



Greater  
Hume  
Council

# **DEVELOPMENT CONTRIBUTIONS PLAN**

**SECTION 7.12 ENVIRONMENTAL PLANNING & ASSESSMENT ACT 1979**

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## 1. Administration & operation of the plan

### 1.1 What is the name of this development contributions plan?

This development contributions plan is called the *Greater Hume Council Section 7.12 Development Contributions Plan 2021* (“the development contributions plan”).

### 1.2 Application of this development contributions plan

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

### 1.3 When does this development contributions plan commence?

The development contributions plan commenced on XXX.

### 1.4 The purpose of this contributions plan

The primary purpose of the development contributions plan is:

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

### 1.5 When is the levy applicable?

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

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

The amount to be levied is:

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

### 1.6 Are there any exemptions to the levy?

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

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

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

### 1.7 Relationship with other plans and policies

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

*Development Contributions Plan* commenced on 8<sup>th</sup> July 2019.

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

### 1.8 Pooling of levies

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

### 1.9 Construction certificates and the obligation of accredited certifiers

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

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

### 1.10 Complying development certificates and the obligations of accredited certifiers

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

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

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

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

### 1.11 How will the levy be calculated?

The levy will be calculated as follows:

**Levy payable = L x \$C**

Where:

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

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

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

That clause provides as follows:

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

(1) *The proposed cost of carrying out development is to be determined by the consent authority, for the purpose of a section 7.12 levy, by adding up all the costs and expenses that have been or are to be incurred by the applicant in carrying out the development, including the following—*

- if the development involves the erection of a building, or the carrying out of engineering or construction work—the costs of or incidental to erecting the building, or carrying out the work, including the costs (if any) of and incidental to demolition, excavation and site preparation, decontamination or remediation,*
- if the development involves a change of use of land—the costs of or*

*incidental to doing anything necessary to enable the use of the land to be changed,*

*(c) if the development involves the subdivision of land—the costs of or incidental to preparing, executing and registering the plan of subdivision and any related covenants, easements or other rights.*

*(2) For the purpose of determining the proposed cost of carrying out development, a consent authority may have regard to an estimate of the proposed cost of carrying out the development prepared by a person, or a person of a class, approved by the consent authority to provide such estimates.*

*(3) The following costs and expenses are not to be included in any estimate or determination of the proposed cost of carrying out development—*

- (a) the cost of the land on which the development is to be carried out,*
- (b) the costs of any repairs to any building or works on the land that are to be retained in connection with the development,*
- (c) the costs associated with marketing or financing the development (including interest on any loans),*
- (d) the costs associated with legal work carried out or to be carried out in connection with the development,*
- (e) project management costs associated with the development,*
- (f) the cost of building insurance in respect of the development,*
- (g) the costs of fittings and furnishings, including any refitting or refurbishing, associated with the development (except where the development involves an enlargement, expansion or intensification of a current use of land),*
- (h) the costs of commercial stock inventory,*
- (i) any taxes, levies or charges (other than GST) paid or payable in connection with the development by or under any law,*
- (j) the costs of enabling access by disabled persons in respect of the development,*
- (k) the costs of energy and water efficiency measures associated with the development,*

*(l) the cost of any development that is provided as affordable housing,*

*(m) the costs of any development that is the adaptive reuse of a heritage item.*

*(4) The proposed cost of carrying out development may be adjusted before payment, in accordance with a contributions plan, to reflect quarterly or annual variations to readily accessible index figures adopted by the plan (such as a Consumer Price Index) between the date the proposed cost was determined by the consent authority and the date the levy is required to be paid.*

*(5) To avoid doubt, nothing in this clause affects the determination of the fee payable for a development application.*

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

### **1.13 When is the levy payable?**

A levy must be paid to council at the time specified in the condition on the development consent that imposes the levy. If no such time is specified, the levy must be paid prior to the issue of a construction certificate or complying development certificate.

### **1.14 How will the levy be adjusted?**

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

**Contribution at time of payment**  
= \$C<sub>o</sub> + \$A

Where:

**\$C<sub>o</sub>** is the original contribution as set out in the consent condition; and

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

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

where:

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

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

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

### 1.15 Can deferred or periodic payments be made?

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

## 2. Expected development & demand for public facilities

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

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

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

This development contributions plan applies to all land within the local government area of Greater Hume. The contributions levied will be applied towards meeting the cost of provision or

augmentation of public facilities that have been or will be provided across the entire local government area in accordance with the works program (Schedule 1).

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

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

## 3. Works program

The works program (Schedule 1) identifies the public facilities for which section 7.12 levies under the EP&A Act will be required.

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

## 4. References

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

- *Environmental Planning and Assessment Act 1979*
- *Environmental Planning and Assessment Regulation 2000*

- Department of Planning – Development Contributions Practice Notes – July 2005
- *Greater Hume Local Environmental Plan 2012*

### **Dictionary**

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

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

**Council** means Greater Hume Shire Council

**Development contributions plan** means *Greater Hume Council Section 7.12 Development Contributions Plan 2021*

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

**public facility** means a public amenity or public service

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

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## Schedule 1 – Works Program

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

<b>Project description</b>	<b>Estimated cost</b>	<b>Estimated time frame</b>
Contribution to Urana Road intersection	\$150,000	1 – 2 years
Jindera Dog Park	\$50,000	1 – 2 years
Morven Drainage – Brownrigg St	\$170,000	2 – 3 years
Jindera Multi-Purpose Hall	\$150,000	2 – 3 years
Culcairn Recreation Reserve Playground	\$70,000	2 – 3 years
Walla Walla Hall/Childcare Centre Carpark shade	\$150,000	3 - 5 years
Morven Community Park project	\$200,000	3 – 5 years
Holbrook Dog Park	\$50,000	3 – 5 years
Henty Public Toilet/RV Stop	\$200,000	3 – 5 years
Henty Dog Park	\$50,000	3 – 5 years





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# Adverse Event Plan

December 2020

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## Introduction

Early in 2020 Council received \$1,000,000 under the Drought Communities Extension Program with a requirement of the funding agreement that Council prepare an Adverse Event Plan.

This plan has been created through collaboration of member councils of REROC/RivJO Drought Sub Committee, of which Greater Hume Council is a participant.

The Greater Hume Adverse Event Plan aims to build local leadership and community capacity to adapt and cope with chronic stresses and acute shocks.

The plan will be a useful resource to improve preparation, management and recovery from adverse events.

An adverse event is one that creates chronic stress and acute shocks to a community and can include natural disasters, drought, pandemic and other event or activity that Council deems to be an adverse event.

This Adverse Event Plan, amongst other issues, is required to consider the following key risk areas:

- *Natural resource management* – how Council liaises with those agencies that manage water supply, ground cover, trees, erosion and biodiversity
- *Economic diversification and community resilience* – how Council liaises with those agencies that deal with infrastructure planning, tourism investment, diversifying local industries, capacity building for local leadership: and
- *Communication and co-ordination* - how Council communicates with its residents and visitors to let people know what is available to them both now and in the future, contact them when an adverse event strikes and the approach forward as Council co-ordinates its recovery efforts.

Council has a critical role in dealing with adverse events. Council fulfils this role through co-operation with its residents and working collaboratively with relevant agencies in order that the best possible outcomes are obtained for the shire.

Council recognises that its residents look to Council to provide leadership, to provide support and to advocate for them in times of crisis.

