other applicable tax unless expressly included.
- 11.7 If you fail to pay any amount due under the Agreement in full within 10 Business Days after the agreed time for payment:
- a. you will pay interest at the rate of 7% per annum on all overdue amounts, until the amount is paid in full; and
 - b. we may keep any Contract Material prepared in connection with the Agreement and:
 - (i) suspend carrying out the Services until the amount is paid in full and the provisions of Clause 9 will apply; or
 - (ii) end the Agreement by giving you written notice under Clause 14.

12. CIRCUMSTANCES BEYOND OUR CONTROL

- 12.1 We are not liable for any loss or damage caused by any failure or delay in performance of the Agreement resulting from any cause beyond our reasonable control including, but not limited to: acts of God, acts or omissions by you or your Associates, adverse weather conditions and industrial disputes.

13. DISPUTE

- 13.1 If a difference or dispute arises between the parties in connection with any matter under this Agreement, either party may notify the other in writing, providing details of the dispute.
- 13.2 The parties will continue to perform the Agreement notwithstanding the existence of a dispute.
- 13.3 Within 14 days after receipt of a notice of dispute, senior representatives of the parties will confer at least once to try to resolve the dispute or agree on methods of doing so.
- 13.4 If the dispute has not been resolved, or a method of resolution agreed on, within 42 days after receipt of a notice of dispute, then before either party has recourse to litigation, the party must submit the dispute to an independent expert for determination.
- 13.5 The expert determination will be conducted in accordance with the procedure in Schedule 2.
- 13.6 Nothing in this Agreement is intended to stop either party from instituting proceedings to enforce payment due under the Agreement or to seek injunctive or declaratory relief.

14. ENDING THE AGREEMENT

- 14.1 Either party may end the Agreement at any time by giving the other party at least 10 Business Days notice.
- 14.2 If the Agreement is ended, we will send you a payment claim for Services carried out up to the date the Agreement is ended and you will pay us all amounts owing under the Agreement plus expenses incurred by us as a result of ending the Agreement.
- 14.3 The Clauses in these Conditions of Engagement headed "Confidentiality", "Intellectual Property", "Liability", "Variation", "Payment", "Dispute", "Ending the Agreement" and "General Matters" continue to operate after this Agreement is ended.

15. GENERAL MATTERS

- 15.1 The only duties, obligations and responsibilities we have in connection with the Agreement are those expressly set out in the Agreement.
- 15.2 The Agreement will be governed by and interpreted in accordance with the laws in force in the State of New South Wales, Australia.
- 15.3 The parties submit to the exclusive jurisdiction of the courts of the State of New South Wales, Australia.
- 15.4 Neither party may transfer the Agreement or any right or obligation under the Agreement without the other party's prior written consent.

15.5 You authorise us to destroy all Contract Material and other documents we hold in connection with the Agreement seven (7) years after the date we send you our final payment claim under the Agreement.

16. DEFINITIONS

Unless the context otherwise requires, in these Conditions of Engagement:

“**Agreement**” means either:

- (a) the Agreement executed by the parties in connection with the Services; or
- (b) if the Agreement is made by a Letter of Award, it means the contract formed by the Agreement Documents, which supersede all understandings, representations and communications made between the parties in connection with the Agreement before the Date of Agreement.

“**Agreement Documents**” include:

- (a) the Proposal;
- (b) these Conditions of Engagement; and
- (c) the Letter of Award and any other documents listed therein.

“**Associates**” means the relevant party’s employees, personnel and agents. Our Associates include our subcontractors and sub-consultants who are involved in carrying out the Services. Your Associates include your contractors and consultants who are involved in carrying out the Project.

“**Business Day**” means any day other than a Saturday, Sunday, public holiday or 27, 28, 29, 30 or 31 December.

“**Consequential Loss**” includes loss of revenue, loss of profit, loss of custom, loss of goodwill, loss of overhead recovery, loss of business opportunity, loss of the use of property, loss of contract, loss of production, loss of financing charges or cost recovery, loss of the use of money and payment of liquidated sums or damages under any other Agreement.

“**Contract Material**” means all material that is produced by us or on our behalf in carrying out the Services, including but not limited to documents (including drawings, reports, specifications and bills of quantities), calculations, equipment, information and data stored in hard copy or electronic format.

“**Date of Agreement**” means the date of execution of the Agreement or the date of the Letter of Award, as applicable.

“**Disbursements**” means costs and expenses we incur in carrying out the Services that are not included in our Fee. These are set out at item 1 in Schedule 1.

“**Fee**” means either:

- (a) the lump sum amount set out in the Agreement; or
- (b) an amount calculated on the basis of hours worked multiplied by the Hourly Rates.

The Fee is adjusted in accordance with the Agreement.

“**Hourly Rates**” means:

- (a) the relevant Hourly Rate(s) set out in the Proposal; or
- (b) if relevant Hourly Rate(s) are not set out in the Proposal, the rate(s) that Public Works Advisory normally charges for the relevant personnel, at the time the Services are carried out.

“**Intellectual Property Right**” means any statutory and other proprietary right in respect of inventions, innovations, patents, utility models, designs, circuit layouts, mask rights, copyright (including future copyright), confidential information, trade secrets, know-how, trademarks and any other right in respect of intellectual property.

“**Latent Condition**” means an aspect of the Services or the Project, including physical conditions on the Project site or its surroundings, which differs materially from what could reasonably have been anticipated by us at the time we prepared the Proposal, including conditions that were known by you and not disclosed to us.

“**Letter of Award**” means written notification that you accept the Proposal.

“**Liability**” means legal liability for injury, loss or damage arising in connection with or for breach of the Agreement, however such liability arises.

“**Public Works Advisory Representative**” means the person nominated in item 3 in Schedule 1.

“**Project**” means the project(s) that the Services relate to.

“**Proposal**” means the proposal (or if more than one, the final proposal) we gave you in relation to the Services.

“**Services**” means the services we carry out in connection with the Agreement, including any Variations. Refer to item 2 in Schedule 1.

“**Third Party**” means a person who is not a party to the Agreement, but does not include our Associates.

“**Timetable**” means any schedule included in the Agreement Documents that sets out when the Services are to be carried out.

“**Variation**” means any change to the scope or timing of the Services set out in the Agreement. A Variation may be caused by any of the circumstances listed at item 4 in Schedule 1.

“**We**”, “**us**” and/or “**our**” means Public Works Advisory and all its branches and divisions, on behalf of the Department of Finance, Services and Innovation.

“**You**” and/or “**your**” means the client(s) addressed in the Proposal

Schedule 1 – Agreement Information

Item No	
1	<p style="text-align: right;"><i>Mentioned in Clauses 11.4 & 16</i></p> <p>Disbursements are costs and expenses identified as Disbursements in the Proposal and costs and expenses for any of the following, unless the Proposal specifically states that they are included in the Fee:</p> <ul style="list-style-type: none"> (a) fees, charges, levies and taxes payable to authorities; (b) travel and accommodation associated with attendance at meetings, site inspections, audits etc; (c) preparation of archived material, or transfer or translation of computer files; and (d) products and services provided by subcontractors or sub-consultants, such as: site investigations; BCA inspections; hazardous materials or geotechnical studies; condition surveys; cadastral or infrastructure surveys; production of measured drawings of existing infrastructure; printing multiple copies of reports; and printing or production of artist's impressions/ perspectives / 3D CAD modelling, videos or other presentation material. <p>Notes: Unless the Proposal specifically states otherwise:</p> <ol style="list-style-type: none"> 1. The costs of word processing, phone, fax and routine photocopying are not Disbursements. 2. For Disbursements listed in (a), (b) and (c) above, you will pay us the actual costs we incur. 3. For products and services provided by subcontractors and sub-consultants (as set out in item (d) above), you will pay us the costs we incur plus a 12.5% margin.
2	<p style="text-align: right;"><i>Mentioned in Clauses 2 & 16</i></p> <p>The Services are described in the Proposal, subject to the following:</p> <ol style="list-style-type: none"> 1. Unless specifically stated in the Proposal, the Services do NOT include advice during the tendering period or construction phase of the Project. If the Proposal included giving such advice and you receive a Request for Information (RFI): <ul style="list-style-type: none"> (a) you will assess the RFI and only pass it on to us if you are unable to provide the information; (b) where the RFI relates to an error or ambiguity in the Contract Material, or requires details it would not be reasonable to expect an experienced and competent person to understand, we will respond at no additional cost; and (c) where the RFI relates to a matter that it would be reasonable to expect an experienced and competent person to understand, our response will be treated as a Variation. 2. If the Services include managing construction contractors, their management systems will be relied upon for quality, safety and environmental management. We will carry out the level of audits, reviews and site visits generally required to manage a competent, experienced contractor.
3	<p style="text-align: right;"><i>Mentioned in Clauses 3.2 & 16</i></p> <p>The Public Works Advisory Representative is :>></p> <p>[If not nominated here, we will advise the Public Works Advisory Representative at your request.]</p>
4	<p style="text-align: right;"><i>Mentioned in Clauses 10, 11 & 16</i></p> <p>A Variation occurs when:</p> <ol style="list-style-type: none"> 1. There is a change to the Services because: <ul style="list-style-type: none"> (a) you request additional or reduced Services, for example due to changes in the budget; (b) there are changes to the scope or timing of the Project; (c) Latent Conditions are encountered; (d) information provided by you or your Associates is incomplete, inaccurate or contains discrepancies; (e) you request re-work, except if due to our failure to provide Services complying with the Agreement; (f) there is a change to legislative requirements affecting the Services, Project or amounts payable; or (g) we are required to provide unexpected additional resources to manage the construction work due to poor work quality or an under-performing contractor; 2. Part or all of the Services are delayed by a cause (including suspension, acceleration or deceleration instructed by you or interference by you or your Associates) other than our breach of the Agreement; 3. we are required to carry out work to enable safe access in order to carry out the Services; 4. we incur costs in resolving a dispute with a contractor or consultant involved in the Project; or 5. during or after completion of the Services, we or any of our employees are required to give evidence before, or provide any information to, a court or other competent authority.

Schedule 2 – Procedure for Expert Determination

1. If a dispute is to be submitted to an expert for determination, as provided for in Clause 13.4 of the Conditions of Engagement, the parties are to attempt to agree on an expert.
2. If the parties fail to agree upon an expert within 28 days, either may request the Chief Executive Officer of the Australian Commercial Disputes Centre Ltd Sydney to nominate an expert, who is not to be:
 - (a) an employee of the either of the parties;
 - (b) a person who has been connected with the Agreement; or
 - (c) a person upon whose appointment the parties have previously failed to agree.
3. Once the expert has been agreed or nominated, either party may appoint the expert in writing on behalf of both parties. The letter of appointment is to be provided to the other party and to set out:
 - (a) the dispute being referred to the expert for determination;
 - (b) the expert's fees;
 - (c) the procedures detailed in this Procedure for Expert Determination;
 - (d) the arrangements for each party to lodge \$10,000 as initial security for the expert's fees; and
 - (e) any other matters relevant to the appointment.
4. The parties are to share equally the cost of appointing the expert and the expert's fees and out-of-pocket expenses, including any security required for the expert's fees. Each party is to otherwise bear its own costs in relation to the determination process.
5. If a party defaults in providing the initial security within 28 days after the expert is appointed, the other party may provide the security in full and the defaulting party's share is a debt due and payable to the paying party.
6. Any dispute will be deemed to be abandoned if an expert has not been appointed or the initial security has not been lodged in full within 6 months after the dispute is notified under Clause 13.1 of the Conditions of Engagement:
7. The parties are to make written submissions to the expert, copied to the other party, as follows:
 - (a) Within 7 days after the appointment of the expert, the notifying party is to make its submission on the matter in dispute.
 - (b) Within 14 days after receiving a copy of that submission, the other party is to make its submission in response, if any, which may include cross-claims.
 - (c) If a cross-claim is made, the notifying party is to make its submission on the cross claim within 14 days after receiving a copy of the submission from the other party.
 - (d) The expert may request further information from either party and that party must respond within 14 days after receiving the request.
 - (e) The expert must ignore any submission not made within the times stated in this clause and make a determination on the submissions or information provided within time, unless the parties agree otherwise in writing.
8. The expert must determine whether the claimed event, act or omission did occur and, if so:
 - (a) when it occurred;
 - (b) what term of the Agreement or other obligation in law, if any, requires one party to pay the other money or otherwise act in respect of it; and
 - (c) the merits in law of any defence or cross-claim raised by the other party.
9. The expert is then to determine the amount, if any, which one party is legally bound to pay the other on account of the event, act or omission. The expert must also determine any other question(s) referred by the parties in the submissions.
10. In making the determination, the expert acts as an expert and not as an arbitrator and is:
 - (a) not liable for acts, omissions or negligence;
 - (b) to make the determination on the basis of the Agreement and written submissions from the parties without formalities such as a hearing; and
 - (c) required within 56 days after appointment to give the determination in writing, with brief reasons, to each party.
11. If the expert determines that one party is to pay the other an amount exceeding \$100,000 (excluding interest) and within 14 days after receiving the determination, either party gives written notice to the other that it is dissatisfied, the determination is of no effect and either party may commence litigation.
12. Unless a party decides to exercise a right to commence litigation, the parties are to treat each determination of the expert as final and binding and give effect to it. If the expert determines one party is to pay the other money, the payment is to be made within 20 Business Days after the expert determination is received.