Council already has in place a number of policies and procedures that address the key risk areas including:

- Emergency Management Plan
- Emergency Planning Policy
- Stakeholder Engagement Policy
- Communications Policy
- Business Continuity Plan
- Drought Management and Emergency Response Plan
- Consequence Management Guide – Transport Accidents involving Animals
- Consequence Management Guide - Bushfire (including Vulnerable Facilities and Infrastructure)

- Consequence Management Guide – Storm (including Vulnerable Facilities and Infrastructure)
- Emergency Welfare Centre Procedures Manual

**The Adverse Event Plan is not designed to replace existing plans or policies but work in conjunction with those existing documents to inform strategies designed to best deal with the adverse event crisis.**

**This document is to support a whole-of-community response to an adverse event and to assist council and the community to deal with the on-going ramifications on the community of the adverse event and the ongoing work towards recovery.**

## Principles

The Guiding Principles for this plan are consistent with the National Principles for Disaster Recovery<sup>1</sup>

1. Understanding the context
2. Recognising complexity
3. Using community-led approaches
4. Ensuring coordination of all activities
5. Employing effective communication
6. Acknowledging and building capacity
7. Recovery assistance should be considered in the context of relevant national principles and complement existing ongoing assistance measures
8. In the case of recovery support, assistance will be considered in the context of ongoing State and Federal Government services that assist communities, primary producers and businesses prepare for adverse events

## Implementation Responsibility

The implementation of this Plan is the responsibility of the General Manager.

## Community Profile and Key Considerations

By knowing and understanding our community we can identify key issues that need to be addressed in an adverse event.

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<sup>1</sup> Australian Institute for Disaster Resilience

## The Greater Hume LGA

The Greater Hume population is dispersed across five towns and six villages. However, many people live and work in our rural areas where 32.8% of the workforce is employed<sup>2</sup>.

## People

The 2019 estimated resident population for Greater Hume is 10,764 people<sup>3</sup>.

## Vulnerable Residents

There are a substantial number of older residents who may require additional assistance to deal with an adverse event. In 2019 the 80 to 100 year old and older cohort represented 425 persons, or 4% of the shire's population.

Our communities are ageing and by 2036, 27% of the forecasted population will be aged over 65 years, representing an increase of 46% from 2016<sup>4</sup>

English is the primary spoken language in the LGA (92%)<sup>5</sup>, with remaining 8% made up of at least 15 other languages, which may impact on the preparation of communication materials that deal with an adverse event.

In responding to an adverse event, early intervention strategies may be necessary to assist people with special needs, such as the elderly and people with a disability.

## The Economy

The LGA's major industries are in order of importance: agriculture/forestry, manufacturing, construction, rental/hiring & real estate services, transport, education, health care/social assistance.

## Health Care

The LGA is serviced by health services (hospitals) at Culcairn, Henty and Holbrook.

## Emergency Services

The LGA relies on

- NSW Ambulance Service
- State Emergency Service units at Culcairn and Holbrook
- NSW Police – Murray River Police District – police stations at Henty, Culcairn, Holbrook and Walla Walla
- NSW Rural Fire Service Hume Zone (32 Rural Fire Brigades in Greater Hume LGA)

## Utilities, Fuel and Other Essential Supply Chains

### Water and Wastewater

Greater Hume Council operates the Culcairn Water Scheme and the Villages Water Supply Scheme (which supplies the areas of Jindera, Brocklesby, Burrumbuttock, Gerogery/Gerogery West and Glenellen areas).

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<sup>3</sup> REMPLAN <https://bit.ly/3jJdgH9>

<sup>4</sup> Local Strategic Planning Statement

<sup>5</sup> REMPLAN <https://bit.ly/3jJdgH9>



Riverina Water supplies water to Henty, Holbrook, Morven, Woomargama, Walbundrie and Walla Walla and some of Culcairn.

All waste water (sewerage services) are managed by Greater Hume Council.

As a water utility Council has in place:

- Drought Management and Emergency Response Plan
- Water Supply and Waste Water Asset Management Plans

### *Electricity*

Electricity distribution network is delivered by Essential Energy. In the event of an interruption to supply, one possible issue is with the use of generators is keeping up a fuel supply for them to run. Supply chains need to be put into place to address this issue which was identified in the recent Bushfire Review.

In a blackout or brownout Council will refer to its Business Continuity Plan.

### *Gas*

APA Group operates and maintains the local distribution of underground high pressure gas transmission pipelines in Culcairn, Henty, Holbrook, Jindera and Walla Walla areas.

### *Telecommunications*

Telecommunications in an emergency situation can be critical. During the most recent major bush fire to ravage the area, the mobile tower at Jingellic was burnt down. One solution was 'Cell on Wheels' installed to ensure telecommunications could be quickly restored. Use of satellite phones was another option.

### *Fuel and Other Essential Supply Chains*

Supply chains are integral to meeting the challenges presented by adverse events. The failure to have reliable and sustainable supply chains will impact on the ability of the council and its residents to cope with an adverse event.

A supply chain for fuel is critical, where power is lost, critical services, businesses and residents are likely to rely on generators for electricity. Replenishment of fuel supply is by road tanker.

### *Location of Key Infrastructure*

Refer to Appendix 1 Map of Greater Hume Council area – geographic infrastructure.

## Key Risk Areas and Strategies for Mitigation

### Natural Resource Management

Area of Concern	Risks	Mitigation Strategy
Water Supply and availability	<p>Drought</p> <p>Dam water used to fight fires</p> <p>Urban water used to fight fires</p> <p>Contamination of Water Supplies</p>	<ol style="list-style-type: none"> <li>1. Water restrictions brought in</li> <li>2. Dam water replaced on request by RFS</li> <li>3. Communication protocols established between RFS and water utilities to choose the best source of water</li> <li>4a. Additional water testing for contamination in line with Drinking Water Management Plan</li> <li>4b. Alternative sources for drinking water identified</li> <li>4c. Liaise with NSW Health on water testing and health</li> </ol>
Ground Cover, trees and soil erosion	<p>Floods wash away ground cover, fire burnout</p> <p>Erosion undermines loses ground cover</p> <p>Stability of trees are undermined</p>	<ol style="list-style-type: none"> <li>1. Implement Stormwater Management Plan</li> <li>2. Implement Flood Mitigation Strategy</li> <li>3. Work with LLS to control Roadside Grazing Permits</li> </ol>
Biodiversity Impacts	<p>Movement of equipment and machinery in response to adverse event increases risk of spread of pests, disease and weeds</p> <p>Loss of biodiversity as an outcome of the adverse event such as fire or drought</p>	<ol style="list-style-type: none"> <li>1a. Work with LLS to raise awareness of the issue</li> <li>1b. Community education on the importance of maintaining biodiversity</li> <li>2. Work with wildlife rescue organisations on relocation of threatened animals in an adverse event</li> </ol>



## Economic Diversification and Community Resilience

Area of Concern	Risks	Mitigation Strategy
Infrastructure planning	<p>Unable to complete projects or activities</p> <p>Workforce availability constraints</p>	<ol style="list-style-type: none"> <li>1. Outsource to labour hire or contractors to address lost time.</li> <li>2a. Support campaigns to encourage a better population mix</li> <li>2b. Implement a “Grow your Own” workforce</li> </ol>
Tourism investment	Visitor economy collapses as a result of adverse event	<ol style="list-style-type: none"> <li>1. Implement Tourism Development Strategy</li> <li>2. Implement Economic Development Strategy</li> <li>3. Work with Regional Tourism groups to build and promote product post the event e.g. <i>Rediscover your Backyard</i></li> </ol>
Diversifying local industries	Lack of diversity impacts on ability to recover	<ol style="list-style-type: none"> <li>1. Identify alternative providers of services</li> <li>2. Implement Council's Economic Strategy to build business growth</li> <li>3. Support <i>Buy Local and Buy from the Bush</i> campaigns</li> </ol>
Capacity building for local leadership	Lack of capacity to provide leadership	<ol style="list-style-type: none"> <li>1. Utilise communication team to help construct messaging</li> <li>2. Training for senior management and leaders regarding communication in crisis.</li> </ol>
Public Health	<p>Mental Health issues arise in response to event</p> <p>Impacts to sanitation and hygiene services</p>	<ol style="list-style-type: none"> <li>1. Liaise with Murrumbidgee LHD and Primary Health Network on programs to address mental health.</li> <li>2. Council runs community get together events that bring impacted people together.</li> <li>3. Liaising with health</li> <li>4. Provision of water for personal use (tanker supplies)</li> <li>5. Alternative power sources to run sanitation and water services</li> </ol>

Area of Concern	Risks	Mitigation Strategy
		6. Implementing strategies for “safe fails” to minimise impacts
Economic Impacts	Loss of Household/Farm /Business Income	<ol style="list-style-type: none"> <li>1. Look for opportunities for part-time/casual work for residents</li> <li>2. Advocacy to State and Federal Governments</li> <li>3. Council promotes “Buy Local” to keep money in the local economy.</li> <li>4. Welfare is the responsibility of the Australian Government, so raise awareness of income support measures</li> </ol>

## Communication and Coordination

Area of Concern	Risks	Mitigation Strategy
Communicating adverse events	<p>Residents not aware of where to obtain information</p> <p>Non-English-speaking residents may not understand communications</p>	<ol style="list-style-type: none"> <li>1. Comms strategy that runs all year around advising residents of where to find information in an adverse event</li> <li>2. Communications are delivered in other languages</li> </ol>
Communicating emergencies	<p>Residents not aware of where to obtain information</p> <p>Non-English-speaking residents may not understand communications</p>	<ol style="list-style-type: none"> <li>1. Comms strategy that runs all year around advising residents of where to find information in an adverse event</li> <li>2. Consider need to develop communications in other languages and deliver</li> </ol>
Community recovery	Community slow to recover	<ol style="list-style-type: none"> <li>1. Council works with Recovery Officer where one has been appointed</li> <li>2. Council works in partnership with State and Federal agencies to support community recovery</li> </ol>

Area of Concern	Risks	Mitigation Strategy
Telecommunications	<p>Telecommunication services are lost during an event</p> <p>Telecommunications services not integrated (RFS used different comms to everyone else)</p>	<ol style="list-style-type: none"> <li>1. Satellite phones purchased in case of emergency.</li> <li>2. Satellite wifi is made available</li> <li>3. Create a regional pool of satellite phones that could be accessed by councils during an event</li> <li>4. Utilise radio networks to provide comms</li> </ol>

## Key Consultation Points

Council has a number of key consultation points that it will utilise in the event of an adverse event. These points assist Council to co-ordinate and communicate responses to adverse event, allowing for better response outcomes:

The following have been identified:

- Emergency Services Committee
- Cross-Border Commissioner
- NSW Police
- NSW Rural Fire Service
- State Emergency Service
- Red Cross
- Salvation Army
- NSW Health
- Churches
- Education facilities
- Rural Financial Counselling Service
- Interagency
- Murrumbidgee PHN
- Murrumbidgee Local Health District
- Murray Local Land Services

## Key Reference Documents for the Plan

The following Council documents are referenced in this Plan

- Greater Hume Council Community Strategic Plan
- The Emergency Services Plan 2019
- Local Disaster Plan DISPLAN

## Glossary of Terms

**Adverse Event:** Adverse events may include events such as fire, flood, severe weather and disease or other adverse events such as drought and/or sudden and unforeseen trade restrictions resulting from an adverse event, such as disease outbreak.

**Catastrophic Disaster<sup>6</sup>:** A catastrophic disaster is what is beyond our current arrangements, thinking, experience and imagination (i.e. that has overwhelmed our technical, non-technical and social systems and resources, and has degraded or disabled governance structures and strategic and operational decision-making functions). It should be noted that severe to catastrophic disasters differ from emergencies in that they exceed business as usual emergency management systems and capability design parameters.

**Community:** A social group with a commonality of association and generally defined by location, shared experience or function, and with a number of things in common such as culture, heritage, language, ethnicity, pastimes, occupation or workplace.

**Community-led recovery:** Recovery from disaster is best led by the affected community where it takes responsibility for and drives recovery efforts, with all three tiers of Government supporting the approach. Recovery needs vary according to the scope of the adverse event and will change and evolve over time. Therefore, recovery activities will be directed by ongoing needs assessment with the community and supporting agencies.

**Disaster:** A serious disruption to community life which threatens or causes death or injury in that community and/or damage to property which is beyond the day-to-day capacity of the prescribed statutory authorities and which requires special mobilisation and organisation of resources other than those normally available to those authorities.

**Emergency:** An emergency is an unexpected, unpredictable and difficult or dangerous situation, especially an accident, which happens suddenly and requires quick action to deal with it.

**Natural Disaster (COAG definition):** Serious disruption to a community or region, rapid onset, threatens or causes death, injury or damage to property/ environment, requires significant and coordinated multi-agency and community response. (Examples of Natural Disasters: bushfire, earthquake, flood, storm, cyclone, storm surge, landslide, tsunami, meteorite strike, tornado).

**Shared responsibility:** When governments from all tiers, communities, business and individuals take an active approach to prevention, preparation, response and recovery.

**Recovery:** The coordinated process of supporting affected communities in reconstruction of the physical and social infrastructure and restoration of emotional, social, economic and physical wellbeing.

**Resilience:** The ability of a system, community or society exposed to hazards to resist, absorb, accommodate, adapt to, transform and recover from the effects of a hazard in a timely and efficient manner, including through the preservation and restoration of its essential basic structures and functions through risk management.

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<sup>6</sup> Australian Disaster Preparedness framework

**Response:** Actions taken in anticipation of, during, and immediately after an adverse event to ensure that its effects are minimised, and that people affected are given immediate relief and support.

## Appendix

Map of Greater Hume Shire LGA highlights key infrastructure, transport modes, airports, hospitals, etc.

Document Name	Document Version Number	Review Date
Sporting and Recreation Reserve Use Policy	Insert Version Number Here	Click Here to Enter Date
Date Adopted	Minute Number	Status
Click Here to Enter Date	Insert Minute Number Here	Revised

### **Purpose**

The aim of the policy is to ensure the sustainable and equitable use of Council's sporting grounds and reserves and provides the guiding principles for how use of those facilities will be managed.

Provide support to Management Committees who manage and control Council's sporting and recreation reserves.

### **Scope**

This policy applies to those sports grounds located in Greater Hume Shire owned or managed by the Council. The policy must be adhered to by all current seasonal and casual hire groups wishing to use any sporting or recreation reserve.

While the policy will largely be applicable to seasonal sporting clubs, associations and schools, it will also apply to other community groups, private and commercial organisations who wish to apply for allocated use of a sporting or recreation reserve and/or associated facilities.

This policy does not apply to special events and activities booked as an event function or to any sportsground or amenity building that is occupied by a user group under a licence agreement. ~~Special events organisers must comply with the Greater Hume Shire Council "Simply Greater Events Guide". The policy also does not apply to any sportsground or amenity building that is occupied by a user group under a licence agreement.~~

### **Definitions**

**Casual Usage** - Casual usage is typically a 'one off' allocation of Council's sporting or recreation reserve and associated facilities and amenities. However casual use may be for a number of dates provided but the use is not on a consistent and regular basis.

**Committees of Management** – Section 355 Committees appointed by Council, undertaking the management and maintenance of recreation reserves.

**In-competition sports** - Traditional seasons for competition of sport, e.g. AFL and netball competition during winter season and cricket and tennis competition during summer season.

**Licence Agreement** – A licence agreement is a right to use the property on dates and times specified, but is not ongoing exclusive access.

**Pavilions** - Buildings associated with sporting or recreation reserves to support the provision of activity.

**Seasonal Usage** - Seasonal Usage is either 1 April – 30 September (winter season) or 1 October – 31 March (summer season). This may be amended with the approval of the reserves management committee.

**Recreation Reserve Facilities** – Open space containing facilities for active recreational opportunities, such as ovals, courts and pavilions.

**Sports fields** – Recreation reserve area used for active recreation, such as AFL, soccer, cricket, equestrian, netball, tennis, fitness activities, etc.

## Policy Content

This policy is to be used for the ongoing allocation and management of Council owned and/or managed sporting and recreation reserves and associated facilities. Any agreements with sports clubs or organisations for non-sport related outcomes (e.g. Events/Public Room Hire) will be in accordance with Council's terms and conditions, included in the "Hire of Community Facilities Application" and Council's "Simply Greater Events Guide".