Public Works
Advisory

66 Harrington Street, Sydney NSW 2000
PO Box N408, Grosvenor Place NSW 1220
www.publicworksadvisory.nsw.gov.au



General Manager
Steven Pinnuck
Greater Hume Shire Council
PO Box 99
Holbrook NSW 2644

Our ref: OUT19/11383

22 August 2019

Dear Mr Pinnuck

Safe and Secure Water Program – IWCM Strategy (SSWP205)

Thank you for your interest in co-funding an Integrated Water Cycle Management (IWCM) Strategy through the Safe and Secure Water Program (SSWP).

Technical assessment of Council's IWCM proposal has received concurrence from Department of Planning, Industry and Environment - Water. Pre-approval of funding for this work has been granted based on 75% subsidy of total project cost.

A funding deed is enclosed for your review and agreement.

If Council would like to negotiate changes or incorporate comments within the funding deed, require additional information or wish to discuss this matter further. Please contact the SSWP Manager, Nige Deacon on 0448 630 940 or via email at nige.deacon@industry.nsw.gov.au.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'N. Carling'.

Natalie Carling
Assistant Project Officer

FUNDING DEED (LESS THAN \$200K)– GREATER HUME SHIRE COUNCIL IWCM STRATEGY DEVELOPMENT PROJECT

Details

Department	Name	The Crown in right of the State of New South Wales acting through the Department of Planning, Industry and Environment (ABN 20 770 707 468).
	Agency/ Division	Water
	Address	10 Valentine Street, Parramatta NSW 2150
Project Reference		SSWP205
Department Authorised Officer <i>(refer to clause 11.1 - Notices)</i>	Name	Nige Deacon
	Position	Manager, Safe and Secure Water Program
	Address	PO Box 717, Dubbo NSW 2830
	E-mail	nige.deacon@industry.nsw.gov.au
Grantee ('You')	Name	Greater Hume Shire Council (ABN 44 970 341 154)
	Address	39 Young Street, Holbrook NSW 2644
Your Authorised Officer <i>(refer to clause 11.1 - Notices)</i>	Name	Steven Pinnuck
	Position	General Manager
	Address	39 Young Street, Holbrook NSW 2644
	E-mail	spinnuck@greaterhume.nsw.gov.au
Project		Integrated Water Cycle Management Strategy.
Objectives		<ol style="list-style-type: none"> 1. Delivery of a complete Integrated Water Cycle Management Strategy for Greater Hume Shire Council, inclusive of Issues Paper, Draft and Final Integrated Water Cycle Management Strategy as per agreed proposal submitted 14 August 2019. 2. Publication of the approved final Integrated Water Cycle Management Strategy on the Greater Hume Shire Council website for at least four years following the date of approval.
Grant		A maximum total amount of \$243,424 (GST exclusive) which is 75% of \$324,565 of actual Project costs. The Department will pay the Grant in arrears, upon successful completion of the project.

Terms

1. Definitions

1.1 Definitions

Correctly Rendered Invoice means an invoice rendered in accordance with the Department's Fact Sheet.

Deed means this funding deed document and includes the Details, Terms, and any other schedules, annexures or other documents cross-referenced in this deed.

Grant means funds released by the Department as specified in the Details section above.

GST Law means *A New Tax System (Goods and Services Tax) Act 1999*.

Objectives has the meaning given in the Details.

Project has the meaning given in the Details.

2. Commencement and Term

2.1 This Deed will commence on the date that this Deed is executed by both parties (the **Commencement Date**) and, unless terminated earlier in accordance with its terms, will continue until you have completed the Project to the Department's satisfaction.

3. Your obligations

3.1 You must:

- (a) ensure the Grant is used only for the approved Project;
- (b) ensure that the Project is carried out in accordance with the approved scope to meet the Objectives; and
- (c) comply with all applicable laws and any policies, guidelines and reasonable directions of the Department.

4. Paying the Grant

4.1 The Department will pay the Grant once you have completed the Project to the Department's satisfaction, or at such other time(s) as are agreed by the Department from time to time (which may include payment of the Grant in instalments).

4.2 Subject to clause 4.1, the Department will endeavour to pay Correctly Rendered Invoices within 30 days of receipt by the Department.

5. GST

5.1 Unless otherwise indicated, all consideration for any supply under this Deed is exclusive of any GST imposed in relation to the supply.

5.2 If:

- (a) despite any other provision of this Deed, GST is imposed on a supply you make to the Department under this Deed; and

- (b) the Department is or will be entitled to receive an input tax credit (as defined in the GST Law) in relation to that supply,
- (c) the Department will pay you an additional amount equal to the GST imposed on that supply, at the time and in the manner payment is otherwise payable under this Deed in relation to that supply.

5.3 You must be registered under the GST Law at the time of making any supply under this Deed on which GST is imposed.

5.4 If you are not registered under the GST Law as required under clause 5.3, you will not be entitled to receive any additional amount as provided under this clause 5.

5.5 If for any reason the Department pays you an amount under this clause 5 which is more than the GST imposed on the supply, you must repay the excess to the Department on demand or the Department may set off the excess against any other amounts due to you.

6. Reporting Requirements

6.1 You must provide any reports and other information to the Department which the Department reasonably requires from time to time concerning the Project.

7. Confidential Information

7.1 Subject to clause 7.2, each party must maintain the confidentiality of all confidential information it receives from the other party, including the particulars of the Grant, except as otherwise agreed in writing.

7.2 The Department may publish the title and a description (including the purpose, outcomes and Objectives) of the Project and the amount of the Grant.

7.3 You acknowledge that, under the *Government Information (Public Access) Act 2009* (NSW), the Department may be required to publicly disclose information about this Deed at <https://tenders.nsw.gov.au>.

8. Indemnities

8.1 You must indemnify and keep indemnified the Department, the Crown in right of the State of New South Wales and their officers, employees and agents from and against any loss (including legal costs and expenses on a full indemnity basis) or liability incurred or suffered by, or made against, any of those indemnified arising directly or indirectly as a result of or in connection with: (a) the Grant or the Project; (b) your breach of this Deed; (c) any unlawful or negligent act or omission by you, your employees or your subcontractors in connection

with this Deed or the Project; (d) any illness, personal injury to, or death of any person caused or contributed to by you, your employees or subcontractors; (e) any loss or damage to real or personal property caused or contributed to by you, your employees or subcontractors; or (f) any infringement by you, your employees or your subcontractors of any intellectual property rights, or privacy rights of the Department or any third party.

9. Termination

9.1 The Department may terminate this Deed immediately on written notice to you if:

- (a) you breach a provision of this Deed and such breach is not remedied within 30 days' receipt of a notice from the Department requiring you to do so;
- (b) you breach a provision of this Deed and such breach is incapable of remedy; or
- (c) you become insolvent.

10. Dispute Resolution

10.1 If a dispute arises in relation to this Deed ("a **Dispute**"), each party must refer the Dispute to a senior representative for resolution before starting arbitration or court proceedings, except proceedings for urgent interlocutory relief.

11. General

11.1 **Notices:** Unless otherwise stated in this Deed, all Notices to be given under this Deed must be in writing, and hand-delivered, posted or emailed to the Authorised Officer specified in the Details or as otherwise notified in writing.

11.2 **Survival:** The following clauses survive termination or expiry of this Deed: clause 6 (Reporting Requirements), clause 7 (Confidential Information), clause 8 (Indemnities), clause 9 (Termination), this clause 11.2 and any other clause which by its nature is intended to survive this Deed.

11.3 **Subcontractors:** You remain fully responsible for the performance of the Project if you subcontract the performance of any part of the Project.

11.4 **Entire Deed:** This Deed states all the express terms agreed by the parties as to the matters referred to in this Deed. It supersedes all prior contracts, obligations, representations, conduct and understandings between the parties relating to the subject matter of this Deed.

11.5 **Variation:** This Deed may only be varied by agreement in writing, including by an exchange of emails confirming the agreed variation.

11.6 **Inconsistency:** If there is any inconsistency between provisions of this Deed then the order of precedence will be as follows: (a) the Details; then (b) these

Terms; then (c) any schedules, annexures or other documents cross-referenced in this Deed.

11.7 **Negation of employment, partnership or agency:** This Deed does not create a relationship of agency, partnership, and/or employment between the parties. You must not represent yourself as being an employee or agent of the Department or as otherwise able to bind or represent the Department.

11.8 **Waiver:** If a party fails to exercise any of its rights under this Deed, or delays exercising those rights, that failure or delay will not operate as a waiver of those rights or any future rights or in any respect estop a party from relying on the terms of this Deed to their full force and effect. Any waiver by a party of a breach of this Deed must be in writing and will not be construed as a waiver of any further breach of the same or any other provision.

11.9 **Assignment:** You must not assign or novate your obligations or interests under this Deed, without the prior written consent of the Department.

11.10 **Counterparts:** This Deed may be signed in any number of counterparts which taken together will constitute one instrument.

11.11 **Governing Law:** The laws of New South Wales govern this Deed and the parties submit to the non-exclusive jurisdiction of the courts in that State.

11.12 **Interpretation:** Unless the context requires otherwise, in this Deed: (a) the terms set out in the left hand column of the Details have the meaning ascribed to them in the right hand column of the Details; (b) a reference to a statute, regulation, ordinance or by-law will be deemed to include a reference to all statutes, regulations, ordinances or by-laws amending, consolidating or replacing same from time to time; (c) the meaning of general words is not limited by specific examples introduced by "including" or "for example" or similar expressions; (d) references to persons include bodies corporate, government agencies and vice versa; (e) references to the parties include references to respective directors, officers, employees and agents of the parties; (f) nothing in this Deed is to be interpreted against a party solely on the ground that the party put forward this Deed or any part of it; and (g) where an expression is defined, any other grammatical form of that expression has a corresponding meaning.