To provide a framework for management of Council's recreation reserve facilities, two categories have been established defining the type of management and criteria for eligibility.

### a. Committees of Management

Committees of Management for reserves will be appointed by Council as a Section 355 Committee as per the Local Government Act. This is the shire's preferred option for management of reserves owned by Council.

Committees of Management will be required to enter into a User Agreement with reserve users and charges applied should not exceed those outlined in Council's recreation reserve facilities fees and charges schedule.

Council will provide Committees of Management with an annual grant for maintenance of the recreation reserve facilities.

### b. Shire Management

Where new facilities have been constructed or a Committee of Management does not exist Council will directly manage and maintain these facilities, until such time as the capacity within the community is evident and a Committee of Management is established to manage and maintain the reserve.

## User Agreements

Allocating usage of sporting, recreation reserves and associated facilities where a Committee of Management does not exist will occur by way of a User Agreement between Council and the user group.

Usage fees will be applicable for use of recreation reserve facilities.

Council recognises three forms of usage for sporting and recreation reserves hire, being:

### 1. Seasonal Usage

This type of use is non-exclusive and allocated on a consistent basis at specific dates and times during a seasonal period.

To be eligible to enter into a User Agreement for use of Council's sports fields and pavilions, user groups must:

- Be a registered business or incorporated identity, as per the Associations Incorporation Act 1981;
- Have public liability insurance to the value of \$20,000,000; and
- Not be in arrears with fees and charges or payments stipulated in an agreed repayment plan.

When allocating seasonal usage of sports fields and pavilions the following guidelines will be used to assess applications requesting access to the same facility:

- Sports field suitability assessment has been undertaken and the sport/activity is suitable from a risk perspective for the size of the sports field and surrounds;



- In-competition sports
- Applicants history within the shire;
- Applicants association with the requested facilities;
- Capacity of alternate facilities to accommodate the sport;
- Not for profit user group;
- Financial contributions towards sports field improvements during the last three years.

## **2. School Usage**

School usage refers to use of Council's sports fields and pavilions by schools or school sporting associations located within or external to Greater Hume Shire Council.

Schools must hold current public liability insurance to the value of \$20,000,000 and priority will be given to schools located within or school sporting associations servicing the Greater Hume Shire area.

## **3. Casual Usage**

Casual use applicants must hold current public liability insurance to the value of \$20,000,000.

When allocating casual usage of Council's sports fields and pavilions the following criteria will be considered:

- Applicant's history of use and treatment of requested facilities; and
- Not-for-profit organisations will have preference above commercial agencies.

### **Links to Policy**

Risk Management Policy

### **Links to Procedure**

[Sporting and Recreation Reserve User Agreement Procedures](#)

### **Links to Forms**

[Simply Greater Events Guide](#)

[Sporting & Recreation Reserve Use—Application and Agreement](#)

[Hire of Community Facilities Application](#)

[Casual Hire of Council Facilities Application](#)

### **References**

Nil.

### **Responsibility**

Manager Facilities

Manager Corporate Services

Risk WH&S Coordinator

### **Document Author**

Manager Corporate Services

### **Relevant Legislation**

Associations Incorporation Act 1981;

Local Government Act 1993

### **Associated Records**

Nil.

# Corporate Credit & Purchasing Card Use Policy

Document Name	Document Version Number	Review Date
Corporate Credit & Purchasing Card Use Policy	Insert Version Number Here	Click Here to Enter Date
Date Adopted	Minute Number	Status
Click Here to Enter Date	Insert Minute Number Here	Select Status Here

## Purpose

The use of a Corporate Credit Card or Store Purchasing Card can be an efficient procurement method for the Council, saving Council time and money. Additionally, some services and suppliers, such as booking flights, accommodation and online subscriptions mandate use of a credit card.

Credit cards and purchasing cards must be subject to appropriate controls in order to protect Council funds, maintain the integrity of governance processes and maintain public confidence in Council operations. Council is obliged to maintain an effective system of internal control, in accordance with the Local Government (General) Regulation 2005 to address the significant risks of fraud and misuse of corporate credit cards.

The purpose of this policy is to ensure that Greater Hume Council is able to make use of the procurement efficiencies associated with the use of a Corporate Credit Card and/or Store Purchasing Card while maintaining transparency in the Council's operations and ensuring that the integrity of the Council is maintained. The policy ensures that operational and administrative costs and the risks associated with credit card and purchasing card use are minimised while providing cardholders with an alternative method of purchasing goods and services on behalf of the Council.

## Scope

This policy applies to all Greater Hume Shire Council Officers issued with a corporate credit card and/or store purchasing cards. It documents the responsibilities attached to these cards and their acceptable use.

## Definitions

**Corporate Credit Card** means a credit card issued in the name of Greater Hume Council

**Store Purchasing Card** means a card issued by a specific store/supplier, e.g. Officeworks, to be used to facilitate purchases from the specific store from which the card is issued.

## Policy Content

### Issuing

The Mayor or the Councillors will not be issued with Corporate Credit Cards.

The issue of a Corporate Credit Card is subject to the authorisation of the General Manager. All staff issued with a Corporate Credit Card are required to comply with **Appendix 1 – Credit Card Terms and Conditions**

The Director Corporate and Community Services is responsible for the issue of Corporate Credit Cards and Store Purchasing Cards to authorised personnel. Each credit card issued shall bear the name of the cardholder and the name of Greater Hume Council.

Corporate Credit Cards are issued to the position not the person. They are not a personal benefit that comes with the job but a Council resource

## Corporate Credit & Purchasing Card Use Policy

### Responsibilities

It is the responsibility of the General Manager to establish the individual **credit/transaction** limit having due regard to the anticipated usage of the card and the likely expenditure to be incurred monthly.

### Usage

The Corporate Credit Card must be used for official purposes only.

The Corporate Credit Card may be used to meet the costs of official out-of-pocket expenses (including approved entertainment / hospitality costs). **The Corporate Credit Card must not be linked to any personal loyalty program such as frequent flyer programs and the like.**

The Corporate Credit Card should only be used for the purchase of goods and services where it is impracticable to do otherwise. **Store Purchasing Cards are to be used to facilitate the purchase of goods for Council use from specific suppliers where such cards are issued as part of a standard 30-Day business account.**

Corporate Credit Cards are not to be used for private expenditure unless where it would prove impractical to split between business and private at the time of payment. All private expenditure is to be immediately identified and billed to the Council officer at time of payment.

Cash withdrawals are to be limited to exceptional circumstances where immediate cash requirements are necessary, e.g. where the card is not accepted. The total of such cash withdrawals must not exceed the estimated cost of the approved expenditure.

### Administration

**A tax invoice must be provided and retained for each transaction, including purchases made online or over the telephone.**

**Corporate Credit Card and Store Purchasing Card expenditure is to be acquitted and reconciled by the card holder within one month of incurring the expenditure. Once reconciled, the Monthly Cardholder Statement must be signed and certified by the card holder that all charges shown are correct and were incurred for official purposes. The certified statement and accompanying tax invoices must then be forwarded to the Director Corporate & Community Services for review and final authorisation. The Director Corporate & Community Services is to verify and sign off that all transactions on the statement are incurred on behalf of Greater Hume Council. The authorisation is to ensure the transactions are business related and the cardholder has supplied supporting documentation. Any unusual transactions must be followed up with the cardholder immediately.**

**In relation to the Director Corporate & Community Services, the Monthly Cardholder Statement must be forwarded to the General Manager for review and final authorisation. In relation to the General Manager, the Monthly Cardholder Statement must be reviewed and authorised by the Mayor and Deputy Mayor (or one other Councillor).**

Cardholders are not, under any circumstances, to make unauthorised deposits to their corporate card accounts.

**Council will maintain an accurate Credit Card and Store Purchasing Card Register listing all current cards in use. This register will be reviewed at least annually.**

In the event of loss/theft through negligence or non-compliance with these requirements, any liability charged by the provider against Council may be passed onto the Council official. In addition, disciplinary action may be taken against the Council official in accordance with the provisions of the Local Government (State) Award and/or Council's Code of Conduct.

Deliberate misuse of a Corporate Credit Card or Store Purchasing Card will be treated as a breach of the Council's Code of Conduct. In addition, deliberate misuse will be reported to relevant authorities in line with the Council's Fraud Control Policy.

### Links to Policy

Fraud Control Policy  
Complaints Against Staff Policy  
Internal Reporting (Public Interest) Disclosures Policy

### Links to Procedure

**Appendix 1 – Credit Card Terms and Conditions**

### Links to Forms

Nil

### References

**Credit Card Management in Local Government - NSW Audit Office**

### Responsibility

Director Corporate & Community Services

### Document Author

Director Corporate & Community Services

### Relevant Legislation

Section 356, Local Government Act 1993  
Clause 209, Local Government (General) Regulation 2005

### Associated Records

Nil

## Appendix 1 – Credit & Purchasing Card Terms and Conditions

**CARDHOLDER NAME:** \_\_\_\_\_

**POSITION TITLE:** \_\_\_\_\_

Approval has been granted to issue you with a Council corporate credit card or purchasing card. This card has been issued on the express condition that you will, at all times, comply with the requirements stipulated below.

**Important Note** - Managers issued with a corporate credit card are in a position of trust in regards to the use of Council funds. All expenditure charged to your credit card is subject to examination to ensure its appropriateness and compliance with the policy conditions, as outlined within the *Corporate Credit Card Use Policy*. Improper use of that trust will result in your card being withdrawn and may render you liable to disciplinary and possible legal action.

I understand and agree that:

1. My credit card is only to be used for official business purposes and that should inappropriate expenditure occur, the value of that expenditure may be recovered from the cardholder.
2. My credit card is only to be used by the person whose name appears on the card.
3. I am personally responsible and accountable for the safe keeping of the card.
4. In the event that my card is lost or stolen, I will report the loss immediately to the bank and the Director of Corporate and Community Services.
5. Any PIN issued with the card (where cash withdrawals are permitted) must not be disclosed or carried with the card.
6. Monthly Cardholder Statements are to be acquitted and reconciled within 15 days of the Statement Date
7. Once reconciled, the Monthly Cardholder Statement will be signed and certified that all charges shown are correct and were incurred for official purposes and then forwarded to the Director Corporate & Community Services for review and final authorisation.
  - a. In relation to the Director Corporate & Community Services, the Monthly Cardholder Statement will be forwarded to the General Manager for review and final authorisation.
  - b. In relation to the General Manager, the Monthly Cardholder Statement will be reviewed and authorised by the Mayor and Deputy Mayor.
  - c. I also understand that repeated failure to acquit monthly statements in a timely fashion may result in my credit card being cancelled.
8. All transaction slips (ATM and merchant purchases) together with supporting Tax Invoices are to be retained and submitted when acquitting the monthly Cardholder Statement.
9. Where no documentation is available to support a particular transaction I will provide a declaration detailing the nature of the expense and that is business related. In the event that suspected unauthorised transactions appear on the Monthly Cardholder Statement I agree to contact the Director Corporate & Community Services immediately and cooperate in the completion of the on-line NAB Transaction Dispute Form as required.
10. I will not exceed credit limits.
11. Cash withdrawals will be kept to the minimum amount in exceptional circumstances to cover the business expense and will only be taken when the expense is imminent.
12. I will not make deposits to the card account.
13. In the event of my termination of employment I will immediately return the credit card and ensure the credit card account is properly reconciled and acquitted.

Signature of Cardholder \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

Position \_\_\_\_\_

Authorised by General Manager \_\_\_\_\_ Date \_\_\_\_\_

Draft

## Water Main & Sewer Main Extension Policy

Document Name	Document Version Number	Review Date
Water Main & Sewer Main Extension Policy	Insert Version Number Here	Click Here to Enter Date
Date Adopted	Minute Number	Status
Click Here to Enter Date	Insert Minute Number Here	Select Status Here

### Purpose

This policy outlines the responsibilities of Council and property owners in relation to the costs associated with the extension and rating of existing water and/or sewer mains to existing rated properties and new subdivisions.

### Scope

This policy shall apply to all water main and sewer main extensions to existing rated properties and new subdivisions.

### Definitions

Nil

### Policy Content

### Links to Policy

The guidelines set by Council in relation to water main and sewer main extension are as follows;

- Properties within 225m of a water main be rated
- Water main extensions to existing rated properties (where an access charge has been paid by the property owner for a minimum of ten (10) years) be the responsibility of Council, subject to budgetary considerations.
- Water main extensions to nonrated or new subdivisions be at the cost of the property owner(s) including payment of contributions and charges in accordance with prevailing Council policies, e.g. section 64 contributions, headworks charges, etc.
- Properties within 75m of a gravity sewer main be rated.
- Gravity sewer main extensions to existing rated properties (where an access charge has been paid by the property owner for a minimum of ten (10) years) be the responsibility of Council, subject to budgetary considerations.
- Properties within 75m of a pressure sewer main only be rated when connected to the pressure sewer main.
- Pressure sewer main extensions to existing rated properties (where an access charge has been paid by the property owner for a minimum of ten (10) years) be the responsibility of Council, subject to budgetary considerations.
- Pressure sewer main extensions to non-rated or new subdivisions be at the cost of the property owner(s).
- The use of pressure sewer mains be restricted in Jindera for new subdivisions to lots greater than 4000m<sup>2</sup> only

### Links to Procedure

Nil

### Links to Forms

Nil

### References

Nil

### Responsibility



## Water Main & Sewer Main Extension Policy

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Director Engineering

### Document Author

Director Engineering

### Relevant Legislation

- Local Government Act 1993
- Environmental Planning Act 1979
- AS/NZS ISO31000:2009 – Risk Management: Principles and Guidelines.

### Associated Records

Nil

Draft

## TOURISM AND PROMOTIONS REPORT (November 2020)

Areas Projects	Objectives	Progress and Comments
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. <b>Delivery Plan 3.3.1.1.06, 3.3.1.1.05</b>	<ul style="list-style-type: none"> <li>• Visitor Information Centre and Submarine Museum reopened on 10 June 2020.</li> <li>• Visitor Information Centre Statistics: Walk In – 206, Phone Calls - 16, Emails – 1.</li> <li>• Submarine Museum Adult - 34, Child - 58, Concession - 36, Family - 14.</li> <li>• Graphs have not been included in this report.</li> </ul>
Events	To assist with the promotion of Greater Hume's many and varied events. Implement the GH Visitor Experience Plan. <b>Delivery Plan 3.3.1.1.01, 3.3.1.1.08</b>	<ul style="list-style-type: none"> <li>• Garage Sale Trail held on weekend of 21/22 November 2020 was very successful with over 16 sales occurring throughout Greater Hume</li> <li>• Commenced planning for Australia Day 2021.</li> <li>• Emailed all event organisers in Greater Hume to commence planning for 2021.</li> <li>• Working with Christmas event organisers regarding promotion and organising.</li> </ul>
Social Media	Implement and enhance online communication tools using technologies such as social networking mechanism. Implement the Greater Hume Visitor Experience Plan.  <b>Delivery Plan 3.3.1.1.09</b>	<ul style="list-style-type: none"> <li>• Instagram, #visitgreaterhume – 707 followers</li> <li>• Individual facebook pages: <ul style="list-style-type: none"> <li>○ Greater Hume Council – 2288 followers</li> <li>○ Greater Hume Visitor Information Centre – 523 followers</li> <li>○ Holbrook Submarine Museum – 1050 followers</li> <li>○ Greater Hume Children's Services – 829 followers</li> <li>○ Greater Hume Youth Advisory Committee – 370 followers</li> <li>○ Buy Local in Greater Hume – 430 followers</li> </ul> </li> </ul>
Promotions	To promote Greater Hume as a place to visit or stay, whether for ½ day, full day or more. Implement the GH Visitor Experience Plan. <b>Delivery Plan 3.3.1.1.01, 3.3.1.1.08</b>	<ul style="list-style-type: none"> <li>• Emailed 'What's On in December' leaflets to Visitor Information Centres in NSW and VIC, coach/bus/tour companies, tourism operators within shire and regional, media, visitor information points and to interested residents in shire.</li> <li>• Developing and have commenced rolling out of social media tiles on towns and villages, tours and itineraries.</li> </ul>
Australia Day	Recognise community leaders and their efforts and encourage others in the community to take up leadership roles.  <b>Delivery Plan 1.1.2.8.1 and 2.1.1.1.1</b>	<p>Australia Day 2021 will be held in Walbundrie. Nominations are out for Greater Hume's Top Citizens. Nomination forms are now online, paper copies can be pickup up from Greater Hume Council Offices. Nominations are being sought for Citizen, Young Citizen, Sports Person/Team, Sports Volunteer and Community Event of the Year. Nominations close Wednesday 9 December 2020. Planning advertising in all community newsletters and through social media avenues. National Australia Day Grants – Greater Hume applied for two grants, being successful in both.</p> <ul style="list-style-type: none"> <li>• Australia Day Branding Program, valued at \$1000. To provide additional banners.</li> <li>• COVID Safe Australia Day, valued at \$18,300. To provide a COVID safe day and additional entertainment for the day, including providing COVID safe areas, additional marquees, Steve Bowen will also be engaged to entertain the community during the afternoon, jumping castles, face painting and other family fun entertainment.</li> </ul>
Signage	Implement the Greater Hume Visitor Experience Plan. <b>Delivery Plan 3.3.1.1.03</b>	<ul style="list-style-type: none"> <li>• Ooh Media – request for signage revamp on Hume Highway. Currently organising new signage.</li> </ul>