Executed as a deed

Department

Signed, sealed and delivered for and on behalf of the Crown in right of the State of New South Wales acting through the **Department** by its authorised signatory but not so as to incur personal liability:

Signature of Authorised Signatory	Signature of Witness
Name of Authorised Signatory	Name of Witness
Position of Authorised Signatory	Address of Witness
	Date

You (Authorised Signatory)

By entering into this Deed the signatory warrants that the signatory is duly authorised to execute this Deed on behalf of **Greater Hume Shire Council (ABN 44 970 341 154)**

Signed, sealed and delivered for and on behalf of **Greater Hume Shire Council (ABN 44 970 341 154)** by its authorised signatory:

Signature of authorised signatory	Signature of Witness
Name of authorised signatory	Name of Witness
Position of authorised signatory	Address of Witness
	Date

Annexure A – Project Milestones

Item No.	Name of Activity	Description of Activities	Grant (excluding GST)	Your Contribution (excluding GST)	Activity Period	Payment Timing
1	Milestone 1	Council delivers Issues Report for concurrence				28 February 2020
2	Assurance Gateway 1	DPIE concurrence				30 March 2020
3		Deliver draft report for review & feedback				
4	Milestone 2	Deliver Final report for concurrence				30 August 2020
5	Milestone 3	Concurrence on final report	243,424	81,141		30 September 2020
		Capped Grant \$243,424	243,424	81,141		

Annexure B – Scope

Item No	Description	Amount ex GST (\$)	Govt Commitment (\$)	In Kind (\$)
1	Stage 1 – QA and project management	7,658	5,744	1,915
	Information gathering at Council office (5-day visit)	6,700	5,025	1,675
	Start-up meeting	6,042	4,532	1,511
2	Stage 2 - Prepare issues paper for Council and DoI Water's review and concurrence.	60,847	45,635	15,212
	Water supply bulk distribution analysis using InfoWorks Pro	17,791	13,343	4,448
	Culcairn bore water supply – reliability analysis (provisional sum)	25,000	18,750	6,250
	Workshop – To discuss outcomes of the Issues Paper	9,882	7,412	2,471
3	Stage 3 – Options assessment and Scenario analysis			
	Options assessment	24,132	18,099	6,033
	Scenario analysis	24,784	18,588	6,196
	Technical Review Meeting (at Sydney)	5,075	3,806	1,269
4	Stage 4 - Complete Draft and Final IWCM Strategy document and financial plan, including DCERP	47,884	35,913	11,971
	Total (excluding GST)	235,795	176,846	58,949
Item No	Additional Items as determined by department from Issues Report	Amount ex GST (\$)	Govt Commitment (\$)	In Kind (\$)
1	DWMS audit readiness paper	8,960	6,720	2,240
2	72-hour composite analysis for STP influent (one plant)	19,343	14,507	4,836
3	Assessment of options for OSSMS (5 towns)	29,663	22,247	7,416
4	Preparation of 30-year asset renewal plan	9,520	7,140	2,380
	5-day Site visit for inspection and condition assessment	11,402	8,552	2,851
	Update 30-year asset renewal plan			
5	Workshop to present Final IWCM Strategy to Council	9,882	7,412	2,471
	Total (excluding GST)	88,770	66,578	22,193
		324,565	243,424	81,141

Fixing Country Roads and Fixing Country Rail

Improving regional freight connectivity

Fixing Country Roads and Fixing Country Rail are NSW Government programs providing almost \$1 billion of targeted Restart NSW funding for regional freight infrastructure projects. The program aims to improve freight connectivity and effective freight movement.

Food, produce and raw materials feed and power the State – and their efficient movement to market is critical to economic growth in rural areas. In 2016, there were around 255 million tonnes of freight in regional NSW. This is forecast to increase by 12 per cent to 286 million tonnes by 2036.

Fixing Country Roads and Rail supports regional NSW jobs, growth and economic productivity by reducing the cost of getting goods to market. As costs come down, consumers benefit at the till of their local supermarket and exporters become more competitive.

Projects with clear freight benefits, solid business cases and industry support are prioritised.

Fixing Country Roads

- Provides targeted funding to local councils in regional NSW for road projects which improve freight connectivity on Regional and Local roads.
- Helps fund vital road and bridge upgrades to better connect State Roads and key freight hubs such as silos, saleyards and distribution centres.
- Includes truck washes as well as bridge and route load assessments.
- Applications can be made at any time.

Fixing Country Roads funding is \$543 million of which **\$386.8 million*** has been made available for **302 projects**.

Fixing Country Rail funding is \$400 million of which up to **\$210.9 million**** has been made available for **20 projects**.

* Including Fixing Country Truck Washes

** Fixing Country Rail Pilot Round had an additional \$15 million made available for 10 projects. Fixing Country Rail 2019 has an additional \$815K Business Case Funding amount made available for 13 projects.

Freight is worth **\$66 billion** to the NSW economy



Regional NSW produces **255 million** tonnes of freight a year



Transport from paddock to port is **18%** of the cost of grain sold by regional farmers



Regional NSW freight will **grow by 12%** between 2016 and 2036



6,400km of rail lines in NSW



92% of the NSW road network is Local and Regional roads



8,000 local government bridges in NSW



40% of the NSW population live in Regional NSW



Every **100km** out of a truck driver's way costs **\$200**. Unnecessary diverted freight travel will cost NSW businesses almost \$1 billion over the next 20 years.

More information on the Fixing Country Roads and Fixing Country Rail programs is available online or via email

Open application process for Fixing Country Roads



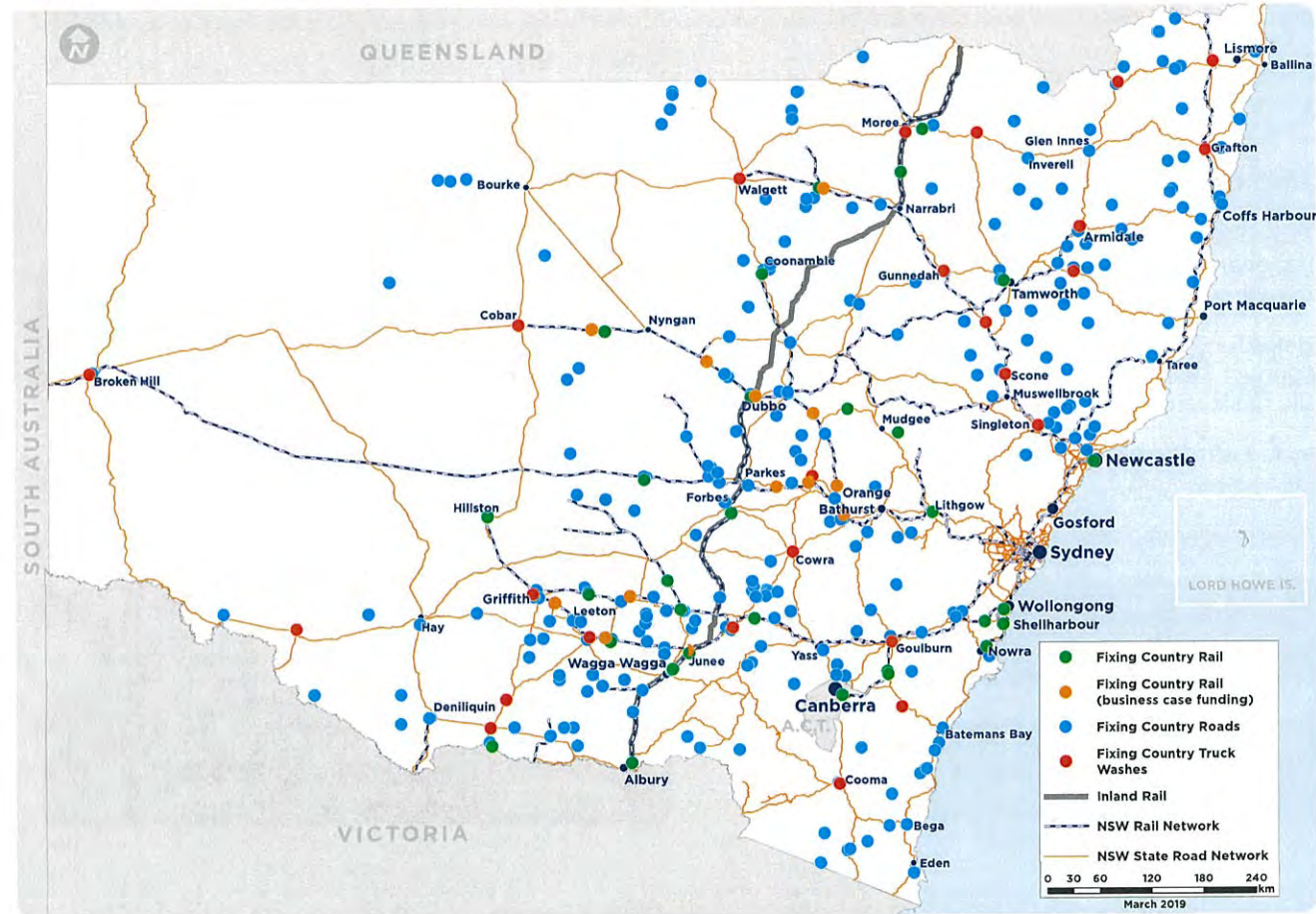
Fixing Country Rail

- Provides targeted funding to rail infrastructure owners and managers, for projects to improve freight connectivity on the regional rail network.
- Funds projects such as new or extended rail sidings, the opening of non-operational rail lines, and network enhancements which allow the use of faster, longer and heavier trains.
- Fixing Country Rail 2019 funding decisions will be informed by the Regional Rail Corridor Strategy and NSW Freight and Ports Plan 2018-2023 developed by Transport for NSW. Suggestions for projects can be emailed to freight@transport.nsw.gov.au



53% of all freight moved in regional NSW is moved by rail. An average container train carries 120 TEU which removes over 80 truck movements from our roads.

Fixing Country Roads, Rail and Truck Washes - successful projects



More information on the Fixing Country Roads and Fixing Country Rail programs is available online or via email



Paul Toole
Minister for Regional Transport and Roads

MEDIA RELEASE

Tuesday, 20 August 2019

APPLICATIONS OPEN FOR FIXING COUNTRY ROADS

Local communities could soon benefit from a share in up to \$150 million in Fixing Country Roads grants to upgrade regional roads, bridges and truck washes across regional NSW.

Minister for Regional Transport and Roads Paul Toole said the NSW Government was committed to delivering better, safer roads infrastructure across the State.

“We’ve now opened the next round of Fixing Country Roads grants, which will build upon the \$386 million already invested by the NSW Liberals and Nationals Government through this program into 302 projects across regional communities,” Mr Toole said.

“This program supports our freight industry by improving the connectivity of local roads, including key freight corridors. This reduces the cost of getting goods to market for local businesses and unlocks greater economic opportunities.”

Parliamentary Secretary for Regional Roads and Infrastructure Chris Gulaptis encouraged councils to submit an application to ensure they get a share of the funding.

“This is a great opportunity for our regional councils to deliver the projects that they know the local community wants,” Mr Gulaptis said.

“Councils can submit a standalone application or partner with other local government areas on larger-scale projects that could help improve the efficiency of the freight task.”

The 2019 instalment is part of a \$543 million commitment for Restart NSW Fixing Country Roads. Applications for the current round will be open until 10 October 2019.

Information on Fixing Country Roads funding criteria, program guidelines and how to submit an application can be found [here](#).

MEDIA: Eleisha Rogers | 0439 867 112

TOURISM AND PROMOTIONS REPORT (August 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: August 2019: 515 walk in, 26 phone calls and 28 emails • Admissions to Submarine Museum, statistics for: August 2019: 49 adults, 16 school children, 79 pensioners, 23 families and 14 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 Referral, 5 x Sign, 1 x Visitor Centre, 2 x Other (Caravan Travel DVD) ○ Age groups: 1 x 19 to 34 years, 3 x 35-54 years, 6 x 55 years or more ○ Travelling Group: 10 x Family ○ Post Codes/Country: 2640, 2756, 2761, 2650, 3000, 2530, 2478 ○ After Visiting VIC will you stay longer: 2 x 1-2 days, 5 x No, 3 x Longer Today ○ Comments: wonderful, great museum, fantastic, absolutely excellent, it was awesome, fantastic exhibition and sub display.
Promotions	To promote Greater Hume as a place to visit or stay, whether for ½ day, full day or more. To assist with the promotion of Greater Hume's many and varied events. Implement the GH Visitor Experience Plan. 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 Spring Edition in Border Mail. • Greater Hume Public Notices • Emailed 'What's On in August 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"> • Instagram, #visitgreaterhume – 267 followers • Individual facebook pages: <ul style="list-style-type: none"> ○ Greater Hume Council – 1387 followers ○ Greater Hume Visitor Information Centre – 448 followers ○ Holbrook Submarine Museum – 858 followers ○ Greater Hume Children's Services – 670 followers ○ Greater Hume Youth Advisory Committee – 277 followers ○ Buy Local in Greater Hume – 324 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.
Greater Hume Council Newsletters	Redesign the format and content of Council's quarterly newsletter to ensure effective and targeted content. Delivery Plan 1.2.1.1.3	<ul style="list-style-type: none"> • Rates Insert has been sent with all Rates Notices. Currently developing the next Council Newsletter to be sent out early November.

TOURISM AND PROMOTIONS REPORT (August 2019)

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. Nomination for Greater Hume's next Top Citizens is currently under way and will be open until December 2019.
Greater Hume Tourism	The Tourism Public Forum Program is held 4 times a year in different community locations across the shire where tourism operators, event organisers and interested members of the public are invited to attend. Delivery Plan 3.3.1.1.02, 3.3.1.1.12	<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	Murray Arts aim is to actively assist the ongoing development of, and participation in, arts and culture throughout the Border region. Implement the Greater Hume Visitor Experience Plan. Delivery Plan 3.3.1.1.04	<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 Arts held the Pygmy Perch exhibition at the Holbrook Hall on 14 August with over 50 attending.
Museums and Heritage	GHS currently has 10 public or private museums and three historical society's. Museum Advisor – In partnership with Albury City Council and Museums and Galleries NSW we have engaged the services of a museum advisor. Delivery Plan 3.3.1.1.14	<ul style="list-style-type: none"> • Finalising Community Museum Disaster Plan. • Themes have nearly been finalised for the "Consequences" exhibition (formerly Aftermath). (Consequences continues the exploration of our regions unique heritage and identity through the investigation of a range of themes related to the impact of World War I in our wider region, with a focus on the social history collections of museums in Albury and Greater Hume including Woolpack Inn and Submarine Museums, Holbrook, Jindera Pioneer Museum, Culcairn Station House Museum, Wymah Museum and Headlie Taylor Header Museum at Henty.) More details on exhibitions and launch currently being finalised. • Kim Biggs has resigned as Museum Adviser and Vanessa Keenan has been contracted as the new Museum Advisor for Greater Hume and Albury. Vanessa has over 14 years' experience in cultural and strategic planning. Working across a broad range of sectors in the arts & cultural industry has given Vanessa a unique base to provide expertise. Vanessa has worked in management roles in the local government and non-profit sectors as well as running a busy consultancy (Acorn Creative Group) since 2010. Vanessa has a strong focus on public art and the provision of cultural services in a local government and regional context.

TOURISM AND PROMOTIONS REPORT (August 2019)

<p>Stronger Country Communities Fund</p>	<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>Delivery Plan 3.3.1.1.04</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. • Round 3 is currently open and will close on 27 September. Greater Hume's allocation is \$794,431. Complementing the Fund's traditional focus on community infrastructure to improve everyday living, in 2019 there will be an increased focus on young people aged 12-24 and a broader scope of eligible projects including programs as well as local infrastructure. Funding applications must seek a minimum of \$50,000.
<p>Murray Regional Tourism</p>	<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>Delivery Plan 3.3.1.1.04, 3.3.1.1.07, 3.3.1.1.16</p>	<ul style="list-style-type: none"> • The Murray – Best Shared During September to November Destination NSW will be conducting a Spring Campaign on the Murray Region called The Murray – Best Shared. <p>Extract from media release, Destination NSW <i>Member for Albury Justin Clancy launched the Best Shared campaign this week which is all about creating remarkable moments you'll want to share, and is designed to encourage more people to visit The Murray region. Aptly named The Murray - Best Shared, the campaign is the result of a collaborative effort between the NSW Government its tourism and major events agency Destination NSW, Destination Riverina Murray and Murray Regional Tourism. It will focus on three key themes: Food and Wine, Nature and Outdoors, and Golf. Mr Clancy said it's an ideal time to book in a short Spring break to The Murray. "Our region has so many wonderful experiences for visitors to discover. Revel in the spectacular natural scenery surrounding the mighty Murray River, where you can also enjoy a breadth of river-based activities such as riding paddle-steamers, fishing, canoeing and water-skiing." Minister for Tourism Stuart Ayres said the campaign has been made possible through Destination NSW's Regional Tourism Fund, which matched Destination Riverina Murray's \$85,000 contribution dollar-for-dollar. The 11-week campaign will primarily feature on Facebook and Instagram and will be complemented by PR activity.</i></p> <p>For Greater Hume, Woomargama National Park was featured (with a recent photo and video shoot) from a Nature and Outdoors perspective, please go here to see 30 second video. Images 4, 5 and 6 in the video are from Woomargama National Park. I think you will agree they are quite stunning. https://www.visitnsw.com/destinations/country-nsw/the-murray, then scoll down to video.</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.

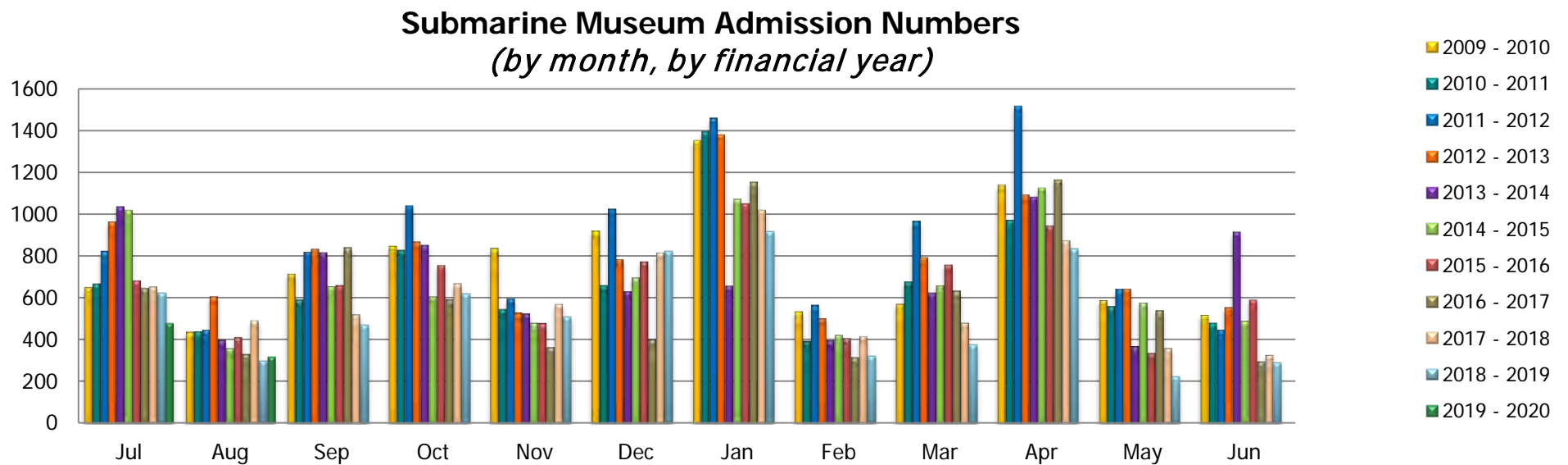
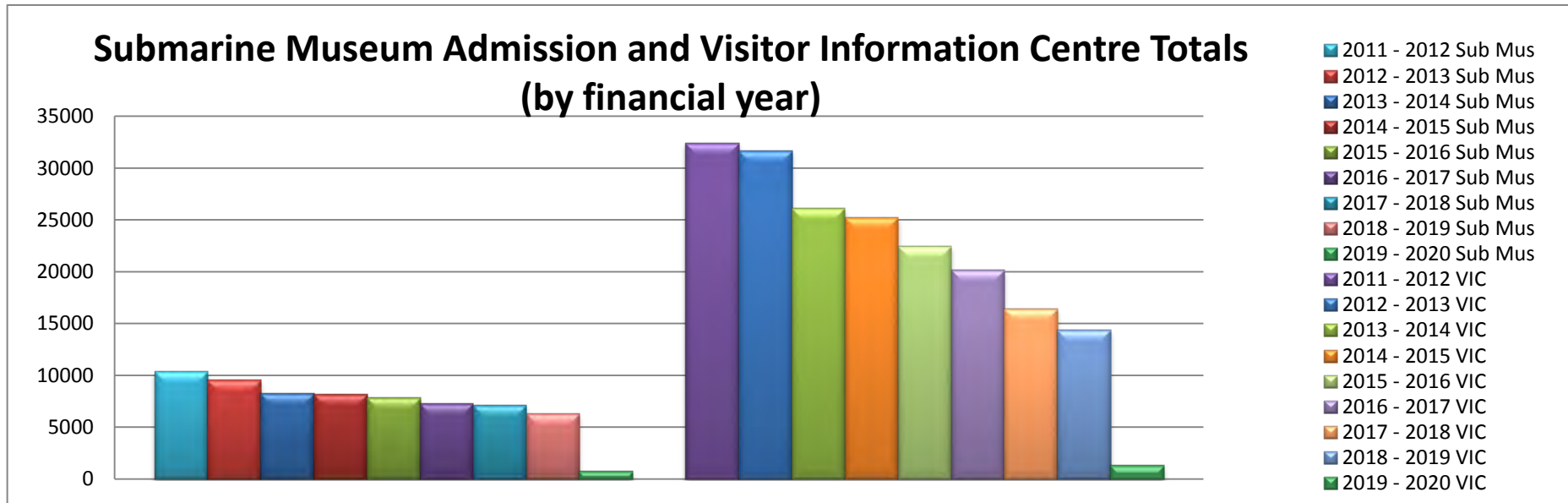
**TOURISM AND PROMOTIONS REPORT
(August 2019)**

New Council Website	Develop a new Greater Hume Council website including a dedicated Have Your Say portal which is compliant with accessibility standards. Delivery Plan 1.2.1.1.4	<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
(August 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:										
August 2019	2344	1134	1651	1227	249	2279	103	600	212	53.14
August 2018	1916	949	1548	824	226	1917	280	409	14	48.76
Visit Greater Hume Website (www.visitgreaterhume.com.au) Statistics:										
August 2019	495	77	227	234	57	345	145	39	0	66.23
August 2018	507	70	280	176	80	337	103	98	3	68.96
Greater Hume Children Services Website (www.ghchildren.com.au) Statistics:										
August 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. Your Greater Hume Council – Careers With Us 2. Contact 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. Destinations – Jindera 3. Destinations – Gerogery 4. Destinations – Walla Walla 5. Destinations – Culcairn <p>www.ghchildren.com.au – top pages:</p> <ol style="list-style-type: none"> 1. Enrol Your Children 2. Meet Our Team 3. Information for Families 4. Business Opportunity for Greater Hume Children Services 5. What's Happening in our Service Community 										

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



GREATER HUME SHIRE COUNCIL

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

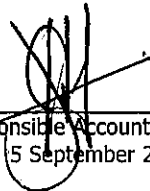
COMBINED BANK ACCOUNT FOR THE MONTH ENDED August 31st, 2019**CASHBOOK RECONCILIATION**