## TOURISM AND PROMOTIONS REPORT (November 2020)

Greater Hume Council Newsletters	Redesign the format and content of Council's quarterly newsletter to ensure effective and targeted content. <b>Delivery Plan 1.2.1.1.3</b>	<ul style="list-style-type: none"> <li>Greater Hume Second 2020 Newsletter - Sent out first week of November.</li> </ul>
Murray Arts	Murray Arts aim is to actively assist the ongoing development of, and participation in, arts and culture throughout the Border region. Implement the Greater Hume Visitor Experience Plan. <b>Delivery Plan 3.3.1.1.04</b>	<ul style="list-style-type: none"> <li>Murray Arts have commenced planning for 2021. Susan Reid has taken over as Acting Director Murray Arts while Alyce Fisher is on maternity leave.</li> <li>Developed a Cultural Round Table Group to support the arts in the Murray Region.</li> </ul>
Greater Hume Tourism	Implement the Greater Hume Visitor Experience Plan which was endorsed March 2014 by Greater Hume Council. <b>Delivery Plan 3.3.1.1.06, 3.3.1.1.05</b>	<ul style="list-style-type: none"> <li>Monthly newsletters are being sent to all Greater Hume Tourism Operators, providing latest information on COVID 19, tourism opportunities, marketing, social media and promotional campaigns as well as relevant contacts and statistics.</li> <li>New Greater Hume Visitor's Guide has been delivered throughout Greater Hume.</li> <li>Continuing with social media Welcome to Greater Hume and providing tours and ideas of what people can do in Greater Hume</li> </ul>
Museums and Heritage	GHS currently has 10 public or private museums and three historical societies. Museum Advisor (Vanessa Keenan) – In partnership with Albury City Council and Museums and Galleries NSW we have engaged the services of a museum advisor. <b>Delivery Plan 3.3.1.1.14</b>	<ul style="list-style-type: none"> <li>The Museum Adviser has been engaged again for 2021. Have met with Museum Advisor and Albury City representatives to commence planning for 2021. Information will be sent to museums during Dec and Jan.</li> </ul>
Grants and Funding	Greater Hume Council and community groups have had the opportunity to bid for funds from NSW and Federal Government for various projects across the Shire  <b>Delivery Plan 3.3.1.1.04</b>	<ul style="list-style-type: none"> <li><b>Stronger Country Communities Fund (NSW Government) Round 3</b> 6 projects were successful, Burrumbuttock P &amp; C – Covered Outdoor Learning Area, Greater Hume Council – Youth Program, Holbrook Netball Club – Shelters, seating and landscaping, Greater Hume Council – Walla Walla Shared Path, Jindera Netball Committee – repair and resurface netball courts and Henty Australian Football Club – repair and resurface netball courts. Greater Hume's allocation is \$794,431.</li> <li><b>Female Friendly Change Rooms</b> (NSW Government) for Brocklesby Recreation Ground, Walbundrie Recreation Ground, Jindera Recreation Reserve and Holbrook Sporting Complex.</li> <li><b>Australia Day Grant</b> – completed two grants from Australia Day Council to hold community event at Walbundrie following the Greater Hume Council Australia Day Celebrations.</li> <li><b>Bushfire Local Economic Recovery Fund</b> – organising a grant application to develop Hanel's Lookout at Woomargama National Park, in partnership with NSW National Parks and Wildlife. This will be similar to the development at Morgan's Lookout, Walla Walla.</li> <li><b>Festival of Place, Summer Fund</b> – organising a grant application to hold one off events during February 2021 across Greater Hume's five swimming pools.</li> </ul>
Murray Regional Tourism (MRT)	The 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. <b>Delivery Plan 3.3.1.1.04, 3.3.1.1.07, 3.3.1.1.16</b>	<ul style="list-style-type: none"> <li>Murray Regional Tourism is currently holding monthly Zoom meetings with all Tourism Managers to assist with advocacy and commence planning for 2021.</li> <li>A Visitor Information Centre network is meeting via Zoom on a monthly basis.</li> <li>Just completed the new Murray River Traveller Guide, which will be available just prior to Christmas. Greater Hume has a double page spread and well as features throughout the guide.</li> </ul>

## TOURISM AND PROMOTIONS REPORT (November 2020)

<p>Council Website</p> <p style="text-align: center;"><i>Delivery Plan 1.2.1.1.4</i></p>	<p>Develop a new Greater Hume Council website including a dedicated Have Your Say portal which is compliant with accessibility standards.</p>	<p>Seamless CMS(OpenCities) is the provider of Council's websites – Greater Hume Council, Visit Greater Hume, Greater Hume Children Services and Town and Village websites.</p>						
				<p><b>Greater Hume</b> greaterhume.nsw.gov.au</p>		<p><b>GH Children Services</b> ghchildren.com.au</p>		<p><b>Visit Great Hume</b> Visitgreaterhume.com.au</p>
		<p><b>November</b></p>		<p><b>2020</b></p>	<p><b>2019</b></p>	<p><b>2020</b></p>	<p><b>2019</b></p>	<p><b>2020</b></p>
		<p><b>Website Traffic</b></p>	<p>New</p>	<p>3709</p>	<p>2999</p>	<p>316</p>	<p>224</p>	<p>223</p>
			<p>Returning</p>	<p>1212</p>	<p>1494</p>	<p>322</p>	<p>177</p>	<p>38</p>
		<p><b>Device Paths</b></p>	<p>Desktop</p>	<p>2080</p>	<p>1726</p>	<p>324</p>	<p>176</p>	<p>113</p>
			<p>Mobile</p>	<p>2064</p>	<p>1970</p>	<p>300</p>	<p>194</p>	<p>110</p>
			<p>Tablet</p>	<p>176</p>	<p>256</p>	<p>14</p>	<p>31</p>	<p>13</p>
		<p><b>Traffic Source</b></p>	<p>Organic</p>	<p>3231</p>	<p>2604</p>	<p>410</p>	<p>203</p>	<p>148</p>
			<p>Direct</p>	<p>809</p>	<p>643</p>	<p>126</p>	<p>149</p>	<p>53</p>
<p>Referral</p>	<p>202</p>		<p>134</p>	<p>50</p>	<p>27</p>	<p>33</p>		
<p>Social</p>	<p>171</p>		<p>655</p>	<p>52</p>	<p>22</p>	<p>8</p>		
<p><b>Bounce Rate</b></p>	<p>%</p>	<p>60.84</p>	<p>59.99</p>	<p>43.57</p>	<p>56.11</p>	<p>70.71</p>		
<p><a href="http://www.greaterhume.nsw.gov.au">www.greaterhume.nsw.gov.au</a> - top pages:</p> <ol style="list-style-type: none"> <li>1. Living in Greater Hume – Public Swimming Pools</li> <li>2. Living in Greater Hume – Waste Facilities Opening Times Charges and Accepted Waste</li> <li>3. Contact Us</li> <li>4. Your Greater Hume Council – Council Meetings</li> <li>5. Your Greater Hume Council – Building and Development</li> </ol> <p><a href="http://www.ghchildren.com.au">www.ghchildren.com.au</a> – top pages:</p> <ol style="list-style-type: none"> <li>1. Family Day Care – Enrol Your Child/Children</li> <li>2. Featured Content – Children and Families – Children and Families</li> <li>3. Contact Us</li> <li>4. Careers</li> <li>5. Henty Centre</li> </ol> <p><a href="http://www.visitgreaterhume.com.au">www.visitgreaterhume.com.au</a> – top pages:</p> <ol style="list-style-type: none"> <li>1. Walla Walla – Explore Eat Stay – The Old Walla Walla Bake Haus Tea Rooms</li> <li>2. Featured Content – Foodies</li> <li>3. Featured Content – Natural Wonders – Morgan’s Lookout</li> <li>4. Featured Content – Planning Trips and Tours</li> <li>5. Featured Content – Be Inspired – History and Heritage</li> </ol>								