	General Fund	Trust Fund
General Ledger Cashbook Balance as at 1st August 2019	-291,244.53	52,781.04
Cashbook Movement as at 31st August, 2019	492,312.53	0.00
Less: Term Deposits included in Cashbook Balance (Trust only)	0.00	0.00
General Ledger Cashbook Balance as at 31st August, 2019	<u>201,068.00</u>	<u>52,781.04</u>

BANK STATEMENT RECONCILIATION

Bank Statement Balance as at 31st August, 2019	NAB	\$0.00	52,781.04
	Hume	\$83,175.20	
	Bendigo	\$9,683.32	
	WAW	\$4,126.29	
	Total	<u>96,984.81</u>	<u>52,781.04</u>
(LESS) Unpresented Cheques as at 31st August, 2019		-4,201.07	0.00
(LESS) Unpresented EFT Payments as at 31st August, 2019		0.00	0.00
PLUS Outstanding Deposits as at 31st August, 2019		110,179.22	0.00
PLUS / (LESS) Unmatched Cashbook Transactions 31st August, 2019		-1,894.96	0.00
Cashbook Balance as at 31st August, 2019		<u>201,068.00</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
 5 September 2019

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

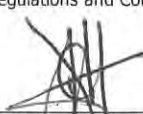
GENERAL MANAGER

MAYOR

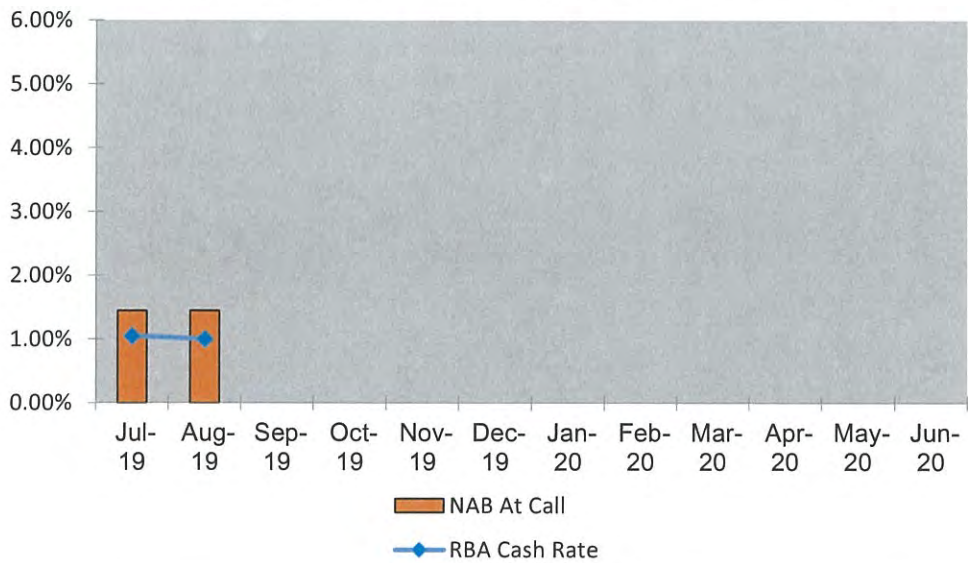
**GREATER HUME SHIRE COUNCIL
COMBINED INVESTMENT ACCOUNT - MONTH ENDED 31 August 2019**

Investment Number	Financial Institution	Rating	Amount Invested	Interest Rate %	Term (Days)	Date Invested	Maturity Date
<u>National Australia Bank</u>							
GHS180	NAB	A- 1+	509,765.32	2.55%	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
GHS197	NAB	A- 1+	500,000.00	1.70%	184	28-Aug-19	28-Feb-20
GHS184	NAB	A- 1+	506,482.20	2.15%	274	06-Jun-19	06-Mar-20
	NAB	A- 1+	<u>6,131,322.30</u>	1.45%	@ Call	27-Apr-09	Variable
			<u>9,147,569.82</u>				
<u>Hume Bank</u>							
GHS193	HUME	Unrated	500,000.00	2.80%	365	29-Dec-18	29-Dec-19
GHS190	HUME	Unrated	500,000.00	2.10%	184	08-Aug-19	08-Feb-20
GHS054	HUME - Trust	Unrated	65,064.84	2.60%	366	01-Mar-19	01-Mar-20
GHS189	HUME	Unrated	500,000.00	2.30%	275	07-Jul-19	07-Apr-20
GHS251	HUME	Unrated	46,751.06	2.50%	366	02-May-19	02-May-20
GHS074	HUME	Unrated	500,000.00	2.60%	366	05-May-19	05-May-20
GHS192	HUME	Unrated	500,000.00	2.60%	366	08-May-19	08-May-20
GHS160	HUME	Unrated	500,000.00	2.40%	366	19-Jun-19	19-Jun-20
GHS200	HUME	Unrated	500,000.00	2.40%	366	20-Jun-19	20-Jun-20
GHS205	HUME	Unrated	500,000.00	2.40%	366	23-Jun-19	23-Jun-20
GHS142	HUME - Trust	Unrated	48,232.89	2.30%	366	30-Jun-19	30-Jun-20
GHS203	HUME	Unrated	500,000.00	2.10%	366	20-Jul-19	20-Jul-20
GHS155	HUME	Unrated	500,000.00	2.10%	366	25-Jul-19	25-Jul-20
GHS123	HUME	Unrated	500,000.00	2.10%	366	29-Jul-19	29-Jul-20
			<u>5,660,048.79</u>				
<u>Bendigo Bank</u>							
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
GHS177	BENDIGO	A-2	500,000.00	1.85%	92	07-Aug-19	07-Nov-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
GHS182	BENDIGO	A-2	500,000.00	1.85%	122	07-Aug-19	07-Dec-19
GHS186	BENDIGO	A-2	500,000.00	2.40%	214	07-May-19	07-Dec-19
GHS161	BENDIGO	A-2	500,000.00	2.40%	214	09-May-19	09-Dec-19
GHS098	BENDIGO	A-2	250,000.00	2.35%	214	06-Jun-19	06-Jan-20
GHS185	BENDIGO	A-2	500,000.00	2.35%	214	07-Jun-19	07-Jan-20
			<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			25,447,569.82				
Trust Fund Total			<u>177,557.27</u>				
			<u>\$25,625,127.09</u>			Total Investment at	31-Aug-19
			2.12%			Average Rate of Interest on Investment	
			2.28%			Average Rate of Interest over 12 Months	

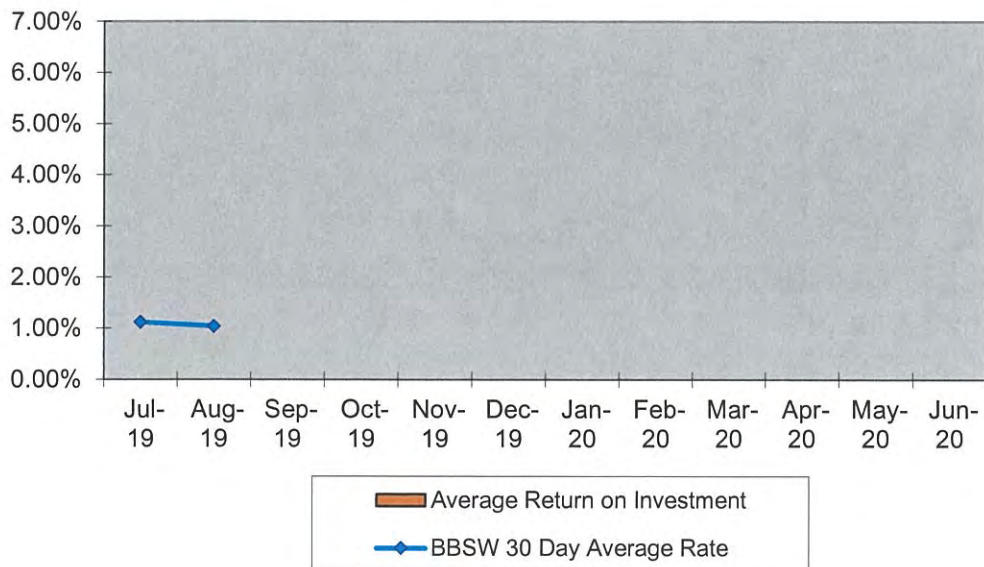
This is the Schedule of Investments presented to Council for consideration on 18th September 2019. I hereby certify that the investments have been made in accordance with Section 625 of the Local Government Act, 1993, the Regulations and Council's Investment Policy.

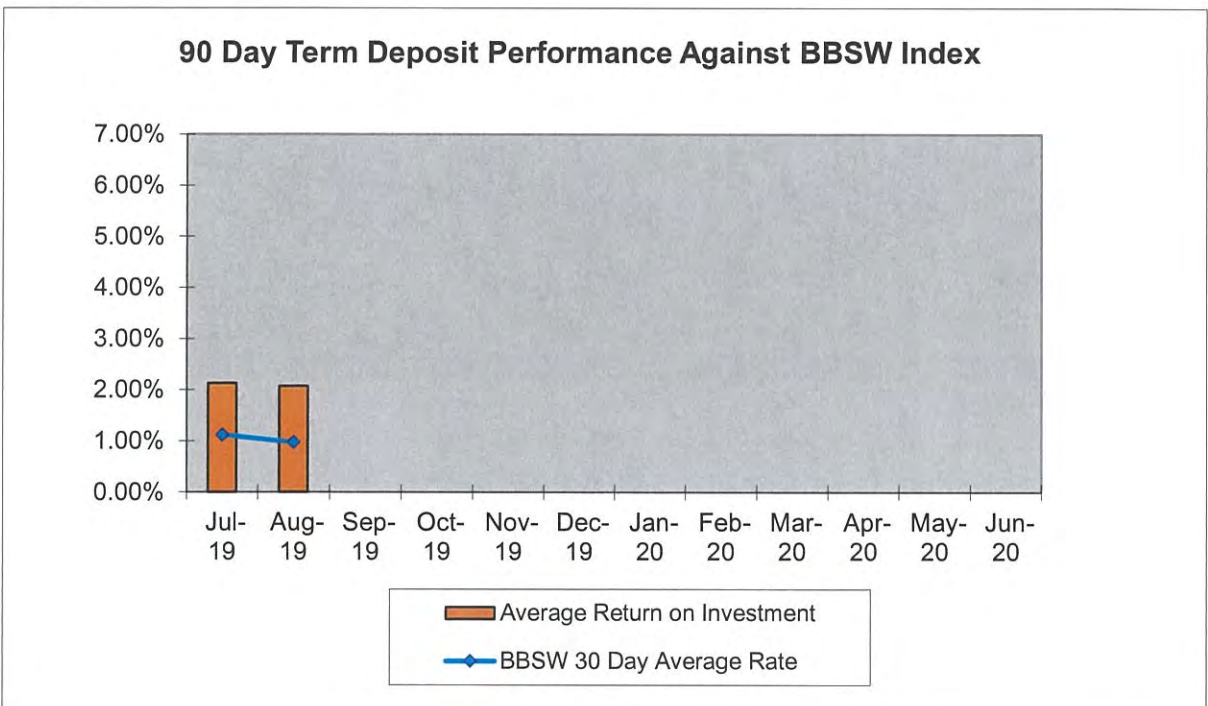
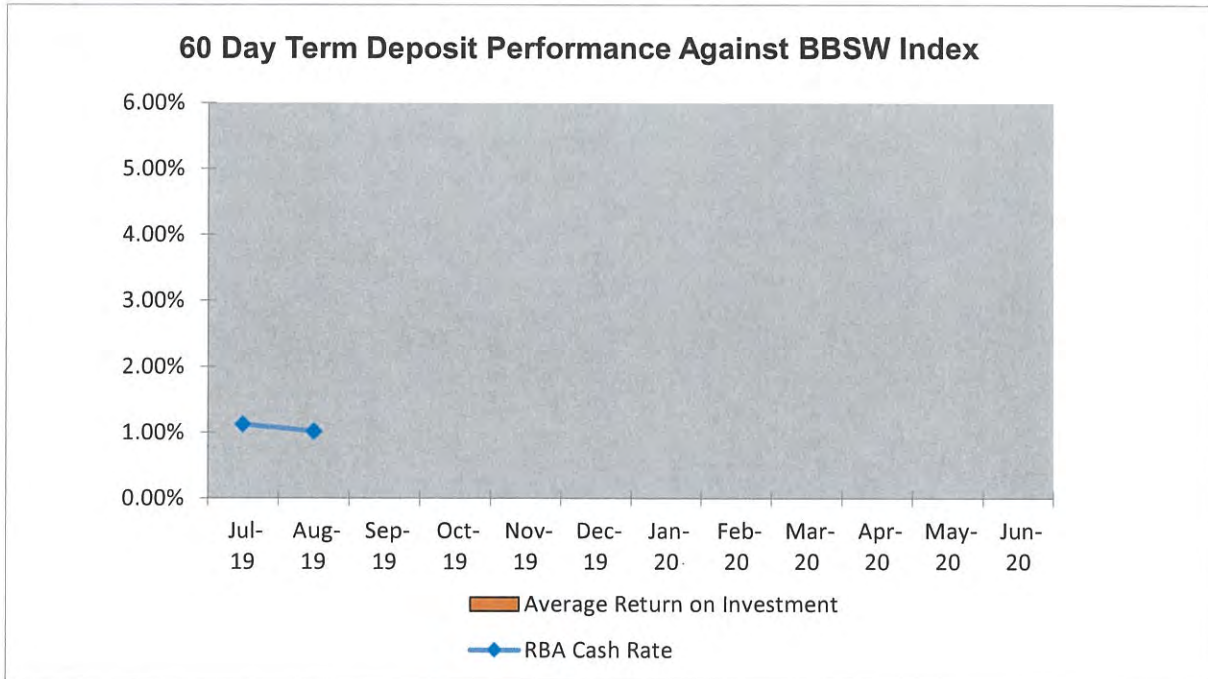

 Responsible Accounting Officer
 Thursday, 5 September 2019

Cash Fund Performance Against RBA Cash Rate

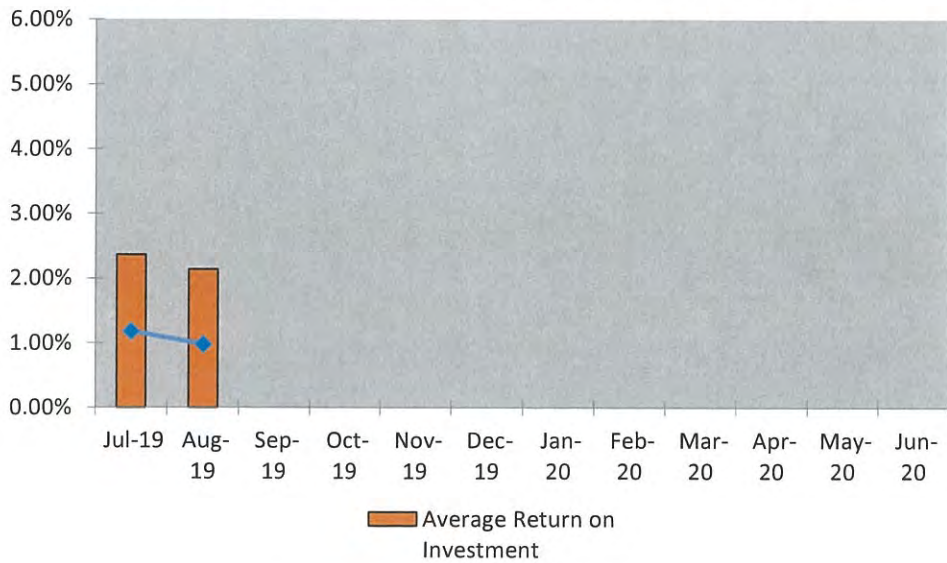


30 Day Term Deposit Performance Against BBSW Index

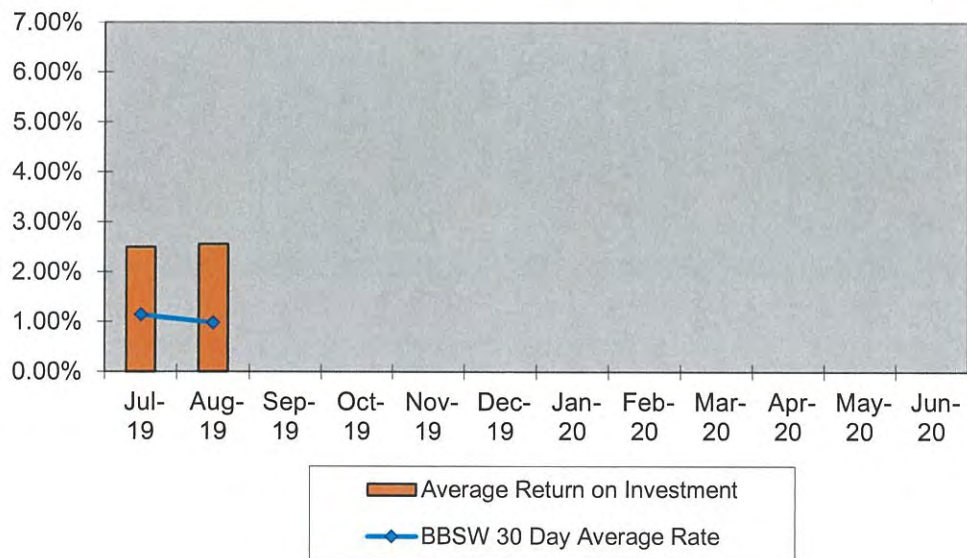




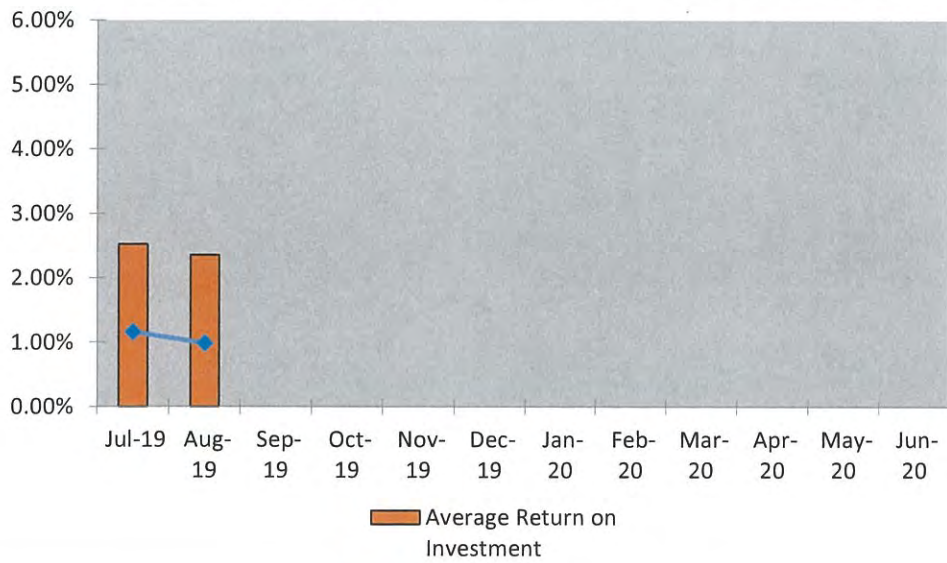
120 Day Term Deposit Performance Against BBSW Index



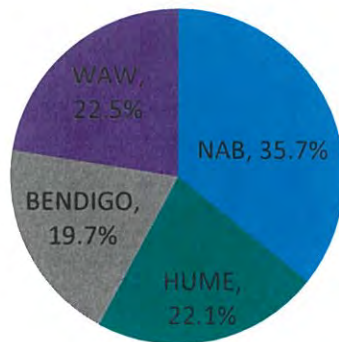
150 Day Term Deposit Performance Against BBSW Index



180 Day Term Deposit Performance Against BBSW Index



INVESTMENT DISTRIBUTION



Applications Approved

c_dm073

Approved Between 1/08/2019 and 31/08/2019

17/09/2019

Application No.	Location	Development Type	Est. Cost	Received	Determination	Total Elapsed Days	Stop Days	Adjusted Elapsed Days	
DA/2019/24	Applicant: Phillip Watt Pty Ltd 115-119 Mitchell ST JINDERA Lot: 3 DP: 1073615	Shed Extension Alfresco & Carport	\$70,000	27/02/2019	Approved – Councillors	21/08/2019	46	130	46
DA/2019/71	Applicant: Rob Pickett Design 197 Urana RD JINDERA Lot: 2 DP: 801591	New Food Technology Classroom	\$220,000	11/06/2019	Approved	1/08/2019	38	14	38
DA/2019/74	Applicant: R J Staines 741 Bowna RD MULLENGANDRA Lot: 2 DP: 1047889	Dual Occupancy - Granny Flat & Shed Stage 1 - Dwelling Stage 2	\$430,000	19/06/2019	Approved	12/08/2019	19	72	38
DA/2019/74	Applicant: R J Staines 741 Bowna RD MULLENGANDRA Lot: 2 DP: 1047889	New Granny Flat & Shed - As Modified	\$0	22/08/2019	Approved	23/08/2019	2	0	4
DA/2019/81	Applicant: P Kupresak 20 Charles ST GEROGERY WEST Lot: 4 Sec: 26 DP: 758436	New Patio & Porch	\$12,716	25/06/2019	Approved	28/08/2019	20	135	60
DA/2019/86	Applicant: J G Stratton 1019 Urana RD JINDERA Lot: 1011 DP: 1068269	New Shed	\$40,500	2/07/2019	Approved	12/08/2019	8	34	8
DA/2019/87	Applicant: Bear Steel Constructions Pty Ltd 5288 Olympic HWY HENTY Lot: 26 DP: 13322	New Shed	\$18,965	9/07/2019	Approved	1/08/2019	10	14	10
DA/2019/88	Applicant: Peter Bowen Homes 16 Spurr ST HOLBROOK Lot: 104 DP: 259562	New Dwelling & Garage	\$319,670	10/07/2019	Approved	13/08/2019	26	9	26

Applications Approved



c_dm073

Approved Between 1/08/2019 and 31/08/2019

17/09/2019

Application No.	Location	Development Type	Est. Cost	Received	Determination	Total Elapsed Days	Stop Days	Adjusted Elapsed Days
DA/2019/89	Applicant: K A Felton 103 Dunwandren La JINDERA Lot: 21 DP: 1143963	2 Lot Subdivision	\$0	11/07/2019	Approved – Councillors	42	0	42
DA/2019/90	Applicant: M Galvin 6 Durakar CL JINDERA Lot: 1 DP: 1203870	New Shed	\$35,000	11/07/2019	Approved	16	21	16
DA/2019/92	Applicant: Conquest Pools 1039 Morven Cookardinia RD COOKARDINIA Lot: 161 DP: 659978	New Swimming Pool	\$42,140	15/07/2019	Approved	18	0	18
DA/2019/94	Applicant: Gray Building & Construction 49 Main ST BROCKLESBY Lot: 290 DP: 753724	New Shed	\$10,725	16/07/2019	Approved	28	0	28
DA/2019/97	Applicant: Gray Building & Construction 46 Mulgrave RD JINDERA Lot: 524 DP: 1236708	New Shed	\$19,945	1/08/2019	Approved	20	0	20
DA/2019/98	Applicant: S L King 598 Woomargama WY WOOMARGAMA Lot: 251 DP: 753359	New Dwelling & Garage	\$440,000	2/08/2019	Approved	28	0	56
DA/2019/99	Applicant: Bear Steel Constructions Pty Ltd 205 Coogera CCT JINDERA Lot: 513 DP: 1236708	New Shed	\$19,960	2/08/2019	Approved	20	0	20
CDC/2019/28	Applicant: HDLA Constructions and Pools 111 Mitchell ST JINDERA Lot: 1 DP: 1073615	New Swimming Pool	\$54,805	5/08/2019	Approved	5	0	5