## GREATER HUME SHIRE COUNCIL

Schedule of the Director Corporate Community Services' Schedule of Information to Council Meeting -  
Wednesday 16th December, 2020

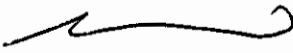
**COMBINED BANK ACCOUNT FOR THE MONTH ENDED 30th November 2020****CASHBOOK RECONCILIATION**

	General Fund	Trust Fund
General Ledger Cashbook Balance as at 1st November 2020	-92,518.50	47,425.65
Cashbook Movement as at 30th November 2020	112,979.54	800.00
Less: Term Deposits included in Cashbook Balance (Trust only)	0.00	0.00
General Ledger Cashbook Balance as at 30th November 2020	<u>20,461.04</u>	<u>48,225.65</u>

**BANK STATEMENT RECONCILIATION**

Bank Statement Balance as at 30th November 2020	NAB	\$0.00	48,225.65
	Hume	\$11,081.96	
	Bendigo	\$877.00	
	WAW	\$4,303.00	
	<b>Total</b>	<u>16,261.96</u>	<u>48,225.65</u>
(LESS) Unpresented Cheques as at 30th November 2020		-26,722.30	0.00
(LESS) Unpresented EFT Payments as at 30th November 2020		0.00	0.00
PLUS Outstanding Deposits as at 30th November 2020		30,921.38	0.00
PLUS / (LESS) Unmatched Cashbook Transactions 30th November 2020		0.00	0.00
Cashbook Balance as at 30th November 2020		<u>20,461.04</u>	<u>48,225.65</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  
 1 December 2020

This is page no.1 of Schedule No.1 of the Director Corporate & Community Services' Schedule of Information to Ordinary Council Meeting held on 16th December, 2020

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

\_\_\_\_\_  
MAYOR



# Applications Approved

c\_dm073

Approved Between 1/11/2020 and 30/11/2020

03/12/2020

Application No.	Location	Development Type	Est. Cost	Received	Determination	Total Elapsed Days	Stop Days	Adjusted Elapsed Days	
DA/2018/130	Applicant: Roman Catholic Church Diocese 145 Albury ST HOLBROOK Lot: 8 DP: 4045 Lot: 2 DP: 500773 Lot: 7 DP: 4045 Lot: 1 DP: 956575	Alterations & Additions to Public Building - As Modified	\$0	2/11/2020	Approved	9/11/2020	8	0	8
DA/2020/9	Applicant: Fox & Brew 90-92 Urana ST JINDERA Lot: 3 Sec: 11 DP: 758544	Change of Use - Temporary Meeting Room for 12 Months	\$0	29/01/2020	Cancelled	27/11/2020			
DA/2020/96	Applicant: Dendove Pty Ltd 55 Commercial ST WALLA WALLA Lot: 7 DP: 658510	Alterations & Additions to New Shop - As Modified	\$35,000	3/11/2020	Approved	26/11/2020	24	0	24
DA/2020/112	Applicant: K Whitehead 1 Third ST HENTY Lot: 110 DP: 12560	New Dwelling & Shed Alterations	\$71,000	28/07/2020	Approved	2/11/2020	61	37	61
DA/2020/130	Applicant: Habitat Planning Urana RD JINDERA Lot: 31 DP: 1062153	32 Lot Subdivision	\$0	31/08/2020	Approved	6/11/2020	68	0	68
DA/2020/145	Applicant: J E Winnett 46 Wallace ST HOLBROOK Lot: 26 DP: 4045	New Carport	\$6,000	28/09/2020	Approved	18/11/2020	20	64	40
DA/2020/152	Applicant: Rob Pickett Design 10 Sydney RD HOLBROOK Lot: 1 DP: 415729	Motel Alterations & Additions	\$242,000	9/10/2020	Approved	3/11/2020	26	0	26



Application No.	Location	Development Type	Est. Cost	Received	Determination	Total Elapsed Days	Stop Days	Adjusted Elapsed Days
DA/2020/154	Applicant: J G Hanckel 614 Stony Park RD BURRUMBUTTOCK Lot: 3 DP: 807318	New Dwelling & Garage	\$368,762	19/10/2020	Approved	23	0	46
DA/2020/155	Applicant: H R Smith 34 Peel ST HOLBROOK Lot: 3 DP: 28443	New Shed	\$19,900	21/10/2020	Approved	21	3	21
DA/2020/158	Applicant: Macjac Sheds 732 Bungowannah RD JINDERA Lot: 3 DP: 259195	New Shed	\$47,287	30/10/2020	Approved	24	3	24
DA/2020/160	Applicant: B & H Homes Pty Ltd 35 Margaret ST GEROGERY Lot: 157 DP: 753339	New Dwelling and Garage	\$411,917	2/11/2020	Approved	10	12	10
DA/2020/163	Applicant: McGrath Builders & Associates 57 Pech AVE JINDERA Lot: 77 DP: 1224019	New Dwelling and Garage	\$350,000	3/11/2020	Approved	22	0	22
DA/2020/164	Applicant: Peter Bowen Homes 34 Pomegranate DR JINDERA Lot: 402 DP: 1252780	New Dwelling and Garage	\$312,767	5/11/2020	Approved	22	0	22
DA/2020/165	Applicant: Sumloie Pty Ltd 15 First AVE HENTY Lot: 491 DP: 576694	New Patio	\$13,100	5/11/2020	Approved	22	0	22
DA/2020/166	Applicant: Conquest Pools 44 Gardenia PL JINDERA Lot: 804 DP: 1219301	New Swimming Pool	\$42,375	5/11/2020	Approved	22	0	22