ANNEXURE 20

Applications Approved



c_dm073

Approved Between 1/08/2019 and 31/08/2019

17/09/2019

Application No.	Location	Development Type	Est. Cost	Received	Determination	Total Elapsed Days	Stop Days	Adjusted Elapsed Days
CDC/2019/29	Applicant: S J McRitchie 205 Coogera CCT JINDERA Lot: 513 DP: 1236708	New Swimming Pool	\$47,269	5/08/2019	Approved – Private Certifier	1	0	2
CDC/2019/30	Applicant: Get Wet Pools 8 Cade CT JINDERA Lot: 15 DP: 1249885	New Swimming Pool	\$38,625	8/08/2019	Approved – Private Certifier	1	0	1
CDC/2019/31	Applicant: Kadsade Pty Ltd 53 Adams ST JINDERA Lot: 1 DP: 858530	Alterations & Additions to Dwelling	\$98,000	15/08/2019	Approved – Private Certifier	1	0	1

Report Totals & Averages

Total Number of Applications : 19

Total Estimated Cost : 1,918,320.00

Average Elapsed Calendar Days: 45.68


Average Calendar Stop Days: 22.58

Average Adjusted Calendar Days: 23.11

Total Elapsed Calendar Days: 868.00

Total Calendar Stop Days: 429.00

Total Adjusted Calendar Days: 439.00


Director Environment & Planning
Greater Hume Shire Council

MINUTES
GREATER HUME COUNCIL AUDIT, RISK AND IMPROVEMENT COMMITTEE,
HELD ON 10 SEPTEMBER 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
 Dean Hart – Chief Financial Officer, Greater Hume Council
 Camilla Webb – Accounting Officer, Greater Hume Council
 Brad Bohun – External Auditor, Crowe Albury

Apologies: Cr Denise Knight – Greater Hume Council

Meeting Commenced 10.08am

ITEM 1 Welcome and Apologies

RESOLVED [Cr Wilton/Cr Quinn]

That the apology received from Cr Osborne 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 6 August 2019

RESOLVED [Cr Quinn/Cr Wilton]

That the Minutes of the Greater Hume Council Audit, Risk and Improvement Committee meeting held on 6 August 2019 as printed and circulated be confirmed as a true and correct record of the proceedings of the meeting.

ITEM 5 External Audit – Review of 2018/2019 Draft Annual Financial Statements

The 2018/2019 Draft Annual Financial Statements were tabled and considered by the Committee. The following matters were raised during discussions:

Chief Financial Officer, Dean Hart, presented a summary of the Financial Statements for the benefit of the Committee.

- Not expecting any material changes to the major financial reports
- Reduction in Net Operating Result the result of decrease in operating grants received in 2018/19 compared to 2017/18
- Overall increase in Total Equity of \$8m
- Infrastructure renewal ratio of 115% achieved which indicates that Council is renewing its assets in excess of depreciation
- Roads infrastructure assets to be revalued during 2019/20 financial year

MINUTES**GREATER HUME COUNCIL AUDIT, RISK AND IMPROVEMENT COMMITTEE,
HELD ON 10 SEPTEMBER 2019 AT GREATER HUME CHAMBERS, CULCAIRN**

Comments presented by Committee Chair, David Maxwell:

- Cash Expense Cover Ratio of 12.5 confirms that Council has significant cash reserves on hand and that Council has the capacity to fund additional works from cash reserves if deemed appropriate.
- Page 11 Note 1. Chair offered suggested alternative wording to shorten the length of commentary in the Note
- Page 14 Note 2(a). Amount of \$5,445 in Continuing Grants 2019 shown in "Other" should be shown in "General Purpose Income". To be amended however no impact on final result.
- Page 17 Note 3. Asbestos Waste Disposal Charges. General Manager advised that income is the result of waste fees payable to dispose of building waste from demolished houses in Holbrook and Culcairn
- Page 25 Note 4. Increase in depreciation for swimming pools is the result of construction of new pools in Holbrook and Henty.
- Page 27 Note 5. Loss on disposal on infrastructure assets largely the result of disposal of sections of road that have been reconstructed
- Page 31 Note 6(c). Discussion around large number of internal restrictions detailed in the financial statements. General Manager advised that it is important that each reserve be listed and separately identified
- Page 32 Note 7. Chair questioned large decrease in User charges and fees and large increase in Government grants and subsidies. CFO to review in conjunction with external auditors
- Page 43 Note 11. Chair questioned amount quoted as unrestricted access to lease facilities of \$340k. CFO advised that the facility is part of Council's banking package with NAB
- Page 44 Note 12. CFO advised that the amount restricted largely corresponds with the amount of annual leave payables.
- Page 57 Note 17. CFO advised that the Authority software package does not produce a receivables report that details the ages of receivables by year
- Page 58 Note 17. Typing error to be corrected
- Page 70 Note 20. General Manager advised that Council is still receiving some contributions under the former Hume Shire s94 Plan and payments received are detailed in this note.
- Page 79. Heading at bottom of page to be removed

RESOLVED [Cr Wilton/John Batchelor]

That the Audit, Risk & Improvement Committee reports as follows:

1. It has considered the unaudited draft Annual Financial Statements, Special Purpose Reports and Special Schedules and asked such questions as it considered appropriate of Council's finance staff and auditors in attendance, and is satisfied with the responses received.
2. It acknowledges that the audit is as yet incomplete and further issues may arise prior to completion.
3. It requests that a report be submitted to its next meeting of any significant changes made to the statements as part of the completion process, and that the Chairman be advised of these prior to completion of Council's certificates.
4. Subject to the above, it is not aware of any matter that would prevent the Council from executing the certificates to the Annual Financial Statements and Special Purpose Reports required by section 413(2)(c) of the Local Government Act 1993.

MINUTES
GREATER HUME COUNCIL AUDIT, RISK AND IMPROVEMENT COMMITTEE,
HELD ON 10 SEPTEMBER 2019 AT GREATER HUME CHAMBERS, CULCAIRN

ITEM 6 Reports from Other Agencies

a. Verbal Report from General Manager

No issues to report.

RESOLVED [John Batchelor / Cr Quinn]

That General Manager's verbal report be received and noted

All staff left the meeting at 11.28am.

All staff returned to the meeting at 11.30am

RESOLVED [Cr Quinn/Cr Wilton]

That the private discussions between the Committee and External Auditor be received and noted

Next meeting dates

Tuesday 12 November 2019

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

There being no further business the meeting closed at 11.32am

JINDERA COMMUNITY FORUM
MINUTES OF MEETING
 18 June 2019

OPENING OF GENERAL MEETING: 7:30pm

CHAired BY: G Finster

ATTENDANCE: Peter White, Pat Hayes, Monty Newman, Cheryl Ingrey, April Piltz, Kathy Anderson, Greg Finster.

APOLOGIES: Jenny O'Neill, Darryl Gabriel, Robert Done, Brad Hore, Denise Osborne.

Moved: P White

2nd: P Hayes

MINUTES OF PREVIOUS MEETING: Held on 16 April 2019.

Moved: P Hayes

2nd: C Ingrey

BUSINESS FROM PREVIOUS MEETINGS:

Recreation Path – G Finster read the agenda for Greater Hume Council meeting tomorrow night and noted that the recreation path was on the agenda due to some 63 submissions to the 2017/21 Council Delivery Program. C Ingrey outlined that she had counted vehicles on the Jindera Gap noting that there were 550 vehicles counted in 51 minutes over 3 days. Discussions were also centred around the previous groundwork on the path some ten years ago, and the original submission to Council.

Pech Avenue Parkland Blocks – There are 5 submissions to GHC on the rezoning of the relevant blocks for proposed selling. These submissions will be presented to Council at tomorrow night's Council meeting.

Lions Club – The club has now formed in Jindera with a new committee.

Jelbart Road Development – The outcome was not known for this, as there were no Council members in attendance to further advise.

Funding of Holbrook Rec Ground – Councillor M Hicks was not in attendance to address the question from the previous meeting. Discussion indicated that Holbrook has a special arrangement which is different to the other grounds throughout the Shire.

Forum Chairman & Elections – Brad Hore has offered to become chairman, pending other previous commitments.

Multi-Purpose Stadium – It was noted that the closing date for comment on the plans for the new stadium is July 1. Residents are encouraged to respond to

CORRESPONDENCE IN:

Email from Greater Hume Visitor Information – What's On May 2019 (emailed).
 Email from Marg Killalea (GHC) re minutes of Council meeting 17April2019 (emailed).
 Email from Marg Killalea (GHC) re Council News April 2019 (emailed).
 Email from Charles Leaney re formation of Jindera and District Branch Lions Club.
 Email from Marg Killalea (GHC) re previous Forum minutes.
 Email from Betty Chaloner (GHC) re land reclassification community bulletin (emailed).
 Email from Betty Chaloner (GHC) re Jindera Multi-Purpose Hall "Have Your Say" (emailed).
 Email from Betty Chaloner (GHC) re Jindera Library now open (emailed).
 Email from Betty Chaloner (GHC) re Tech Savvy Seniors Training (emailed).
 Email from Marg Killalea (GHC) re agenda for Council's May meeting (emailed).
 Email/Letter from Greg Blackie (GHC) in response to Molkentin Rd footpath, seating near tennis courts & trees.
 Email from Marg Killalea (GHC) re minutes of Council meeting 15May2019 (emailed).
 Email from Marg Killalea (GHC) re Council News May 2019 (emailed).
 Email from Greater Hume Visitor Information – What's On June 2019 (emailed).
 Email from Susan Kane (GHC) re invitation to Jindera Library opening.

Email from Sharon Feuerherdt (GHC) re agenda for Council's June meeting (emailed).

CORRESPONDENCE OUT:

Letter of support for Rural Care Link re funding for emergency and information signage at Jindera Fire Brigade shed.

GENERAL BUSINESS:

St Mary's Catholic School Crossing – K Anderson outlined the background of problems re drivers not giving way and near misses at the St Mary's School crossing, and a subsequent approach to the Forum from a family member. On contacting Kim Schultz (GHC), she indicated that she is happy to re-visit improving the crossing with the RMS, and is happy to approach the school from which the initial request needs to be made. Kim requested letters of support/details from families, and also from the Forum. K Anderson to write a letter of support.

Library Opening – It was noted that the Jindera Library is being opened on June 25. Monty Newman praised the existing Riverina Mobile Library service which visits Jindera.

Rates – P White reported that he has chased Council re the Dec2017 policy on equalising the rating between farmland and residential over 3 years. It was noted that Year 1 was actioned, however, this current year was overlooked, and Council has promised to re-group next year to catch up.

Garage Sale – Discussions came up with comments re the need for an improved map and that people indicated they did not know the sale was on, so questioning - "what is enough advertising? It was suggested that the signage on the entrances to Jindera would improve the advertising.

Community Signage – P Hayes spoke re the need for better advertising of events in Jindera. He suggested that community signage needs to be erected at the 3 main entrances to Jindera in order to achieve improved advertising.

MEETING CLOSED: 8:53pm
NEXT MEETING: 20 August 2019

Note – Meeting Dates for 2019 – August 20 and October 15.



Murray Darling Association Inc.