ANNEXURE 7





Application No.	Location	Development Type	Est. Cost	Received	Determination	Total Elapsed Days	Stop Days	Adjusted Elapsed Days
DA/2020/167	Applicant: Farrugia Building 1157 Daysdale RD GOOMBARGANA Lot: 77 DP: 753737	New Swimming Pool	\$37,971	6/11/2020	Approved	13	0	13
DA/2020/168	Applicant: G M Noakes Tip RD HOLBROOK Lot: 213 DP: 753340	Change of Use - Automotive Repairs	\$0	6/11/2020	Approved	25	0	25
CDC/2020/49	Applicant: Landscapability 21 Frosty LA JINDERA Lot: 408 DP: 1252780	New Shed	\$4,532	14/10/2020	Approved	2	34	2
CDC/2020/55	Applicant: G J Gardner Homes 16 Terlich WY JINDERA Lot: 116 DP: 1267384	New Dwelling and Garage	\$363,532	4/11/2020	Approved - Private Certifier	1	0	1
CDC/2020/56	Applicant: A E Fawcett 4-6 King ST BROCKLESBY Lot: 197 DP: 753724	New Swimming Pool	\$25,000	9/11/2020	Approved - Private Certifier	1	0	2
CDC/2020/57	Applicant: G J Gardner Homes 21 Swift ST HOLBROOK Lot: A DP: 420452	New Dwelling and Garage	\$349,889	12/11/2020	Approved - Private Certifier	1	0	1
CDC/2020/58	Applicant: Afonso Building Solutions 7 Cade CT JINDERA Lot: 4 DP: 1249885	New Dwelling and Garage	\$284,635	16/11/2020	Approved - Private Certifier	1	0	1
CDC/2020/59	Applicant: A J Cann 104 Newton RD MULLENGANDRA Lot: 23 DP: 1125683	New Swimming Pool	\$46,259	13/11/2020	Approved - Private Certifier	1	0	2

Application No.	Location	Development Type	Est. Cost	Received	Determination	Total Elapsed Days	Stop Days	Adjusted Elapsed Days
CDC/2020/60	Applicant: Bridgewood Homes 4 Polack ST JINDERA Lot: 110 DP: 1267384	New Dwelling and Garage	\$377,961	19/11/2020	Approved – Private Certifier	1	0	1
CDC/2020/61	Applicant: T J Cox 114 Pioneer DR JINDERA Lot: 2 DP: 1208703	New Swimming Pool	\$25,085	24/11/2020	Approved – Private Certifier	1	0	1
CDC/2020/62	Applicant: Bridgewood Homes 6 Carroll AVE JINDERA Lot: 82 DP: 1258064	New Dwelling and Garage	\$278,970	26/11/2020	Approved – Private Certifier	1	0	1

**Report Totals & Averages**

Total Number of Applications : 26  
 Total Estimated Cost : 3,713,942.00

Average Elapsed Calendar Days: 24.76  
 Average Calendar Stop Days: 6.12  
 Average Adjusted Calendar Days: 18.64

Total Elapsed Calendar Days: 619.00  
 Total Calendar Stop Days: 153.00  
 Total Adjusted Calendar Days: 466.00

Director Environment & Planning  
 Greater Hume Shire Council

ANNEXURE 8

<b>HENTY COMMUNITY DEVELOPMENT COMMITTEE</b> <b>ANNUAL GENERAL MEETING 30/11/2020</b>
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**Meeting Opened:** 6.30pm

**Present:** Jessica Kane, Daphne Hannam, Yvonne Booth, Neil Meyer, Garry Small, Edward Dale, Steph Bedggood, Dennis Kane, Duty Mayor Doug Meyer

**Apologies:** Graham Klemke

Moved: Dennis Kane, Seconded: Jessica Kane

**Minutes of the last Meeting: 25-11-2019.**

True and Correct

Moved: Steph Bedggood, Seconded: Yvonne Booth

Deputy Mayor Doug Meyer took the chair, declared all positions vacant and called for nominations

Nominations:

Chairperson: Neil Meyer

Nominated by Garry Small Accepted YES

Deputy Chairperson: Graham Klemke

Nominated by Neil Meyer Accepted YES

Motion moved to separate Secretary and Treasurer role. Moved Dennis Kane, Seconded Jessica Kane. Carried

Secretary: Dennis Kane

Nominated by Yvonne Booth Accepted YES

Treasurer: Steph Bedggood

Nominated by Jessica Kane Accepted YES

Motion moved to remove Leticia O'Brien from Bendigo bank authority and add Steph Bedggood. Moved Dennis Kane. Seconded Garry Small. Carried.

Committee Nominations: Block Nomination

Jessica Kane, Daphne Hannam, Yvonne Booth, Garry Small, Edward Dale, Steph Bedggood,

Nominated: Garry Small , Accepted: YES

Meeting Closed: 6.45pm



ANNEXURE 8

# HENTY COMMUNITY DEVELOPMENT COMMITTEE

## MEETING MINUTES 30/11/2020

**Meeting Opened:** 6.30pm

**Present:** Jessica Kane, Daphne Hannam, Yvonne Booth, Neil Meyer, Garry Small, Edward Dale, Steph Bedggood, Dennis Kane, Duty Mayor Doug Meyer

**Apologies:** Graham Klemke

**Minutes of the last Meeting: 28-10-2019**

Moved: Neil Meyer Seconded: Edward Dale

**Business Arising:** Nil

**Treasurers Report:**

Attached Report. Closing Balance: 342.58

Moved: Dennis Kane, Seconded: Steph Bedggood Carried

**Correspondence:**

**IN: Emails have been continually forwarded during the month**

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**OUT:**

- Letter of Support of Support Henty Public School P@C Community Garden
- Greater Hume council- Greg Blackie - Letter

**Greater Hume Shire Council Report:**

**Doug Meyer (Deputy Mayor)**

- Solar Farm Walla Approved
- Development of building blocks in Henty Discussion. Developer interest.
- Riverina water grants applications well supported.

**General Business**

1/ Off the Leash area Smith street: **No Changes.**

**UPDATE**

- GHC (Colin Kane) investigating availability of Land. *(Committee to request an update from Colin Kane). No reply yet.*

2/ Facebook' page... an ongoing project. Community Opportunity Log

**Update:** *Jess Kane reported good response to Xmas decorations competition. A list will be developed with consent of houses wishing to compete by our Facebook administrators and placed on the Facebook page so that the community can better find locations around town.*

**Name Change:** Discussion to rename Facebook page with something that enables better market and engage local audience. Jess and Steph to explore.

3/ Sign Railway Parade

**Update: Jess & Steph**

Steph reported that numbers advertising remained the same as last month. Discussion took place re possible discount pricing after Xmas to re-engage those organizations who cancelled advertising during Covid 19 Pandemic. Steph B did comment that she feels the biggest issue businesses face is designing their ads. Dennis K to approach Bendigo bank board re possible assistance in this area.

4/ PROJECT: Cleanup Railway yard beside Dales Funeral Service and South side of Sladen Street

**UPDATE:**

**NOTHING NEW TO REPORT**

5/ *Welcome Packs* – Discussion re content- Approach retailers/businesses to provide vouchers etc., Information pack

**UPDATE; Yvonne Booth**

Yvonne reported she has commenced putting together new packs. Discussion took place re- Local residents who are building houses in town and if we should supply a pack to them. It was decided to supply pack.

6/ Greater Hume Shire Australia day Citizen of the Year and Junior Citizen of the Year nominations to be submitted on Frida 4<sup>th</sup> December 2020.

Jessica K completed research.

7/ Henty Museum Project –

- Town meeting very successful with 32 people attending and 4 apologies. A committee of 12 people plus 4 provisional committee (consisting of HCDC committee, Bendigo Bank Directors, and a community member) has been formed.
- An informal meeting was held on Thursday 19<sup>th</sup> Nov which was attended by Margot Jolly (Museum Consultant). Margot has been contracted by the Bendigo bank to complete a Significant assessment on Les Dale's collection and several other items.
- The Museum (Steering) committee will hold its first official meeting on Tuesday 2<sup>nd</sup> December 2020.

- Agenda to include election of Office bearers, Nomination of Subcommittee to assist Margot with Assessment of Les's collection, Organizational Structure, Terms of Reference, and Strategic Plan.

8/ Xmas Decorations: Judges for Business houses competition confirmed. Kevin Fogarty, Judy Morrison, and Peta Bullock. Residential See Facebook page update

**FROM THE FLOOR:**

Ed Dale informed group that Sweetwater residential area does not actually appear in GHS visitors guide.

Next Meeting: Monday 1<sup>st</sup> February 2020

Meeting Closed: 7.30pm