ANNEXURE 21

admin@mda.asn.au

www.mda.asn.au

T (03) 5480 3805

ABN: 64 636 490 493

250 Anstruther Street

P.O. Box 1268

Echuca, Vic 3564

3rd Floor, 553 Kiewa Street

P.O. Box 359

Albury, NSW 2640

Region 1 Ordinary Meeting

Date: Friday 23 August 2019, Start Time: 10.30am

Location: Robert Brown Room

Address: AlburyCity Council, 553 Kiewa Street, Albury

MINUTES

1. ATTENDANCE

1.1 Present

Cr David Thurley	AlburyCity Council
Cr Bernard Gaffney	Indigo Shire
Cr Terry Weston	Greater Hume Shire
Susan Bennett	City of Wodonga
David Wortmann	Towong Shire
Cr Tony Quinn	Greater Hume Shire
Geoff Lucas	Private Member
Cr Pat Bourke	Federation Council
Adrian Butler	Federation Council
Guest: Dr Lynette Bettio	Bureau of Meteorology

1.2 Apologies

Alex Anthony	Murray Darling Basin Authority Albury Wodonga office
Mr Bill Tilley MP	
Ms Sussan Ley	Federal Member for Farrer
Cr Heather Wilton	Greater Hume Shire
Bridgett Leopold	RAMJO CEO
Andrew Lawson	AlburyCity Council
Sarah Nicholas	Alpine Shire
Cr Ron Mildren	City of Wodonga
Brad Ferris	AlburyCity Council
Greg Whorlow	AlburyCity Council
Mark Verbaken	City of Wodonga
Cr Scott Upston	Benalla Rural City Council

2. WELCOME

2.1 Cr David Thurley – Chair Region 1

Cr Thurley welcomed members and guests to the meeting and declared the meeting opened and noted the apologies received.

Moved: David Wortmann, Seconded: Tony Quinn

MOTION

That the apologies be accepted.

CARRIED

3. Declaration of Interests

There were no Declaration of Interests received by the Chairperson.

4. MINUTES

3.1 Minutes of the previous meeting on Friday 24 May 2019 in Albury.

Moved: Tony Quinn, **Seconded:** Cr Tony Weston

MOTION

That the minutes of the Murray Darling Association Region 1 meeting held on Friday 24 May 2019 in Albury be accepted.

CARRIED

5. CEO / Chairman's Report

5.1 CEO's Report

5.2 Chairman's Report

5.3 MDA Board Meeting 388 Minutes

Moved: David Wortmann **Seconded:** Geoff Lucas

MOTION:

That the Murray Darling Association Region 1 receive and note the reports.

CARRIED

6. GENERAL BUSINESS

6.1 Cap on water buybacks – not consistent especially in the north

6.2 MDBA Memorandum of Understanding - signed copies are available.

6.3 2019 National Conference & AGM – 22-24 October 2019, Toowoomba QLD

7. STAKEHOLDERS PRESENTATION

7.1 Dr Lynette Bettio/Senior Climatologist – Climate Information Services

Moved: David Thurley, Seconded: Acclamation

MOTION:

That the Murray Darling Association Region 1 receive and note the presentation by Dr Lynette Bettio.

CARRIED

8. NEXT MEETING

8.1 Friday 22 November 2019 – Federation Council.

9. CLOSE

9.1 The meeting closed at 11.40am.

*The Murray Darling Association acknowledges and thanks
AlburyCity for arranging and hosting this meeting of Region 1.*



Minutes

1. Date and time

Wed 24 Jul 2019, 7pm, Walla Walla Public School

2. Committee members present (7 people)

Dorothy Brinkman, Helen Duncan, Andrew Kotzur, Kim Lieschke, Dan Mueller, Daniel Nadebaum, Graeme Sheppard.

3. Community observers present (0 people)

4. Apologies

John Borchert, Geoff Dunlop, Steve Froudish, Raquel Ortega

5. Opening

Meeting opened at 7:06pm.

6. Minutes of previous meeting (3 Jul 2019)

RESOLVE: Minutes of previous meeting be accepted.

Moved: Andrew K. Seconded: Dorothy B. CARRIED.

7. Business arising from previous minutes

(a) Pathways Employment Expo evaluation.

Action: Daniel N to follow-up.

Correspondence

8. Correspondence in

(a) 11 July 2019 – Talia Stump

Fairfield Assyrian community on SBS:

<https://www.sbs.com.au/ondemand/program/where-are-you-really-from>

Action: Dan M to add link to Refugee Facebook page.

(b) 24 July 2019 – Marg Killalea

Follow-up from Pathways Employment Expo.

Action: Daniel N to follow-up.

(c) 24 July 2019 – Talia Stump

Email connecting WWRRRC with SSI for upcoming visit.

(d) Various other correspondence regarding Assyrian visit.

9. Correspondence out

(a) 23 Jul 2019 – Meeting reminder.

(b) 24 Jul 2019 – Minutes and agenda.

General business

10. Assyrian bus visit (17–18 Aug)

Tasks to prepare for the upcoming visit:

Confirm SPC dorms available (Andrew K).

Item	Action
<p>Send jobs to Dan M (various), update jobs list (Dan M in Geoff's absence).</p> <p>Work with SSI, send them jobs list (Daniel N).</p> <p>Reach out to the community for rentals via newsletter mailing list, Community and Refugee Facebook page (Dan M, Raquel O).</p> <p>Seek funding: RDA Murray? Red Cross? (Daniel N).</p> <p>MCNSW has generously offered to fund the bus!</p> <p>Inform council of visit (Daniel N).</p> <p>Ask visitors to bring own linen again.</p> <p>Same/similar program to second visit, including trip to Albury on Sunday morning. Possibly visit football/netball in Walla on Sat 17 Aug. Daniel N to finalise program.</p> <p>BBQ lunch at SPC (Daniel N).</p> <p>Community bring-and-share dinner at Lutheran church hall (Dan M)</p> <p>Breakfast at SPC (Raquel O?, Dorothy B?).</p> <p>Approach Uncle Toby's to provide breakfast cereals? (Helen D).</p>	
<p>11. Next meeting</p> <p>Wed 21 Aug 2019, 7pm, WWPS</p>	
<p>12. Close</p> <p>The meeting was closed at 7:29pm.</p>	

Cr Doug Meyer OAM Attendance Logs Sept 25 2018 to Sept 25 2019 as Deputy Mayor

26-09-18 Greater Hume Council Culcairn
 29-09-18 Jindera 150 Centenary Dinner

03-10-18 GHC Workshop Solar
 12-10-18 Opening Lockhart Water Tower RWCC
 15-10-18 Henty CDC Streetscape Meet
 17-10-18 Director Meeting RWCC
 17-10-18 GHC Meeting Holbrook
 21-10-18 LGA Conference Albury to 24th
 Including Gwydir Drs Rally
 29-10-18 Henty CDC Meeting
 30-10-18 Albury Solar Meet

06-11-18 Police Meeting Albury
 08-11-18 Mayors ReRoc Meeting Wagga
 09-11-18 Henty Streetscape Opening
 09-11-18 NSW Fire & Rescue Opening
 09-11-18 Bendigo Bank Anniversary
 11-11-18 Remembrance Day Cookardinia Speaker
 As Dep Mayor
 17-11-18 Welcome Assyrian Community Walla Walla
 21-11-18 GHC Walla Walla Meeting
 26-11-18 Meet Linda Scott Chair LGA Holbrook
 25-11-18 Welcome New Doctors Henty Club Function
 26-11-18 Meet Linda Scott Chair LGA Holbrook
 26-11-18 HCDC
 27-11-18 RO Preferences Hlbrook Workshop
 28-11-18 NSW Farmers Culcairn Club Meeting
 29-11-18 Director RWCC Meeting
 30-11-18 GHC Henty Review Meeting
 30-11-18 Welcome Justin Clancy Henty Club

03-12-18 Disabled Morning Culcairn
 03-12-18 Childcare Meeting GHC.
 05-12-18 GHC Workshop
 06-12-18 ReRoc Meeting Wagga
 12-12-18 Opening Dunns Resovior & RWCC Board Meet
 13-12-18 Henty School Presentation
 16-12-18 Justin Clancy afternoon Culcairn
 17-12-19 Shire Childcare Meeting Henty with MHR's Laundry & Ley.
 18-12-18 Billabong School Presentation
 19-12-18 GHC Meeting Culcairn
 21-12-18 Culcairn Sign Minutes &
 Thomson Funeral

03-01-19 Albury Headlie Taylor Header Meeting
 10-01-19 Skateboard Meeting Culcairn
 17-01-19 Culcairn Hospital Inspection

25-01-19 Walla Walla Pre Centenary Aus Day Meet
 26-01-19 Australia Day Celebrations Walla Walla
 28-01-19 HCDC Meeting

01-02-19 Rail Crossing Announcement Graincorp Meeting HBC
 08-02-19 MLHD Meeting
 13-02-19 Roads Workshop Culcairn
 15-02-19 Reroc Meeting Wagga
 18-02-19 Henty LHAC Discussion Culcairn
 20-02-19 GHC Meeting Holbrook
 25-02-19 Henty CDC Meeting 6.30pm
 25-02-19 Walla CDC Meeting 7:30pm
 27-02-19 RWCC Board Meeting and Management Reviews

01-03-19 Henty CDC Meeting
 02-03-19 Shire Roads Tour
 04-03-19 Director RWCC Meeting Wagga City Council
 06-03-19 GHC Workshop
 13-03-19 GHC Workshop
 20-03-19 GHC Meeting Carabost
 22-03-19 NSW Farmers Sola Meeting
 25-03-19 Henty CDC Meeting
 26-03-19 RWCC Energy Conf.

03-04-19 RWCC Directors Meeting
 03-04-19 GHC Workshop
 08-04-19 Host Federal Education Minister Tehan & Sussan Ley MHR Childcare Centres
 10-04-19 GHC Henty Sports Community
 12-04-19 GHC Youth Festival Henty
 12-04-19 Henty Arts Festival
 17-04-19 Police Meeting Albury
 17-04-19 Bush Fire Management Albury
 17-04-19 GHC Meeting Culcairn
 23-04-19 RWCC Directors Meeting Holbrook
 25-04-19 Anzac Day Ceremonies Henty
 29-04-19 HCDC Meeting Henty

12-05-19 Orange Grove invitation with K Mack pre Election
 16-05-19 GHC Meeting Holbrook
 18-05-19 Federal Election – Henty
 20-05-19 Henty Sportsground Master Planning
 27-05-19 HCDC Meeting
 31-05-19 Red Cross Fish & Chip Night Henty

05-06-19 GHC Workshop Boundaries

19-06-19 GHC Meeting Culcairn
 24-06-19 HCDC Meeting
 25-06-19 Jindera Library Opening
 26-06-19 Directors Meeting RWCC

26-06-19 Henty Lions Club Speaker
29-06-19 Culcairn Lions Club Speaker

03-07-19 GHC Workshop Culcairn
04-07-19 Elwyn Kotzur Funeral
15-07-19 Henty Sportsground Meeting
17-07-19 GHC Holbrook
25-07-19 Review with J Clancy & GM
29-07-19 HCDC Meeting
31-07-19 Doctors Meeting Wagga

07-08-19 GHC Workshop Planning
14-08-19 RWCC Review Wagga all Day
21-08-19 RWCC Board Meeting & Inspections
21-08-19 GHC Meeting Culcairn
26.08-19 HCDC
29-08-19 Henty Bowling Club Meeting.

02-09-19 LGNSW Water Management Conf Albury to 04-09-19
04-09-19 GHC Workshop – Solar
10-09-19 Statewide Mutual Risk Review Culcairn
11-09-19 Water Meeting Henty Showground Morning
11-09-19 Reroc Meeting Canberra Afternoon& Evening
12-09-19 Reroc Meeting Canberra Parliament House All Day
25-09-19 Greater Hume Shire Meeting Holbrook.

E. & O. E.